

CITY of LA GRANDE
Urban Renewal Advisory Commission Regular Session
Wednesday February 9, 2022
2:00 p.m.

Zoom Meeting

AGENDA

1. CALL TO ORDER/ROLL CALL

2. AGENDA APPROVAL

Chairperson asks if there are any additions or changes to the Agenda

3. CONSENT AGENDA

a. Consider: Approving the Minutes of the February 6, 2018 Minutes.

4. PENDING BUSINESS

5. NEW BUSINESS

a. Elect new Chair and Vice Chair

b. Discuss proposed revisions to the Call For Projects Grant Policy for recommendation to the Urban Renewal Agency

6. ECONOMIC DEVELOPMENT DIRECTOR COMMENTS

7. STAFF COMMENTS

8. COMMISSION COMMENTS

9. ADJOURN

Department Secretary

CITY OF LA GRANDE
COMMISSION ACTION FORM

Commission Meeting Date: February 9, 2022

COMMISSION ACTION: CONSIDER CONSENT AGENDA

MOTION: I move that we accept the Consent Agenda as presented.

OR

MOTION: I move that we accept the Consent Agenda as amended.

**

EXPLANATION:

A Consent Agenda includes routine items of business with limited public interest, which may be approved by one Motion of the Commission. Any Commissioner may, by request, remove any item of business from the Consent Agenda.

a. Consider: Minutes of the February 6th, 2018 meeting, Regular Session of the Urban Renewal Advisory Commission.

**

COMMISSION ACTION (Office Use Only)

Motion Passed
 Motion Failed
 Action Tabled: _____
Vote: _____

Recessed: _____
Work Session: _____
Other: _____

CITY OF LA GRANDE

URBAN RENEWAL ADVISORY COMMISSION

Regular Meeting

Tuesday, February 6, 2018

5:15 p.m.

Second Floor Conference Room

La Grande City Hall
1000 Adams Avenue

MINUTES

COMMISSIONERS PRESENT:

Roxie Ogilvie, Vice Chair
Alana Garner
John Bozarth
Wilson Zehr
Carol Wilhelm

COMMISSIONERS ABSENT EXCUSED:

John Schwendemann, Chair

STAFF PRESENT:

Christine Jarski, Economic Development
Director
Robert Strope, District Manager

DISCUSSION/DISPOSITION

CITIZENS PRESENT:

Dale Mammen
Philip Merrick

MERRICK commented on the notice that was in the paper regarding the grant cycle discussion and changing the process to start cycle in December. Citizens he has talked to thinks that is a good idea.

CALL TO ORDER/ROLL CALL

AGENDA APPROVAL

The Agenda was approved as presented

CONSENT AGENDA:

BOZARTH made the following Motion, with GARNER providing the Second.

MOTION: I move that the Minutes of the October 3, 2017 be approved with a revision to capitalize Braseth in Commissioners Present section.

MSC: Unanimous

PENDING BUSINESS:

NONE

NEW BUSINESS

- a. Election of Chair and Vice-Chair

BOZARTH nominated John Schwendemann to be reappointed as Chair, with OGILVIE providing the Second contingent on his approval as he was absent/excused.

MSC: Unanimous

BOZARTH nominated **Roxie Ogilvie** to be reappointed as Vice Chair, with **WILHELM** providing the Second.

MSC: Unanimous

b. Review timeline for CFP

JARSKI stated the Call For Projects as follows:

Feb. 6, 2018 Announcements ready for CFP cycle

Feb. 9, 2018: Legal Notice, run 2/12, 2/14, 2/16

Feb. 23, 2018: CFP 18 cycle opens

Apr. 13, 2018: CFP 18 cycle closes

Apr. 20, 2018: Deemed complete letters

Apr. 23-May 14, 2018: Staff reports developed

May 18, 2018: Packets available to URAC/URA

May 30, 2018: Joint meeting with URAC/URA to score and award projects

May 31, 2018 Depending on number of applications, joint meeting to finish up Scoring and awarding projects.

