

**CITY of LA GRANDE  
Urban Renewal Agency Regular Session  
Wednesday, March 1, 2023**

**[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 March 1, 2023, on the EO Alive website at <https://eoa.tv> or on the EO 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; February 1, 2023

**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](mailto: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 Traded Sector Business Attraction Incentive Program
- b. **Consider:** Approving Recommended Changes to the Call for Projects Policy

[Bishop]  
[Bishop]

**8. DISTRICT MANAGER COMMENTS**

**9. AGENCY MEMBER COMMENTS**

**10. ADJOURN**

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Stacey M. Stockhoff  
City Recorder

CITY of LA GRANDE

URBAN RENEWAL AGENCY ACTION FORM

Agency Meeting Date: **March 1, 2023**

PRESENTER: **Robert A. Strobe, 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; February 1, 2023

\*\*\*\*\*

**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

February 1, 2023

*Immediately following City Council Regular Session*

Council Chambers  
La Grande City Hall  
1000 Adams Avenue

### **MINUTES**

#### **AGENCY MEMBERS PRESENT:**

Justin B. Rock, *Mayor*  
David Glabe, *Mayor Pro Tem*  
Corrine Dutto, *Agency Member*  
Nicole Howard, *Agency Member*  
Molly King, *Agency Member*  
Mary Ann Miesner, *Agency Member*  
Denise Wheeler, *Agency Member*

#### **STAFF PRESENT**

Robert Strobe, *District Manager*  
Kayla Brainerd, *Assistant to the District Manager*  
Stacey Stockhoff, *Acting City Recorder*  
Timothy Bishop, *Economic Development Director*

#### **CALL TO ORDER/ROLL CALL/AGENDA APPROVAL**

Mayor ROCK called this Regular Session of the Urban Renewal Agency to order at 7:20 p.m.; Roll Call was taken; and a quorum was determined to be present.

#### **CONSENT AGENDA**

- a. **Consider:** Approving Regular Session Minutes; October 5, 2022

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

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

#### **VOTE**

MSC: 7-0 (Yes: ROCK, GLABE, DUTTO, HOWARD, KING, MIESNER, and WHEELER; No: None)

#### **PUBLIC COMMENTS**

None

#### **PUBLIC HEARINGS**

None

**UNFINISHED BUSINESS**

None

**NEW BUSINESS**

- a. **Consider:** Amending Liberty Theatre Agreement to give EDA First Priority Lien Position

**STAFF REPORT**

Mayor ROCK requested the Staff Report.

Robert STROPE, *District Manager*

STROPE stated the U.S. Department of Commerce's Economic Development Administration (EDA) was awarding the Liberty Theatre Foundation \$585,534 of funding to complete the project. One of the EDA's requirements to receive the funding was a first priority unsubordinated lien on the real property. Currently the Urban Renewal District holds the first priority lien of the property for the \$150,000 loan the Agency provided to purchase the property. Under the agreement between the Agency and the Liberty Theatre Foundation, the loan would convert to a grant if certain conditions were met. The only remaining condition was completion of the project. To finalize the grant funding, the Agency was being asked to submit the Intercreditor Agreement to resolve the EDA requirement. The Agency's position would become subordinate to the EDA until the project was complete and the loan was forgiven. Assuming Agency approval, the Intercreditor Agreement would be finalized and the loan agreement would be amended to reflect the change.

KING asked if that scenario was common practice, to which STROPE noted for something like that, where the EDA was stepping in and providing funding, it was.

ROCK asked if the Liberty Theatre was close to completing their task, to which STROPE stated they have the funding and just need to complete the project, and open.

In response to DUTTO's comment, STROPE echoed the Agency wants the project completed. He noted the Agency would not want the Liberty Theatre to miss out on the opportunity for receiving the \$585,534 of funding just to stay in first position on the lien.

**PUBLIC COMMENTS**

Kelly DUCOTE, Liberty Theatre Foundation Board Member, stated they had made enormous progress the past couple of years. This funding would bring the project to completion, as well as lead to occupancy and loan forgiveness.

Nick DUCOTE, Liberty Theatre Foundation Grants Manager, noted the bid package was being completed by Associated Designs and Engineering. He added that approving this

document would allow for the EDA to sign off on the bid package.

