

CITY of LA GRANDE
Urban Renewal Agency Regular Session
Wednesday, July 6, 2022

[Immediately Following City Council Regular Session](#)

Council Chambers
La Grande City Hall
1000 Adams Avenue

AGENDA

The meeting will be available for viewing via the City's scheduled Charter Communications channel 180 immediately following the City Council meeting which begins at 6:00 p.m. on July 6, 2022, on the La Grande Alive website at <https://eoalive.tv/city-events/> or on the Eastern Oregon Alive.TV Facebook page at <https://www.facebook.com/EOAliveTV>.

1. URBAN RENEWAL AGENCY

- a. Call to Order
- b. Roll Call

- Per ORS 192.670(1), some Agency Members may be participating in this Regular Session by electronic communication.

2. AGENDA APPROVAL

3. CONSENT AGENDA

The Consent Agenda includes routine items of business which may be approved by one Motion of the Agency. Any Agency Member so desiring may by request remove one or more items from the Consent Agenda for individual consideration under the Unfinished or New Business portion of the Agenda.

- a. **Consider:** Approving Regular Session Minutes; June 1, 2022

4. PUBLIC COMMENTS

Those individuals who wish to address the Agency in connection with any item which is printed on tonight's Agenda may do so during the time that item is under discussion by the Agency. Individuals wishing to speak to the Agency about non-Agenda items may do so during this Public Comments portion of the Agenda. Please print your name and address on the Public Comments Sign-in Sheet, located on the podium. When addressing the Agency, speak loudly and clearly into the Podium microphone, and state your name. Persons interested in providing virtual public comments shall contact City Staff at sstockhoff@cityoflagrande.org or by calling the City Recorder at (541) 962-1309 not later than 5:00 pm the day prior to meeting to make arrangements. In the event the Mayor does not announce a time limit for comments, each speaker is asked to confine their comments to three minutes in length, whether the comments are in-person or virtual.

5. PUBLIC HEARINGS

6. UNFINISHED BUSINESS

7. NEW BUSINESS

- a. **Consider:** Approving Recommended Changes to The Call For Projects Policy
- b. **Consider:** Approving Citizen to Urban Renewal Advisory Commission; Rikki Jo Hickey

[Bishop]
[Clements]

8. AGENCY MEMBER COMMENTS

9. ADJOURN

Stacey M. Stockhoff
Acting City Recorder

CITY of LA GRANDE

URBAN RENEWAL AGENCY ACTION FORM

Agency Meeting Date **July 6, 2022**

PRESENTER: Michael Boquist, Interim District Manager

AGENCY ACTION: CONSIDER CONSENT AGENDA

- 1. MAYOR: Request Staff Report
- 2. MAYOR: Entertain Motion

Suggested Motion: I move we accept the Consent Agenda as presented.

OR

Suggested Motion: I move we accept the Consent Agenda as amended.

- 3. MAYOR: Invite Agency Discussion
- 4. MAYOR: Ask for the Vote

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

a. **Consider:** Approving Regular Session Minutes; June 1, 2022

Reviewed By: (Initial)

District Manager _____

City Recorder _____

Aquatics Division _____

Building Department _____

ED Department _____

Finance _____

Fire Department _____

Human Resources Dept _____

Library _____

Parks Department _____

Planning Department _____

Police Department _____

Public Works Department _____

AGENCY ACTION (Office Use Only)

Motion Passed

Motion Failed; _____

Action Tabled: _____

Vote: _____

Resolution Passed

Effective Date: _____

Ordinance Adopted

First Reading: _____

Second Reading: _____

Effective Date: _____

CITY OF LA GRANDE

Urban Renewal Agency Regular Session

June 1, 2022

Immediately following Budget Committee Regular Session

Council Chambers
La Grande City Hall
1000 Adams Avenue

MINUTES

AGENCY MEMBERS PRESENT:

Stephen E. Clements, *Mayor*
Gary Lillard, *Mayor Pro Tem*
John Bozarth, *Agency Member*
David Glabe, *Agency Member*
Nicole Howard, *Agency Member*
Mary Ann Miesner, *Agency Member*
Justin Rock, *Agency Member*

AGENCY MEMBERS ABSENT EXCUSED:

STAFF PRESENT

Robert Strope, *District Manager*
Stacey Stockhoff, *Acting City Recorder*
Timothy Bishop, *Economic Development Director*
Michael Boquist, *Community Development Director*
Carrie Bushman, *Interim Library Director*
Kyle Carpenter, *Public Works Director*
Emmitt Cornford, *Fire Chief*
Joe Fisher, *Building Official*
Cari Markham, *Human Resource Specialist*
Heather Rajkovich, *Finance Director*
Stu Spence, *Parks and Recreation Director*

CALL TO ORDER/ROLL CALL/AGENDA APPROVAL

Mayor CLEMENTS called this Regular Session of the Urban Renewal Agency to order at 6:05 p.m.; Roll Call was taken; and a quorum was determined to be present.

CONSENT AGENDA

- a. **Consider:** Approving Regular Session Minutes; *May 4, 2022*
- b. **Consider:** Accepting "Exhibit A" for Fiscal Year 2022-2023; *Urban Renewal Agency/City Intergovernmental Agreement*
- c. **Consider:** Appointing Citizen to Urban Renewal Advisory Commission; *Lauren Babcock*

The following Motion was introduced by LILLARD; ROCK providing the Second:

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

VOTE

MSC. (unanimous)

PUBLIC COMMENTS

None

PUBLIC HEARINGS

a. **Consider:** Resolution: Adopting Budget, Making Appropriations; *Fiscal Year 2022-2023*

STAFF REPORT

Mayor CLEMENTS announced that the Public Hearing was open at 6:09 p.m. on the Fiscal Year 2022 – 2023, Urban Renewal District Budget, as approved by the Urban Renewal District Budget Committee on May 16, 2022.

Mayor CLEMENTS requested the Staff Report.

Robert STROPE, *District Manager/Budget Officer*

STROPE stated that during a Public Hearing on May 16, 2022, the Urban Renewal District (URD) Budget Committee met as advertised to consider and accept public testimony in connection with the proposed Fiscal Year 2022 – 2023, Budget. At the close of that Public Hearing, the Committee voted to certify to the County a request that \$52,422,181 in the increment value be used for the purpose of dividing taxes, approve the proposed Budget as amended and forward the Budget to the Urban Renewal Agency for adoption during a Regular Session on June 1, 2022. The only amendment to the proposed Budget was the correction of the current Fiscal Year General Fund Budget amount for the Façade Program. The document indicated a \$50,000 budgeted amount which was corrected to \$75,000. This correction did not have any impact on the Fiscal Year 2022-2023 Budget.

Mayor CLEMENTS asked if the \$500,000 for special projects included the \$200,000 grant that was just received, to which STROPE answered no, that was awarded through the Oregon Main Street program. The \$500,000 included \$300,000 from prior years carried forward.

PUBLIC TESTIMONY

None

Mayor CLEMENTS closed the Public Hearing on Fiscal Year 2022-2023, Urban Renewal District Budget at 6:12 p.m. and invited Agency discussion.

AGENCY DISCUSSION

None

MOTION

The following Motion was introduced by MIESNER; GLABE providing the Second:

MOTION: I move that the Proposed Resolution adopting the Fiscal Year 2022-2023, Urban Renewal District Budget be Read by Title Only, Put to a Vote, and Passed.

Upon Mayor CLEMENTS' request, City Recorder STOCKHOFF read the Proposed Resolution by Title Only.