ZEHR asked about the funding to which **STROPE** indicated 200K for Call for Projects 50K for the Buxton Retail Study and 50K for Façade Grants.

BOZARTH asked once the projects are awarded how long before completion. **JARSKI** replied that its 18 months with an allowances for extensions per the policy.

c. Update on Current Projects

JARSKI commented on the current projects (FY 2017):

1. Workforce Hub – withdrew.
2. Dainty Jewels – near completion.
3. Steve West – still in process of submitting plans and getting approvals.
4. Baum Smith – Outside improvements will be done this spring.
5. Cold Coffee Media – completed.

Carryovers from FY 2016:

1. La Grande Light Truck – near completion.
2. The Landing (Tsiatsos) – completed

Carryover from FY 2015:

1. Cinco De Mayo – near closing their grant out.

Carry over from FY 2014:

1. Bowling Alley – Continuing work on the project hoping to close out FY 2018. This building was the hub of the tunnel system which housed 8 openings. The City closed the openings in the 80's. When the contractors were laying for floor, they found a leak and had to re excavation to fill the openings again which has created a setback.

BOZARTH asked about what Cold Coffee Media was doing as they looked closed with the dark tinted over windows. **JARSKI** commented that she would follow up with applicant.

JARSKI added that she is working on putting together a tour with the URAC and URA of a few of the CFP projects. No timeline has been set yet.

JARSKI continued on the Façade Grants to which we have funded two projects:

1. Globe Furniture – awning project which has completed.
2. Matt Scarfo – sign rebuild which has completed.

In addition, **JARSKI** commented that the Façade program is slow being that Main Street was without a Director for several months. A Director has been hired and she is working with him to identify some businesses to approach and actively promoting that program currently.

JARSKI continued with the Targeted Partnerships Program:

1. Traded Sector – This branch is specific to the business Park to bring in industry to be sold outside of the area. Funds currently unused is 200K.
2. Marketplace Family Foods closed out their grant and is completed.
3. The IOOF was awarded 100K and the project is underway.

ZEHR asked about the Marketplace closing. **JARSKI** commented that they are currently in transition in finding a new wholesaler and should open within the next 90 days.

In addition, **JARSKI** commented that she met with the owner of the Marketplace property and he has setup focus groups to talk about ideas for what the community would like to see in the grocery store.

ZEHR mentioned the article write up for the

Marketplace where the operator of the store was going bankrupt and commented if someone accepted the final reimbursement when failure was imminent, that could be a problem. STROPE responded that there are two parties to the agreement which are Adelsberger as the property owner and Berglund as the operator of the store. In the agreement there are provisions that allow for transfers of ownership between the two individuals and outlines certain timelines for forgiveness. The parties are not in default per the agreement and as long as they reopen as a grocery store, meet the criteria and still in line with the agreement, there is not an issue.

Additionally, STROPE commented the grant funding was not for the operation of the business but the physical improvements to the property.

d. Joint Work Session of CFP and Loan Program March 5

STROPE commented based at the last URAC meeting in October, the URAC made some recommendations to the CFP policy and Loan Program. At the retreat in January, the Agency wanted to talk about the URAC thought process of the recommendations and this meeting will be March 5th. The scope of the work session is limited to the discussion of these two policies based on the significant changes of the CFP in providing preference points for new construction projects in the La Grande Business and Technology Park. The Agency supported providing such points, but the URAC on a 4-2 vote, recommended not to do so.

In addition STROPE commented that there will be a bit of discussion on the funding cycle for CFP and should there be two funding cycles. Should it allow out of cycle funding and if so, how do you deal with that? The view of the Agency is to not allow out of cycle funding. A challenge with the two funding cycles if entertained is how to mechanically get there with the awarding and the money budgeted for the fiscal year.

STROPE added the recommendations for the Loan Program were:

1. No on startup businesses
2. No requiring applicant to be turned down by bank. This program to be used for second position financing or “gap funding” for the ongoing operations or future development of a business or project.
3. Yes, to the program to provide flexibility and forgive some or the entire loan. Set terms to a 5–10-year loan based on dollar amount and not to exceed 10 years. Includes payment of interest only for the first 12 months, after 12 months the payment for interest and principal, then at the

halfway point that amount equal to 110% of the original loan and applicant meets the criteria set (positive cash flow, job creation, payments made etc.), the remaining balance to be forgiven.