**AGENCY DISCUSSION**

ROCK noted he was glad to see this project coming to an end and he was looking forward to seeing the final project.

MIESNER thanked the members of the Liberty Theatre Foundation for all of their hard work.

**MOTION**

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

**MOTION:** I move that District Manager Strope be authorized to draft and sign an amendment to the Liberty Theatre Loan agreement granting the EDA first priority lien position on the property and to sign any related documents required by the EDA as presented.

**AGENCY DISCUSSION**

None

**VOTE**

MSC: 7-0 (Yes: ROCK, GLABE, DUTTO, HOWARD, KING, MIESNER, and WHEELER; No: None)

**b. Consider:** Adopting Retreat Summary and City/District Manager's Top Priorities; Fiscal Year 2023/2024

**STAFF REPORT**

Mayor ROCK requested the Staff Report.

Robert STROPE, *District Manager*

STOPE noted that the City of La Grande Urban Renewal Agency, District Manager, and Department Directors participated in the City and Urban Renewal Economic Development Annual Goal Setting Retreat on Wednesday, January 25, 2023. During this Session, goals and priorities for Fiscal Year 2023-2024, were identified and discussed in preparation for developing the proposed Budget for the next Fiscal Year. Those goals and priorities were included in the summary of the Retreat and served as direction and guidance from the Agency. Additionally, the Agency and City Council established the City/District Manager's Top Priorities for Fiscal Year 2023-2024.

STROPE noted that the City Council adopted the same top priorities and approved the City's Retreat summary earlier that evening during the City Council Regular Session Meeting.

**PUBLIC COMMENT**

None

**AGENCY DISCUSSION**

None

**MOTION**

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

**MOTION:** I move that the City/District Manager's Top Priorities for Fiscal Year 2023-2024 as discussed during the Annual Council Retreat on January 25, 2023, and outlined on the attached Retreat Summary, be adopted as presented.

**AGENCY DISCUSSION**

None

**VOTE**

MSC: 7-0 (Yes: ROCK, GLABE, DUTTO, HOWARD, KING, MIESNER, and WHEELER; No: None)

c. Consider: Appointing Citizens to Urban Renewal Advisory Commission

Mayor ROCK briefly explained the process for appointing citizens to the City of La Grande's Urban Renewal Advisory Commission.

**MOTION**

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

**MOTION:** I move that Roxie Ogilvie be appointed to the Urban Renewal Advisory Commission, for a three-year term, which will expire on December 31, 2025; and that Commissioner Matt Scarfo be appointed as the Taxing Jurisdiction Representative for a three-year term, which will expire on December 31, 2025.

**AGENCY DISCUSSION**

None

**VOTE**

MSC: 7-0 (Yes: ROCK, GLABE, DUTTO, HOWARD, KING, MIESNER, and WHEELER; No: None)

**DISTRICT MANAGER COMMENTS**

STROPE mentioned the Urban Renewal Advisory Commission (URAC) would be convening to go over policy tweaks for the Call for Projects / Traded Sector. A portion of the Call for Projects, that provided different funding amounts for the business park, would be taken out and rolled into the Traded Sector. This change would allow for funding requests throughout the year and possible larger incentives using the current \$200,000 that was budgeted for the Traded Sector and the \$225,000 budgeted for the Call for Projects. The intent was for the Agency to approve the revised policy in the coming months and that would take effect as soon as it was completed. The funds budgeted for this fiscal year, would be rolled in to next fiscal year if they were not used.

**AGENCY MEMBER COMMENTS**

None

**ADJOURN**

There being no further business to come before this Regular Session of the Agency, Mayor ROCK adjourned the meeting to the Executive Session at 7:33 p.m.

ATTEST:

APPROVED:

\_\_\_\_\_  
Stacey M. Stockhoff  
City Recorder

\_\_\_\_\_  
Justin B. Rock  
Mayor

APPROVED: \_\_\_\_\_

# CITY of LA GRANDE

## URBAN RENEWAL AGENCY ACTION FORM

Agency Meeting Date: **March 1, 2023**

PRESENTER: **Timothy Bishop, Economic Development Director**

AGENCY ACTION: **APPROVING RECOMMENDED CHANGES TO THE TRADED SECTOR BUSINESS ATTRACTION INCENTIVE PROGRAM**

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 Traded Sector Business Attraction Incentive Program Policy to combine the Call For Projects funding dedicated to the Business Park with the Traded Sector Incentive into a new program as presented (or amended).