A RESOLUTION OF THE CITY OF LA GRANDE URBAN RENEWAL AGENCY OF THE CITY OF LA GRANDE, UNION COUNTY, OREGON, ADOPTING THE FISCAL YEAR 2022-2023, BUDGET; MAKING APPROPRIATIONS; AND LEVYING TAXES [4821]

AGENCY DISCUSSION

None

VOTE

MSC. (unanimous)

UNFINISHED BUSINESS

None

NEW BUSINESS

- a. Consider:** Approving and Authorizing District Manager to Sign; *MOA with La Grande Main Street Downtown*

STAFF REPORT

Mayor CLEMENTS requested the Staff Report.

Robert STROPE, *District Manager*

STROPE stated that the current three-year agreement between the Agency and La Grande Main Street Downtown (LGMSD) would expire at the end of June, 2022. The La Grande Main Street Downtown Board voted to approve the draft agreement. Assuming the Agency also approved the revisions, the document would be finalized prior to the expiration of the current agreement. The revised draft agreement included the following minor changes and would expire on June 30, 2025:

- Changed the terminology from "Performing" Main Street level status to the "top Oregon Main Street level designation."
- Changed the name of the Business Development Committee to Economic Vitality Committee.
- Changed the due date of the annual report to the Agency from February 15th to April 15th.
- Added a requirement to provide the Agency with copies of the required reports submitted to Oregon Main Street.

In response to the name change from Business Development Committee to Economic Vitality Committee,

BOZARTH asked if it would change the function of the committee, to which STROPE replied the Main Street program changed the name of that committee and it does not change the function.

Mayor CLEMENTS thought it was helpful that the annual report of La Grande Main Street Downtown's activities was included with tonight's packet.

PUBLIC COMMENTS

None

AGENCY DISCUSSION

None

MOTION

The following Motion was introduced by HOWARD; LILLARD providing the Second:

MOTION: I move that the District Manager be authorized to finalize a new 3-year Memorandum of Agreement between the La Grande Urban Renewal Agency and La Grande Main Street Downtown with the revisions as presented and authorize the District Manager to sign the agreement.

AGENCY DISCUSSION

None

VOTE

MSC. (unanimous)

DISTRICT MANAGER COMMENTS

STROPE mentioned the Call For Projects application deadline had ended with a total of six (6) applications received; and one (1) project was for the Business Park. These projects would be presented to the Agency during a Special Session scheduled for July 13, 2022.

AGENCY MEMBER COMMENTS

None

ADJOURN

There being no further business to come before this Regular Session of the Agency, Mayor CLEMENTS adjourned the meeting to the City Council Regular Session at 6:18 p.m.

ATTEST:

APPROVED:

Stacey M. Stockhoff
Acting City Recorder

Stephen E. Clements
Mayor

APPROVED: _____

CITY of LA GRANDE

URBAN RENEWAL AGENCY ACTION FORM

Agency Meeting Date: July 6, 2022

PRESENTER: Timothy Bishop, Economic Development Director

AGENCY ACTION: **APPROVING RECOMMENDED CHANGES TO THE CALL FOR PROJECTS POLICY**

1. MAYOR: Request Staff Report
2. MAYOR: Invite Public Comments
3. MAYOR: Invite Agency Discussion
4. MAYOR: Entertain Motion

Suggested Motion: I move that the Agency amend the Call For Projects Policy to add to a new scoring criteria under "Impact on Central Business Zone" for a Housing/Residential only project located in the CBZ as presented (or as amended).

5. MAYOR: Invite Additional Agency Discussion
6. MAYOR: Ask for the Vote

EXPLANATION: At the March 2, 2022, Urban Renewal Agency meeting, the Agency amended the Call For Projects (CFP) Policy including adding a section providing preference points to encourage additional residential development on upper floors in the Central Business Zone (CBZ). The change also removed the requirement for the such projects to include retail improvements on the ground floor to be eligible for funding ***if it is located within the CBZ.***

In reviewing one of the submissions for the 2022 Call for Projects (CFP), a gap was discovered in our scoring model. Specifically, under the "Impact on Central Business Zone" criteria, there is not a provision for a Housing/Residential only project located in the CBZ. On May 4th, the District Manager informed the Agency and URAC of this oversight and indicated that Staff would be allocating 25 points for this type of project when scoring the CFP submissions with the understanding that the Agency would need to approve the policy change prior to the July Special Session to award project funding. The recommended revision is shown in the attached draft policy. The draft also removes unneeded language in the final paragraph of the policy.