4. Yes, to make the program revolving with forgiveness as indicated in 3 above.

5. Yes, to set terms in policy and outlined in 3 above.

STROPE continued on some discussion during the retreat regarding the remaining money in the Loan Program at approximately 80K to possibly move the funds to the Call For Projects. In addition, targeting the Agency to have a 250K cash carry forward fund balance and along with the 200K in traded sector, this gives flexibility if a good project comes in, the Agency could make the decision to use those dollars to put into the project. They have the discretion to do that and would not have to do a supplemental budget to access that fund balance. Considered an incentive for the Business Park.

STROPE continued that Christine is going to Canada to target traded sector business with Team Oregon

BOZARTH indicated that he will not be able to attend the March 5th Work Session and wants to recommend that they Agency remove the Loan Program to move the remaining money to Call For Projects.

There was consensus from the group to open conversation to remove the Loan Program.

The was consensus from the group to have meetings on the third Tuesday @ 5:15 pm. There will be no meeting in March and look at April 17th for the next meeting.

e. Meeting time

**ECONOMIC DEVELOPMENT
DIRECTOR/DISTRICT MANAGER COMMENTS
COMMISSION COMMENTS:**

None

None

There being no further business to come before this Regular Session of the Commission OGILVIE adjourned the meeting at 6:29 p.m. The Commission is scheduled to meet again in Work Session, Tuesday, April 17th at 5:15 p.m., in the Second Floor Conference room of City Hall, 1000 Adams Avenue, La Grande, and Oregon.

Respectfully Submitted by:

Kendra Van Cleave, CEDD Department Secretary

DATE APPROVED: _____



La Grande Urban Renewal Agency (URA)

(Revised ~~March 6, 2019~~ March 5, 2022)

“Call for Projects”

(Revitalization Incentive Program)

A. Geographic Scope:

Within the Urban Renewal District. (See Map, Exhibit A)

B. Purpose

The purpose of this policy is to direct resources within the Urban Renewal District to revitalize the La Grande Central Business Zone with the primary goals of improving the exterior of historic buildings, and ~~to provide~~ ing new opportunities for locations of high-traffic retail businesses, which could include any of the following: improving accessibility issues, streetscape projects and building renovations. Additionally, the Agency will invest in public/private development partnerships throughout the District including facilitating the development of commercial and industrial parts of the District to create jobs and income which will provide economic support to the Central Business Zone as well as developing upper floor residential within the downtown.

C. General Criteria

- 1) Subject property(ies)/ project(s) must lie within the Urban Renewal District’s “Geographic Scope” referenced in Section A.
- 2) Current or prospective owner(s) or developers representing owner(s) with consent, must be willing and agreeable to undertake a building/ property restoration, redevelopment or development project.
- 3) Once projects are evaluated and ranked per criteria in Subsection 6, available funds will be allocated to projects in order of ranking, highest to lowest, with projects receiving the full amount requested until the funding is exhausted (see Sections G (1) and G(2)).
- 4) Projects located in the La Grande Business and Technology Park will be considered separately from all other projects and will have dedicated funding identified. Funding budgeted for the Business Park will not be used for projects outside the Park even if there are no eligible Business Park projects in a given fiscal year.
- 5) All projects submitted for URA funding consideration must conform to one or more projects or goals stated in the La Grande Urban Renewal Plan of 1999.
- 6) When considerations for project funding are being made, the following criteria will serve as guidelines to help evaluate and when appropriate, rank applications:

- i. Preference will be given to projects that have a positive impact on the Central Business Zone (CBZ) (60 Points scored by Staff)