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

\*\*\*\*\*

**EXPLANATION:** At the January 25, 2023, Urban Renewal Agency Retreat, the District Manager and Staff presented the opportunity to combine the current funding for the Traded Sector Business Attraction Incentive Program and the Call For Projects (CFP) dedicated funding incentives into one larger, more flexible incentive program. The new program would be accessed on a case by case basis outside of the existing CFP funding cycle. This change requires updating the Agency policies for both Traded Sector and CFP and create a new application process. The intent would be to combine the budgeted funds to provide a total of \$425,000 of available incentives this year.

At their February 10, 2023, Urban Renewal Advisory Commission (URAC) Work Session, the URAC reviewed the current Traded Sector Policy and recommended revisions to establish this larger, combined incentive program. Following the Work Session with the URAC, additional revisions to the draft policy were made to update the job creation requirements in terms of wages and create the jobs to project cost matrix that would serve as the guidelines for funding amounts. Revisions to remove the Business Park from the CFP program are presented as a separate agenda item.

The attached draft Traded Sector/Business Park Call for Projects Business Attraction Incentive Program policy retains the ability to award funding for traditional CFP projects at the Business Park, capped at \$100,000, as well as Traded Sector projects up to \$500,000, subject to available funding. The draft also includes a proposed funding matrix for the Agency to use as guidelines in determining the amount of funds available based on individual project applications. If approved, a new application will be developed to implement the new program.

District Manager Strobe 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

(Approved March ~~3, 2021~~, 2023)

### Traded Sector/Business Park Call for Projects Business Attraction Incentive Program

#### A. Geographic Scope:

1. Within the Urban Renewal District. (See Map, Exhibit A)
2. Specifically in areas zoned industrial and/or commercial as follows.
  - i. Central Business (CB)
  - ii. General Commercial (GC)
  - iii. Light Industrial (I-1)
  - iv. Heavy Industrial (I-2)
  - v. Business Park (BP)
3. Specifically targeted development opportunities in the La Grande Business and Technology Park.

#### B. Purpose

The purpose of this policy is to provide cash incentives to attract new high-quality jobs, businesses and investments into the District. Additional -secondary purposes include -is to filling the La Grande Business & Technology Park (LGBTP or Park) and attracting with high quality “traded sector” businesses that export goods and/or services and import wealth and provide jobs above the Union County average wage. These funds are intended to be used as a recruitment tool to provide a “last-in” incentive to be used primarily for gap financing and will represent a minor percentage of an overall project cost; for new construction at the LGBTP; or a combination thereof. Projects should be financially viable without this funding. This policy will be governed by the La Grande Urban Renewal Agency (URA) and administered by the City of La Grande staff.

#### C. General Criteria

- 1) Subject property(ies)/ project(s) must lie within the Urban Renewal District (URD), within the “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 new business development project.
- 3) 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.
- 4) The URA will not consider, nor will staff accept applications for funding that do not comply with the preceding General Criteria.
- 5) Projects may be submitted at any time during the fiscal year.
- 6) When evaluating applications for project funding, the following criteria will serve as guidelines and when appropriate, to rank applications:
  - i. Projects must be viable for-profit businesses upon project completion.
  - ii. Projects must help achieve the mission of the La Grande Urban Renewal Plan to revitalize La Grande's Central Business Zone by investing in public/private development partnerships in the Central Business Zone (CBZ) or facilitating the development of commercial and industrial parts of the Urban Renewal District to create jobs and income that will provide economic support to the CBZ.
  - ~~iii. Start-up businesses will not be considered.~~
  - iii. Projects that meet the following criteria are eligible for higher funding levels as identified in G. Funding Information below:
    - ~~iv. Projects must be businesses~~ that are in the "traded sector" that export at least 50% of their goods and/or services outside of Union, Baker, Grant, Wallowa, and Umatilla Counties ~~and all counties that border Union County,~~ based on gross sales. ~~Examples of such businesses are as follows:~~
      - ~~1. Manufacturing~~
      - ~~2. Food processing~~
      - ~~3. Headquarters~~
      - ~~4. Data centers~~
      - ~~5. Call centers~~
      - ~~6. Wholesale trade~~
      - ~~7. Transportation/distribution~~
    - ~~v. Projects must create at least three (3) new permanent jobs and employ new employees at or above the average wage in Union County for at least three (3) years as specified in the individual funding agreement. ~~The 2013 average wage will be indexed at \$32,029 annually or \$15.40/hour. (additional preference based on number of jobs)~~ The 2023 average wage will be indexed at \$49,563 annually or \$23.83 per hour.~~
  - ~~vi. iv.~~ Preference will be given to projects with higher ratios of private investment to public funding and expected return of property tax revenues.

