



CITY OF LA PINE, OREGON
URBAN RENEWAL AGENCY MEETING

Tuesday, July 07, 2020 at 3:00 PM
La Pine City Hall: 16345 Sixth Street, La Pine, Oregon 97739

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.

AGENDA

1. CALL TO ORDER

2. ESTABLISH QUORUM

3. PLEDGE OF ALLEGIANCE

4. 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.

5. APPROVAL OF MEETING MINUTES

- a. 6.2.2020 Urban Renewal Agency- Public Hearing & Adoption of Urban Renewal Budget Minutes

6. INTRODUCTIONS

7. STOREFRONT IMPROVEMENT PROGRAM- INITIAL DISCUSSION

8. OTHER MATTERS

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

9. PUBLIC COMMENTS

10. STAFF COMMENTS

11. BOARD MEMBER COMMENTS

12. ADJOURN MEETING

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 Meeting 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 BUDGET COMMITTEE MEETING

Tuesday, June 2, 2020 at 3:00 pm

La Pine City Hall: 16345 Sixth Street, La Pine, Oregon 97739 via Zoom

The meeting is accessible via Zoom. For a link to the meeting, please visit our website at www.lapineoregon.gov. 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.

MINUTES

1. CALL TO ORDER

Called to order by Chairperson Vicki Russell at 3:05 p.m.

2. ESTABLISH QUORUM

PRESENT

Chairperson Vicki Russell

Andrea Hine

Ann Gawith

Councilor Colleen Scott

Mayor Dan Richer

Councilor Donald Greiner

John Cameron

Russ Smith

STAFF

City Manager Melissa Bethel

City Recorder Robin Neace

Planner Alexa Repko

ABSENT

Jean Spetter-Sutton

3. 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.

4. APPROVAL OF MEETING MINUTES

A. May 5, 2020 Budget Committee Meeting Minutes

Motion made by Ann Gawith, seconded by Andrea Hine.

5. BUDGET HEARING ON FY 2020-21 URBAN RENEWAL AGENCY BUDGET

- a. Open Hearing
- b. Staff Report

Bethel reminds the Committee that the budget was presented and preliminarily approved to the budget committee. Any additional comments or questions welcome but was discussed at last meeting.

- c. Public Comment

None.

- d. Close Public Hearing
- e. Agency Deliberations

6. APPROVAL OF RESOLUTION NO. 2020-01 A RESOLUTION ADOPTING THE FISCAL YEAR 2020-21 BUDGET, MAKING APPROPRIATIONS, DECLARING THE TAX INCREMENT, AND COLLECTING THE MAXIMUM AMOUNT OF THE DIVISION OF TAX

Motion made by Councilor Greiner, seconded by Councilor Scott.

Voting yea: Chairperson Russell, Hine, Gawith, Councilor Scott, Mayor Richer, Councilor Greiner, Cameron, Smith

7. OTHER MATTERS:

Only those matters properly added to this Agenda under line item No. 3.

8. PUBLIC COMMENTS

None.

9. STAFF COMMENTS

Bethel introduces Alexa Repko, the new assistant planner. Repko will be helping with the Storefront Improvement Plan.

10. BOARD COMMENTS

11. ADJOURNMENT

Meeting adjourned at 3:16 p.m.

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 City Council 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.

MEMO

Date: June 29, 2020
To: La Pine Urban Renewal Agency Board
From: Patricia Lucas, SLED
Subject: Storefront Improvement Program

In 2018, the City of La Pine Urban Renewal Agency implemented a storefront improvement program to encourage businesses to upgrade their building facades. I have been asked by the city manager, Melissa Bethel to evaluate the program. I have worked in the economic development field for over three decades. Some of my experience, has been assisting communities with the creation and implementation of façade/storefront improvement programs.

For discussion purposes, attached you will find a worksheet that outlines some best practices for storefront and façade improvement programs. These are from communities in Oregon and Michigan. The list is being provided to the board in order to evaluate a number of alternatives that could be considered for the La Pine program.

- What kind of improvements would you like to see?
- What design standards would you like to see implemented? Cascadian?
- How would you like to have the applicant design review process?
- Do you have suggestions for architects that could provide assistance?
- What would you like to pay for?
- What would you like the match requirement to be?
- How much would you like to allocate to the program?
- How would you like to have the program marketed?
- What other suggestions do you have for the program?

I have compiled the attached draft program application for your review. Once the board has discussed the program, I will compile a document that outlines the grant process and applicant requirements and a brochure for marketing the program.

I look forward to meeting you and discussing the storefront improvement program at the meeting on July 7th.

	Architectural Assistance	Design Services
La Pine, OR Population 1,900 Level 1 70% match Level 2 100% match		
Almont, MI Population 2,797 50/50 match required	up to \$800 granted one time/10 years	
Beaverton, OR Population 98,962 50% city match (paint and signage) 70% city match (windows, doors, awning and lighting)		100% if use city architect
Boardman, OR Population 3,405 50/50 match required		
Canby, OR Population 17,817 50/50 match required	\$1,500	\$1,500
Dearborn, MI Population 94,933 50/50 match required		
Forest Grove, OR Population 24,624		
Hillsboro, OR Population 108,389 50/50 match required		\$2,500
Imlay City, MI Population 3,577 50/50 match required	\$500	
Lapeer, MI Population 8,621		
Oxford, MI Population 3,558		
Portland, OR Parkrose Business District 40% private match must have at least 2 years left on lease		
Rochester, MI Population 13,348	10%	
	architecture, design or engineering services	

* All programs reimburse local match after building owner incurs expense. The amounts provi

**Downtown Storefront Matrix
2020**

Façade Grant
\$10,000

Awning

Lanscaping

Signage

\$500 - \$5,000

\$250 - \$1,500

\$250 - \$500

\$250 - \$500

\$35,000

\$5,000

\$25,000

\$10,000

\$2,500 2:1 match

\$2,500-\$7,500 1:1 match

\$7,500-\$10,000 1:2 match

\$40,000

\$2,500

\$1,500

\$300

\$10,000

\$1,500

\$1,500

\$25,000

\$15,000

max 20% of project cost

ded are maximum grant amount, unless a range is provided.

Façade Loan Fund

up to \$25,000

6% unsecured, 5 years

4.25% secured, 5 years

up to \$40,000, 4%, 10 years

up to \$20,000, 3%, 5 years



STOREFRONT IMPROVEMENT GRANT PROGRAM

URBAN RENEWAL AGENCY

City of La Pine
P.O. Box 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

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 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 50% 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.

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 50-50 matching 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:

----- **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: _____

Figure 15.40-1. Downtown Overlay Zone Map