District Manager Strope recommends the Agency approve the change as presented.

Reviewed By: (Initial)

District Manager _____
 City Recorder _____
 Aquatics Division _____
 Building Department _____
 ED Department _____
 Finance _____
 Fire Department _____

Human Resources Dept _____
 Library _____
 Parks Department _____
 Planning Department _____
 Police Department _____
 Public Works Department _____

AGENCY ACTION (Office Use Only)

- Motion Passed
- Motion Failed; _____
- Action Tabled: _____
Vote: _____
- Resolution Passed
Effective Date: _____
- Ordinance Adopted
First Reading: _____
Second Reading: _____
Effective Date: _____
Second Reading: _____
Effective Date: _____



La Grande Urban Renewal Agency (URA)

(Revised ~~July 6, 2022~~ ~~March 2, 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 providing 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
<u>Housing/Residential ONLY located inside the CBZ</u>	<u>25</u>
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

- iii. 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 that provide additional upper floor residential dwelling units in the Central Business Zone. (15 Points Scored by Staff)

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

~~vi~~.vi. 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

~~vii~~.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~~.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 C. 14 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 from the Commission prior to any final grant award.
 - 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 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.
- 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.

- 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) and D.11) 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.

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.
- 5) 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 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.
- 7) For projects requiring an occupancy permit, if the property is occupied without first receiving either the final occupancy permit or a temporary occupancy permit, 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.

- 8) The URA will make every effort to provide timely disbursements upon receipt of complete applications and proof of appropriate expenses.
- 9) The URA will have the ability to make loans in addition to, or in place of, grants at its discretion.
- 10) 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.
- 11) 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.
- 12) 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 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.
- 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.

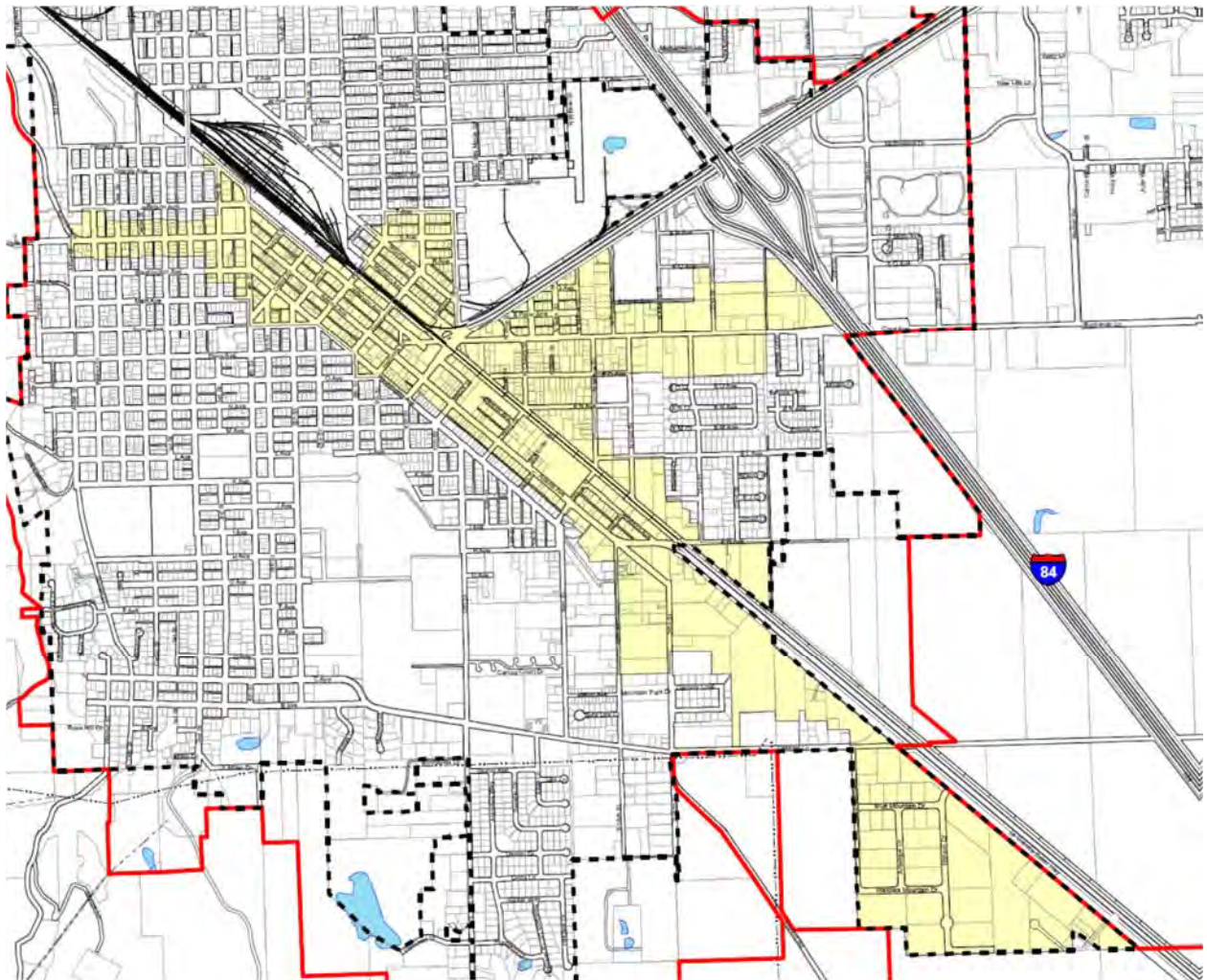
I. Submittal Requirements:

- 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 ~~July 6~~^{March 2}, 2022, 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 2, 2022, 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



CITY of LA GRANDE

URBAN RENEWAL AGENCY ACTION FORM

Agency Meeting Date: July 6, 2022

PRESENTER: Steve Clements, Mayor

AGENCY ACTION: CONSIDER APPOINTING CITIZEN TO THE URBAN RENEWAL ADVISORY COMMISSION

- 1. MAYOR: Explain Vacancy
- 2. MAYOR: Entertain Motion

Suggested Motion: I move that **Rikki Jo Hickey** be appointed to the **Urban Renewal Advisory Commission**, for the remainder of a three-year term which will expire on December 31, 2024.

- 3. MAYOR: Invite Agency Discussion
- 4. MAYOR: Ask for the Vote

EXPLANATION: The five-member **Urban Renewal Advisory Commission (URAC)** is composed of members who are actively interested in curing and preventing conditions of blight and improving the physical economic and social conditions with the Urban Renewal District (URD) and meets on an as needed basis and recommends policy changes to the Agency.

Ms. Hickey has not previously served on any Commissions or Committees. She is also applying for the Arts Commission, and can serve on a total of two Commissions.

Resolution 4789, Series 2020, Section 3. d. states: *"In most cases, the same applicant shall be appointed to not more than two (2) Advisory Committees or Commissions; except that the same applicant may additionally be appointed to the Budget Committee, which typically meets only once annually."*

Currently seated members of the Urban Renewal Advisory Commission who meet the requirements of the Resolution and the expiration of their terms is as follows: Lauren Babcock, 2024; Alana Carollo, 2023; Roxie Ogilvie, 2022; and Matt Scarfo (Taxing Jurisdiction Representative), 2022. All terms expire on December 31, of the year indicated.

The appointment of **Ms. Hickey** would result in a full Commission.