~~vii.v.~~ Preference will be given to projects that locate in the LGBTP.

- ~~6)7)~~ If in the downtown, project must not displace any currently ground-floor “storefronts” that encourage retail ~~commercial~~ use or other uses that drive foot traffic downtown.
- ~~7)8)~~ A third party developer may represent the property with owner’s consent.
- ~~8)9)~~ Any past-due fines, taxes, fees or outstanding violations of local ordinances must be addressed prior to any financial participation from the URA.
- ~~9)10)~~ Project applicant must enter into an agreement with the URA for performance.
- ~~10)11)~~ Any funds disbursed by the URA may be considered a reimbursement based on qualifying expenses submitted by the applicant and will be specified at the time of funding agreement.
- ~~11)12)~~ Project must comply with all relevant local, state and federal laws and codes.
- ~~12)13)~~ If projects are in the Historic District or otherwise are under the purveyance of the Landmarks Advisory Commission, projects must:
- i. Receive certificate of “historic appropriateness” from the Commission prior to any 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 ~~2009 STANDARDS AND GUIDELINES MANUAL FOR HISTORIC REHABILITATION AND PRESERVATION~~ 2002 Commercial Historic District Design Standards or its successor.

#### **D. Allowed uses of funds**

- 1) Exterior building renovations or construction.
- 2) Real estate purchase; associated costs & fees.
- 3) Required on-site and off-site infrastructure improvements.
- 4) Accessibility issues, to include elevators and associated equipment.
- 5) Streetscape improvement projects.
- 6) Work required for Building Code compliance.
- 7) New site prep and development, new construction.
- 8) Mitigation, reduction or removal of blight.
- 9) Earthwork related to wetland or floodway mitigation, as permitted and/or required by state or local agencies.
- 10) Professional design and engineering services, required for construction or renovations, provided the physical improvements related to these services (project) are completed within the terms of the agreement.

- 11) Other interior work to be approved on a case-by-case basis:
  - i. Permanent improvements that have a life span greater than five years that are not considered tenant improvements or other items or fixtures that cannot easily be removed from the structure.
  - ii. Mechanical, electrical, plumbing systems installations, or upgrades.

#### **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) Moving, travel or storage expenses.
- 5) Payment of taxes, fines or fees current, future 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.
- ~~i.~~ Interior improvements (unless directly related to an approved exterior project or part of a needed and approved structural or accessibility improvement project which require the removal and replacement of the existing interior improvements.) ~~including but not limited to:~~
  - ~~ii.~~i. Carpeting, and floor coverings.
  - ~~iii.~~ii. Changes to non-load-bearing walls.
  - ~~iv.~~iii. Interior pPainting, interior repairs.
  - ~~v.~~iv. Removable fixtures, appliances, furnishings, cabinetry, etc.
- 10) Professional design and engineering services except as part of an approved project as stated above.
- 11) Feasibility studies, business plan development, or other consulting services.
- 12) Working capital.
- 13) Financing of inventory.
- 14) Payment for services, such as legal, insurance or brokerage fees.

#### **F. Applicant Criteria**

- 1) Proposals may come from tenants, owners of buildings or property or third party developers; if other than the owners, an authorization letter from owner(s) or brokers must accompany proposal/ application.
- 2) Proposals must contain at a minimum the items identified in Section I.
- 3) Approved projects should be ready to begin within six (6) months of application and should be completed within eighteen (18) months of application. Extensions

may be allowed on a case-by-case basis as specified in individual funding agreements. 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.