Impact on Central Business Zone	
Criteria	Total Possible Points 60
Traded Sector Business any location	50
Retail inside CBZ	45
Commercial Business outside CBZ	40
Commercial inside CBZ	35
Retail Business outside CBZ	30
Additional points for: Occupying building in CBZ that has been vacant for more than six months	10
Additional points for: Occupying building that has been vacant for more than twelve months	5

- ii. Preference will be given to projects that can demonstrate the mitigation, reduction, or removal of blight. Undeveloped and/or bare land shall not be eligible for points under this preference category. (30 Points Scored by Agency with recommendation from Staff)

Points for Blight	
Description of Blight	Total Possible Points 30
Potential hazard to environment or public and/or structure is unfit to occupy	30
Extensive Exterior damage to property, including structural impacts that don't rise to the level of unfit for occupancy	25
Combination of Exterior and Interior damage, deterioration, and/or dilapidation beyond the purely aesthetic	20
Property has been vacant more than five years but no other blight	15
Slight damage to exterior of property only	10
Damage to Interior of Property only	5

- iii. Preference will be given to projects with higher levels of private investment compared to public funding from any source. In calculating this, all project costs shall be considered, including elements which are not eligible uses of funds such as certain housing elements. (30 Points Scored by Staff)

Private Investment to Public Dollars	
Private Investment (excluding all public funds from any source)	Total Possible Points 30
Over \$150,000	30
\$125,001 to \$150,000	25
\$100,001 to \$125,000	20
\$75,001 to \$100,000	15
\$50,001 to \$75,000	10
\$25,001 to \$50,000	5
Less than \$25,000	0

- iv. Preference will be given to projects with higher Return on Investment based on all project costs prepared by a licensed contractor in the form of an estimate or actual or bid. **No points will be awarded for this category if the estimates or bids are not from a licensed contractor.** (50 Points Scored by Staff)

Return on Investment	
Total Project Cost	Total Possible Points 50
Total Project Cost of 500,000+	50
Total Project Cost of 400,000	40
Total Project Cost of 300,000	30
Total Project Cost of 150,000	20
Less than 150,000	10

- v. Preference will be given to projects with high Business Viability and readiness to commence as determined in the sole discretion of the Agency. An established business that is well-capitalized, has completed construction plans, actual contractor bids, and a business plan would receive maximum points. (25 Points Scored by Agency)

Business Viability and Project Readiness	
Description	Total Possible Points 25
Add points for each of the following that apply:	
Business Plan included with application	5
Actual Bids instead of estimates from licensed contractors	5
Project is well-capitalized (as evidenced by letters of credit, cash vs pre-approved loan, etc.)	5
Business in existence five or more years	5
Professionally prepared construction plans and drawings	5

- ~~vi. Preference will be given to projects based on an evaluation of the Community Comment submitted by the applicant as determined in the sole discretion of the Agency. (15 Points Scored by Agency)~~
- ~~vi. Preference will be given to projects that provide additional upper floor residential dwelling units in the Central Business Zone.~~

Commented [RS1]: The Community Comment requirement has been the most confusing provision and what is typically received doesn't conform to the intent and therefore should be removed. The points are shifted to a new category of upper floor housing.

<u>Development of Upper Floor Residential in the CBZ</u>	
<u>Description</u>	<u>Total Possible Points 15</u>
<u>Add points for each of the following that apply:</u>	
<u>Create 5+ New Dwelling Units</u>	<u>15</u>
<u>Create 3-4 New Dwelling Units</u>	<u>10</u>
<u>Create 1-2 New Dwelling Units</u>	<u>5</u>

- vii. Preference will be given to projects based on an overall evaluation of the project following the Staff presentation of all projects as determined in the sole discretion of the Agency. (40 Points Scored by Agency)
- viii. Projects initiated by the City of La Grande or the La Grande Urban Renewal Agency are exempt from these criteria.