Reviewed By: (Initial)

District Manager	_____	Human Resources Dept	_____
City Recorder	_____	Library	_____
Aquatics Division	_____	Parks Department	_____
Building Department	_____	Planning Department	_____
ED Department	_____	Police Department	_____
Finance	_____	Public Works Department	_____
Fire Department	_____		

AGENCY ACTION (Office Use Only)

- Motion Passed
- Motion Failed; _____
- Action Tabled: _____
Vote: _____
- Resolution Passed
Effective Date: _____
- Ordinance Adopted
First Reading: _____
Second Reading: _____
Effective Date: _____
Second Reading: _____
Effective Date: _____

CITY of LA GRANDE
Application for Boards, Advisory Commissions and Committees

Name: Rikki Jo Hickey
Street Address: [REDACTED] Mailing Address: SAME AS "STREET"
LA GRANDE, OR
97850
Preferred Phone Number: [REDACTED] Alternate Number: _____
Email Address: rikkjohickey@gmail.com

City of La Grande Resident? Yes No City Employee? Yes No
Have you previously served on any of the City's Boards/Advisory Commissions/Committees? Yes No

If yes, which one(s) and when? N/A
Applications will be retained for 90 days, after which you will need to complete a new application for consideration to fill a vacancy.

Applying for: Please indicate your preferences by putting a number in the box next to those on which you would like to serve--1 for your first choice, 2 for your second, etc.,--you may serve on two (2) plus the Budget Committee.

- On how many Commissions, other than the Budget Committee, do you wish to serve? One Two
- | | | | |
|---|---|--|---|
| <input type="checkbox"/> Air Quality | <input type="checkbox"/> Building Board of Appeals | <input type="checkbox"/> Parking, Traffic Safety, and Street Maintenance | <input type="checkbox"/> Parks and Recreation |
| <input checked="" type="checkbox"/> 1 Arts | <input type="checkbox"/> Community Landscape and Forestry | | |
| <input type="checkbox"/> Budget Committee | | | |

The following Advisory Commissions have specific requirements and expectations. Please initial on the line in front of the Advisory Commission for which you are applying to indicate that you meet and agree to these requirements and expectations.

 Landmarks Members appointed to the Landmarks Advisory Commission shall have a demonstrated interest, competence, or knowledge of historic preservation. At least three (3) members should be professionals from the disciplines of history, archaeology, planning, law, architecture or architectural history. An individual appointed to the Landmarks Advisory Commission shall be resident of the City or a property owner within the Historic District of the City of La Grande, Oregon; except that two (2) such members may be residents of Union County.

 Library Chapter 357 of Oregon Revised Statutes requires that a public library be governed by a Library Advisory Commission. Commission members shall be individuals who are actively interested in Library services and programs, and in all instances, serve as advocates for the Cook Memorial Library, its services and programs. The five (5) Commissioners shall serve four-year (4-year) terms.

 Planning Members of the Planning Commission are required to complete an annual Statement of Economic Interest, to be submitted to the Oregon Government Ethics Commission. ORS 227.020 provides the authority for the creation of a Planning Commission. The Commission renders final decisions in connection with certain land use procedures, unless appealed to the City Council. All five (5) members of the Commission shall reside within the Urban Growth Boundary, but only one (1) may reside outside the City limits. A member of the Planning Commission may serve no more than two (2) consecutive terms, but may again be considered for appointment after one (1) year of nonparticipation on the Commission.

 Union County Tourism Advisory Committee City appointed members to this Advisory Committee shall be either the owner or manager of a large lodging property in La Grande, or the owner or manager of a La Grande retail business or restaurant.

2

URT

Urban Renewal Advisory Committee (URAC) An individual appointed to the Urban Renewal Advisory Commission shall be actively interested in curing and preventing conditions of blight and improving the physical, economic and social conditions within the Urban Renewal District. Members shall be residents of La Grande; or the owner of real property or a business located in the Urban Renewal District; or an elected official or highest appointed official of a taxing jurisdiction impacted by Urban Renewal. Additionally, two Commissioners must own or manage a business (though it does not need to be located in the Urban Renewal District)

For URAC ONLY: Do you: Own a property(ies) or business(es) in the La Grande Urban Renewal District?