- 4) Applicants must enter into a funding agreement with the URA and work with City/URA, ~~Union County Economic Development Corp. (UCEDC)~~ and/or State officials (as applicable) on their project.
- 5) Applicant(s) cannot have any outstanding or unresolved fine, fee, lawsuit or infraction with the City of La Grande.
- 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) ~~Traded Sector p~~Projects ~~must be a minimum of \$500,000, total cost:~~
  - a. ~~City of La Grande Urban Renewal— up to 1/3 of total project cost, up to \$150,000. To receive Trade Sector funding, the project must have a minimum total cost of \$500,000, be considered a “traded sector” business, and create at least three (3) new permanent jobs at or above the average wage in Union County for at least three (3) years as specified in the individual funding agreement. The 2013 average wage will be indexed at \$32,029 annually or \$15.40/hour. The 2023 average wage will be indexed at \$49,563 annually or \$23.83 per hour. (additional preference based on number of jobs)~~
  - b. ~~City of La Grande Urban Renewal funding— up to 1/3 of total project cost, not to exceed \$500,000:~~
    - i. ~~\_\_\_\_\_~~
    - ii. ~~Urban Renewal funding may be up to \$200,000, if a majority of work performed is done with licensed Union County vendors/ contractors.~~
    - iii. ~~Grant requests above \$200,000 will be considered on a case-by-case basis.~~

- c. Private building owner(s)/tenant(s)/ developer(s) must contribute at least 2/3 of total project cost; contribution may come from commercial lenders or other sources, including grants or loans from other agencies on applicant’s behalf. In-kind contributions shall not be considered.
- d. The amount of funding shall be determined on a case by case basis using the following guidelines:

<u>Number of Jobs:</u>	<u>Funding Matrix--Traded Sector Projects</u>											
<u>10</u>	-	-	-	-	-	-	-	-	<u>\$400,000</u>	<u>\$425,000</u>	<u>\$450,000</u>	<u>\$475,000</u>
<u>9</u>	-	-	-	-	-	<u>\$300,000</u>	<u>\$350,000</u>	<u>\$375,000</u>	<u>\$400,000</u>	<u>\$425,000</u>	<u>\$450,000</u>	
<u>8</u>	-	-	-	-	<u>\$275,000</u>	<u>\$300,000</u>	<u>\$325,000</u>	<u>\$350,000</u>	<u>\$375,000</u>	<u>\$400,000</u>	<u>\$425,000</u>	
<u>7</u>	-	-	-	<u>\$225,000</u>	<u>\$250,000</u>	<u>\$275,000</u>	<u>\$300,000</u>	<u>\$325,000</u>	<u>\$350,000</u>	<u>\$375,000</u>	<u>\$400,000</u>	
<u>6</u>	-	-	<u>\$175,000</u>	<u>\$200,000</u>	<u>\$225,000</u>	<u>\$250,000</u>	<u>\$275,000</u>	<u>\$300,000</u>	<u>\$325,000</u>	<u>\$350,000</u>	<u>\$375,000</u>	
<u>5</u>	-	<u>\$150,000</u>	<u>\$150,000</u>	<u>\$175,000</u>	<u>\$200,000</u>	<u>\$225,000</u>	<u>\$250,000</u>	<u>\$375,000</u>	<u>\$300,000</u>	<u>\$325,000</u>	<u>\$350,000</u>	
<u>4</u>	<u>\$125,000</u>	<u>\$125,000</u>	<u>\$125,000</u>	<u>\$150,000</u>	<u>\$175,000</u>	<u>\$200,000</u>	<u>\$225,000</u>	<u>\$250,000</u>	<u>\$275,000</u>	<u>\$300,000</u>	<u>\$325,000</u>	
<u>3</u>	<u>\$100,000</u>	<u>\$100,000</u>	<u>\$100,000</u>	<u>\$125,000</u>	<u>\$150,000</u>	<u>\$175,000</u>	<u>\$200,000</u>	<u>\$225,000</u>	<u>\$250,000</u>	<u>\$275,000</u>	<u>\$300,000</u>	
<u>Project Cost:</u>	<u>\$500,000</u>	<u>\$600,000</u>	<u>\$700,000</u>	<u>\$800,000</u>	<u>\$900,000</u>	<u>\$1,000,000</u>	<u>\$1,100,000</u>	<u>\$1,200,000</u>	<u>\$1,300,000</u>	<u>\$1,400,000</u>	<u>\$1,500,000</u>	