- 7) If in the downtown, the project must include an **active** ground-floor “storefront” to encourage retail commercial use or other uses that will drive additional foot traffic downtown.
- 8) A third party developer may represent the property with owner’s consent.
- 9) Any past-due fines, taxes, fees or outstanding violations of local ordinances or permits must be addressed prior to any financial participation from the URA.
- 10) Project applicant must enter into an agreement with the URA for performance.
- 11) Any funds disbursed by the URA will be considered a reimbursement based on qualifying expenses submitted by the applicant unless other arrangements are made at the time of agreement.
- 12) The applicant’s financial need, or lack thereof, will not be considered as part of the evaluation of the application. (the applicant must be able to meet the required match).
- 13) Funding decisions will not be based on whether or not a project has been started or completed prior to award, provided the project has been determined to be eligible for funding under this policy. Applications submitted “out of cycle” (in accord with section **CF. 147**; below) and/or projects underway that have otherwise met the criteria for funding consideration will be treated with equal merit to those projects that are under consideration which have not yet started.
- 14) Projects may commence prior to funding award, at the applicant’s risk, but only after a written application has been submitted and the District Manager deems the application complete. The applicant acknowledges that submission of the grant application does not bind the URA in any way and that funding cannot be approved more than one fiscal year following the submission of the application.
- 15) If projects are in the Historic District or otherwise are under the purveyance of the Landmarks Advisory Commission, projects must:
 - i. Receive ~~approval certificate of “historic appropriateness”~~ from the Commission prior to any final grant award, ~~and/or disbursement of funds.~~
 - ii. Follow “The Secretary of the Interior’s Standards for Rehabilitation and Guidelines for Rehabilitating Historic Buildings.”
 - iii. Follow any and all standards and guidelines prescribed by the City of La Grande, to include ~~the current~~ **2009** STANDARDS AND GUIDELINES MANUAL FOR HISTORIC REHABILITATION AND PRESERVATION.

D. Allowed uses of funds

- 1) Professional design and engineering services, provided the project is completed within the terms of the agreement.
- 2) Project must comply with all relevant local, state and federal laws and codes.
- 3) Exterior façade renovations, to include:
 - i. Windows
 - ii. Doors
 - iii. Storefronts
 - iv. Awnings
 - v. Alley-facing entrances

- vi. Painting and cleaning
 - vii. Masonry repair, restoration or cleaning
 - viii. Appropriately repairing, restoring or replacing of cornices, entrances, doors, windows, decorative details and awnings
 - ix. Sign removal, repair or replacement
 - x. Building identification
 - xi. Critical maintenance, structural or code compliance
 - xii. Restoration projects, including removal of slip sheathing or other treatments
 - xiii. Roofs & roof repair
- 4) Accessibility issues, to include elevators and associated equipment.
 - 5) Streetscape improvement projects.
 - 6) Site-related infrastructure.
 - 7) Work required for Building Code compliance.
 - 8) New site development, new construction.
 - 9) Mitigation, reduction or removal of blight.

10) Housing/residential elements of a project [outside the Central Business Zone](#) would ONLY be eligible for funding IF AND ONLY IF the improvements are on upper floors of a project that included improvements to ground floor RETAIL. Housing/residential projects on upper floors above existing retail [outside the Central Business Zone](#) would not be eligible unless the retail space was also being improved.

~~10)11) Housing/residential projects located in the Central Business Zone would be eligible for funding only if they are located on upper floors above commercial or retail uses and provide additional dwelling units.~~

- 11)12) Other interior work is acceptable only if it meets one of the following:
- i. Permanent improvements that have a life span greater than ten years and are not considered tenant improvements (Changes made to the interior to accommodate the needs of a tenant such as floor and wall coverings, ceilings, and partitions).
 - ii. Improvements are directly related to structural changes such as removing walls. Examples could include addition of equipment such as installation of coolers, refrigeration or hood systems for restaurants, floor and paint needed for floor plan changes or other equipment that is permanently installed in the structure.
 - iii. Major mechanical, electrical, plumbing, elevators, and HVAC systems upgrades or repairs.

E. Prohibited uses of funds

- 1) Refinancing existing debt.
- 2) Marketing property for re-sale.
- 3) Conversion of downtown ground-floor uses to other than retail, entertainment or food & beverage.
- 4) Except as allowed in D. 10) above, housing/residential elements of a project including but not limited to improvements on upper floors of a project that include improvements to ground floor commercial and stand-alone housing/residential projects would not be eligible for funding.
- 5) Payment of taxes, fines or fees current or delinquent.