Yes No

If yes: Name of business: _____ Address: _____

Do you: Own or manage a business(es)?

Yes No → working on capital to reopen now that I moved back

ORA
6/2/22

If yes: Name of business: Blue Mountain Actor's Studio Address: 1306 4th Street, L.G., 97852

Are you an elected official or highest appointed official of a taxing jurisdiction impacted by Urban Renewal?

Yes No

If yes: Name of Jurisdiction: _____ Position: _____

Please indicate why you are volunteering and what makes you a good candidate to serve. Please include any special training, experience, education, and/or qualifications you may have that are unique or specific to the Advisory Commission/Committee for which you are applying. (Please attach no more than one additional typewritten page).

As a commission member, I will hold the values and desires of our community members in the forefront of my decision making and arguments during discussions. I care about the well-being and image of our city, and I will do all I can to represent the broadest spectrum of La Grande's citizens. My aim is to look forward to an equal or better future by learning from past decisions and works. Please see attached page for further information.

PLEASE RETURN YOUR COMPLETED APPLICATION TO: Kayla Brainerd, Assistant to the City Manager, or Stacey Stockhoff, Acting City Recorder; 1000 Adams Avenue/P. O. Box 670; FAX (541) 963-3333

Pursuant to City of La Grande Ordinance, applicants for Boards and Advisory Commissions/Committees may be subject to a background review. Please complete the following Release for Background Check. This information is for office use only and not subject to public disclosure.

Name: River Jo Hickox Date of Birth: _____
Mailing/Street: _____ Social Security _____
(Address) La Grande, OR 97850

Signature _____ Date: 6/2/2022

For Office Use Only
Criminal Background search completed by: Cari Mauld on 6/8/22
 Eligible for Hire (negative) Further investigation recommended (positive)

RIKKI JO HICKEY: Supplemental info., App. for Boards, Adv. Comm. and Committees

La Grande Arts Commission, supporting information:

I earned my MFA from the University of Hawai'i at Manoa in 2010. Since then, I have been a professional theatre director, actor, and storyteller. I have been teaching theatre, film, and storytelling classes or workshops for 20+ years in Hawai'i, Ecuador, Washington, and Oregon. While in Hawai'i I was a public schools arts advocate before the state legislature during budget hearings, and I appeared on local news stations for marketing and arts advocacy. I designed posters to demonstrate the important similarities that both arts and sports have in common for the purpose of supporting arts in education. During my time as an arts educator, I led a middle school dance team, taught to ages 3 - 78 in classroom settings, designed/managed/directed a summer theatre camp program, wrote and submitted grants for Kaimuki High School, I directed youth theatre productions that allowed over 4,000 K-8 students to watch live theatre during their school day for 3 seasons.

While my main focus for the last couple of decades has been theatre, I believe that all forms of art are essential for personal growth and grounding, as well as for building a community.

In 2003-2004 I worked at La Grande's Think Link Discovery Museum. That position offered ample opportunity to work with community members and organizations to build youth enrichment activities, as well as participate in the construction of the Riverside Park playground structure that we see there today.

It would be an honor to serve on the arts commission for La Grande.

La Grande Urban Renewal Advisory Committee, supporting information:

Currently, I am building capital to reopen an acting studio in La Grande. Having moved back here just over a year ago after living out of state for 6 years, has allowed me to see the growth and improvements in our beautiful town, and I'd like to be a part of helping that continue. I believe that living in and traveling to/through various places around the globe has granted me the gift of having a global forward thinking eye with a passion for a small, quaint, clean and respectable town.

I have been able to see vast differences between economically disadvantaged neighborhoods and high-end suburbs/gated communities. Being able to land La Grande somewhere in the middle by offering recommendations to the Urban Renewal Agency would be a lovely and honorable way to give back to this community that I grew up in.

I believe that much potential has surfaced while I was living away, and I'd like to see La Grande continue to develop its commercial and industrial districts while creating jobs and generating more local income to provide economic support to the Urban Renewal District.