- 6) Payroll of employees related to the developer or associated businesses, unless involved in the construction phase of the project.
- 7) Cleaning unless it is required as part of an otherwise allowable use of funds.
- 8) Inappropriate restoration activities.
- 9) Inappropriate or non-approved design or materials.
- 10) Interior improvements (unless directly related to an approved exterior project or part of a needed and approved structural or accessibility improvement project) including but not limited to:
 - i. Carpeting, floor coverings.
 - ii. Interior painting.
 - iii. Removable fixtures, furnishings, cabinetry, etc.
- 11) Professional design and engineering services except as part of an approved project.
- 12) Working capital.
- 13) Financing of inventory.

F. Applicant Criteria

- 1) Proposals may come from tenants, owners of buildings or third party developers; if other than the owners, an authorization letter from owner(s) must accompany proposal/ application.
- 2) Approved projects should be ready to begin within six (6) months of funding award notification and shall be completed within twenty-four (24) months of application, unless an extension is granted.
- 3) Applicants must enter into an agreement with the URA and work with City/URA on their project.
- 4) Applicant cannot have any outstanding or unresolved fine, fee, permit, lawsuit or infraction with the City of La Grande.
- 5) Any agreement or application extensions may only be granted by the District Manager or the URA. All granted extensions will be reported to the URA.
- 6) Any deviations from initial submittals must be approved by the District Manager.
- 7) ~~Projects may commence prior to funding award, at the applicant's risk, but only after a written application has been submitted and the District Manager deems the application complete. The applicant acknowledges that submission of the grant application does not bind the URA in any way and that funding cannot be approved more than one fiscal year following the submission of the application.~~

G. Funding Information

- 1) Projects should have a minimum total cost of \$10,000:
 - i. City of La Grande Urban Renewal funding limits: 50% of eligible costs, up to \$50,000; \$75,000, if a majority of work performed is done with Union County vendors/ contractors.
- 2) Funding for projects is capped at \$75,000 as described above unless it is new construction at the La Grande Business and Technology Park on lots larger than 1 acre or lots that are owned by the Agency, in which case the project is eligible for up to 1/2 of

total cost, up to \$75,000 of funding or \$100,000 if a majority of work performed is done with Union County vendors/ contractors.

- 3) Private building owner(s)/tenant(s)/ developer(s) must contribute at least 1/2 of total project cost; contributions may come from commercial lenders or other sources, including grants or loans from other agencies on applicant's behalf.
- 2) Local funds may at times be augmented by outside sources, such as State of Oregon grants.
- ~~3)~~ Funds will be disbursed on a reimbursement basis ONLY; accurate and timely receipts are required to receive funds from the URA.
- ~~4)~~ All required permitting must be completed prior to commencing work. Any work completed without first obtaining the required permit(s) shall not be eligible for reimbursement and shall result in a reduction of the grant award in an amount determined at the sole discretion of the District Manager.
- ~~4)~~ Projects with grant awards exceeding \$25,000 are eligible to receive a progress payment once the project is 50% complete. The amount of the payment shall be based on the pro-rata completion percentage. The percentage of the project completed will be determined by the District Manager. Additional progress payments may be made at the discretion of the District Manager up to a maximum of ~~90~~75% of grant award.
- ~~6)~~ Funds will only be disbursed on a reimbursement basis and on completion of the project unless they qualify for a progress payment as described above. In order to be deemed complete, all work must be finished, any City required site improvements completed, and final inspections completed and approved and if applicable, a final occupancy permit granted by the Building Official. Temporary occupancy permits do not satisfy this requirement.
- ~~5)~~ Occupancy and/or use of the building/property that requires an occupancy permit without first receiving either an occupancy permit or a temporary occupancy permit, shall be result in the contributions of the URA will be considered a loan and the full amount of any and all URA funds disbursed shall become due and payable to the URA immediately upon notification by the District Manager.
- ~~6)~~7) The URA will make every effort to provide timely disbursements upon receipt of complete applications and proof of appropriate expenses.
- ~~7)~~8) The URA will have the ability to make loans in addition to, or in place of, grants at its discretion.
- ~~8)~~9) Real property related to the project may not be transferred or sold within five (5) years from the date of the project completion and final disbursement of funds. In the event of a sale, the contribution of URA funding will be considered a loan and the full amount of any and all URA funds disbursed shall become due and payable to the URA immediately upon said sale or transfer. Liens may be placed on properties receiving URA benefits for amounts up to the full grant amount at the discretion of the URA and/or the District Manager. Projects initiated by the City of La Grande or the La Grande Urban Renewal Agency would be exempt from this provision.
- ~~9)~~10) Funds disbursed under this program may not be combined with Building Façade Grant funds related to the same project at the same time (during a 12-month period) and site location, but may be combined with other Urban Renewal funding programs.

~~40)11)~~ If the property owner received property tax abatement or property tax credit for the property related to the project, or if the use of the property is changed resulting in the property not being subject to City property taxes within five (5) years from the date of the final disbursement of funds, the contributions of the URA will be considered a loan and the full amount of any and all URA funds disbursed shall become due and payable to the URA immediately upon receipt of the property tax abatement or credit notification. This requirement DOES NOT apply to Federal or State Tax Credits that do not reduce the Agency's property tax revenues.

H. Application and Approval Procedure

- 1) A letter of intent describing the project including the specific physical improvements proposed, completed budget form with estimated costs, and the intended use of the property. Conceptual drawings, construction plans, and cost estimates should be provided if available, but are not required to submit the letter of intent. Letter of intent deadlines will be established by the District Manager and this requirement may be waived at the discretion of the District Manager. A pre-application meeting may be required prior to submitting an application that could include: the Economic Development Director, the Building Official, City Planner, and a representative from the Landmarks Commission if appropriate.
- 2) Application must be on a project intake form provided by the URA and must include all necessary and required supporting documentation so as to fully satisfy all of the above-stated criteria to be deemed complete. Project applications may be submitted either as digital entries (Adobe Acrobat, Microsoft Word, Microsoft Excel, Microsoft PowerPoint or JPEG image files are acceptable formats) that are emailed or hand-delivered as a CD or as hard copies hand-delivered or mailed to City Hall. Faxed copies will not be accepted.
- ~~3) Application must also include a Community Comment as part of the application that will be provided to the local media and posted on the City's website at the Agency's discretion. Comments will be limited to 350 words and will explain the project, why Urban Renewal Funds should be used to help fund the project, and how Urban Renewal will benefit the applicant's business.~~
- ~~4)3)~~ Application must be submitted not later than the date established by the District Manager as the cutoff for consideration each fiscal year, typically not later than April 15th to be considered for funding. Approved projects will normally receive funding approval effective on July 1st.
- ~~5)4)~~ Any and all of the following bodies may be involved in the approval and/or review of a project:
 - i. City of La Grande/URA staff.
 - ii. La Grande Landmarks Advisory Commission.
 - iii. La Grande Main Street Design Committee.
 - iv. La Grande Urban Renewal Advisory Commission.
 - v. La Grande City Council/ Urban Renewal Agency.
 - vi. La Grande Planning Commission.
 - vii. State of Oregon Main Street program.

viii. State of Oregon Historic Preservation Office.

- 5) All funding requests will be copied to select City staff depending on the type of application, but at a minimum to the Community Development Director.
- 6) All funding requests will require La Grande Urban Renewal Agency approval at a public meeting.
- 7) Upon receipt of a complete application, applicants will be notified within thirty (30) days of project application completeness.
- 8) Applications may be modified or approved with conditions.
- 9) City/URA staff, upon request of the applicant, will provide technical assistance and resources to applicants to help ensure successful completion of applications.
- 10) City/URA staff will review applications and provide a staff report which shall include comments regarding how the application meets the criteria required in this policy and conformance with the Urban Renewal Plan.
- 11) The Agency members will have at least fourteen days to review the packets and may submit specific questions to staff regarding individual applications *during the first seven days*. This will allow staff to request answers from the applicants and provide the questions and answers to all reviewers.
- 12) The Staff and Agency will score projects based on the application using the identified preference criteria in section C. 4) above. Total points for each application will be provided by Agency to Staff not later than *three working days* prior to the joint special session. Once submitted, the scoring cannot be changed.
- 13) The Urban Renewal Agency shall conduct a special meeting to consider the funding applications and evaluate the applications using the following sequence:
 - a. Introductions and roll call of Agency.
 - b. Staff report and presentation of each project.
 - c. Agency discussion and individual scoring—following the presentations, the Agency members will discuss the projects and share any information that may have been gained by individual Agency members through site visits, contact with applicants, Staff, and/or members of the public. Following the discussion, Agency members will individually award up to 40 points per project using forms provided and turn them in to Staff.
 - d. Break—during the break the Staff will compile the scores and order rank the projects.
 - e. Agency deliberations - The Staff will display the spreadsheet showing the project scoring and funding amounts allocated as prescribed in Section C. 3. The Agency will then vote to approve the funding. (Actual funding is contingent upon budget adoption).
 - f. No public comments, or comments by applicants will be entertained during the special meeting.
- 14) Projects which do not receive grant funding or do not receive the full amount funded may be withdrawn by the applicant and resubmitted without penalty in the next funding cycle as if it is a new project.
- 15) Additional Funding Requests: The URA shall not consider any requests for funding increases to approved project funding resulting from cost overruns or changes in the project that are not an increase in the scope of the project including but not limited to

changes in materials or contractors. The URA may consider additional funding requests at the next funding cycle, at which time the application shall compete as if it were a new project, for unforeseen conditions encountered or increasing the scope of the project for items including but not limited to expanding the project to include additional square footage or adding new features that were not part of the original application.

- 16) Reductions in project scope: Minor reductions in the scope of the project may be approved by the District Manager without a reduction in awarded project funding. Any reduction exceeding 25% of the scope of the project or \$150,000 of the total project cost, whichever is less, must be approved by the Agency and may result in a reduction in the amount awarded on a case by case basis.

I. Submittal Requirements:

- 1) All submissions must be accompanied with the following information:
 - i. A letter of intent to include: Contact information for project and building owner, building address, project description, complete budget form, concept drawings and cost estimates (if cost estimates are available at the time letter of intent is submitted).
 - ii. Applications shall include:
 - a. Building owner name & contact information.
 - b. Project applicant name (if different from above) & contact information.
 - c. Letter of authorization from building owner, if owner is not applicant.
 - d. If the project will not be occupied by the applicant, a Letter of Intent from business owner committing to occupy the space once the project is complete, or a detailed recruitment plan including the type of tenant(s) being recruited.
 - e. Building address.
 - f. Building historic name, if known.
 - g. Current photograph of the building & historic photos, if available.
 - h. Funding amount requested.
 - i. Detailed project budget, on an attached sheet to include expenditures and sources of funds.
 - j. Detailed narrative and/or visual description of project.
 - k. Detailed conceptual project floor plan/drawings and site plan.
 - iii. Current building use, including tenant (not residential) names and contact information.
 - iv. Project timeline.
- 2) The submitted application and proposal for the project, once accepted as the final concept, shall become and wholly remain the property of the City/URA. The City/URA will retain the reproduction rights to use images of the artwork to prepare and distribute marketing materials, web site materials or for any other use in promotional materials.

Approved by the Urban Renewal Agency March 5, 20226, 2019, this policy is effective immediately and applies to all projects funded after this date, regardless of application submission date. Eligible work completed based on an approval to commence work on a project with an application submitted and deemed complete prior to March 5, 20226, 2019, will still be eligible for reimbursement if the project

receives funding. However, the applicant must submit a revised application as described in paragraph H above to be considered for funding.

Robert A. Strobe
District Manager

Exhibit "A"

La Grande Urban Renewal District