iv. • Non-traded sector new construction projects located at the La Grande Business and Technology Park will be limited to \$100,000 in funding and will use the application, scoring, and funding criteria contained in the current Call for Project policy.

- 2) Funding is contingent upon URA budget approval and subsequent availability of funds.
- 3) Local funds may be augmented by outside sources, such as State of Oregon grants or loans.
- ~~4) 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.

- ~~5) Normally, funds will be disbursed on completion of the project; however, the applicant may request progress payments as part of the agreement between the URA and the applicant.~~
- ~~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.~~
- ~~6)8) \_\_\_\_\_ URA will make every effort to provide timely disbursements upon receipt of complete applications and proof of appropriate expenses.~~
- ~~7)9) \_\_\_\_\_ The URA will have the ability to make loans in addition to, or in place of, grants at its discretion.~~
- ~~8)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.~~
- ~~9)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.~~
- ~~12) If the property owner receives any property tax abatement or property tax credit, or any other form of property tax relief (including special assessments) for the property related to the project resulting in any reduction of the Agency's property tax revenues 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.~~
- ~~13) 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.~~
- ~~10)14) \_\_\_\_\_ At the discretion of the Agency, the funding may be in the form of a loan which converts to a grant based on retention of jobs promised to receive the funding.~~

## H. Application and Approval Procedure

- 1) 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, DVD, USB drive, or as hard copies hand-delivered or mailed to City Hall. Faxed copies will not be accepted.
- 2) 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 Urban Renewal Advisory Commission.
  - iv. La Grande City Council/ Urban Renewal Agency.
  - ~~v. Union County Economic Development Corporation (UCEDC).~~
  - ~~vi.~~v. La Grande Planning Commission.
- ~~3)~~ FAH funding requests shall be reviewed by the Urban Renewal Agency and the Urban Renewal Advisory Commission (URAC) will require La Grande Urban Renewal Agency approval at a public meeting. Members of the Agency and the URAC shall vote on project funding.
- ~~3)4)~~ Any submitted proprietary and/or financial information will be kept confidential and out of the public record to the extent allowable by law.
- ~~4)5)~~ Project applications ~~may be reviewed by the Urban Renewal Advisory Commission (URAC)~~ for funding recommendation.
- ~~5)6)~~ Upon receipt of an application, applicants will typically be notified within ten (10) business days of project application completeness.
- ~~6)7)~~ Applications may be modified or approved with conditions.
- ~~7)8)~~ Applicants may be asked to present their projects to any of the bodies listed in Section H.2.
- ~~8)9)~~ City/URA staff may provide technical assistance and resources to applicants to help ensure successful applications to the extent possible.
- 10) 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.

11) 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. Past three years financial data on the business and the primary proprietor(s).
  - ii. Resumes or other historical information that accurately portrays the applicants' business history.
  - iii. Business plan that includes information on the business' history and a pro-forma for the proposed new operation in La Grande.
  - iv. Project scope and detailed project description, to include a detailed budget that reflects the total investment value, sources of revenue and itemized expenses.
  - v. Financial and non-financial request of URA participation that specifies categorical use of funds and any other requested URA support.
  - vi. Detailed listing of expected new job creation to include quantity of jobs, job titles, base hourly or annual wages, explanation and dollar value of any owner-provided non-mandatory benefits and total cumulative annual payroll impact.
  - vii. Building/ property owner name & contact information.
  - viii. Project applicant name (if different from above) & contact information.
  - ix. Letter of authorization from property owner or broker, if owner is not the applicant.
  - x. Building/ property address.
  - xi. Current photograph of the building/ property & historic photos, if available.
  - xii. Funding amount requested and proposed use(s).
  - xiii. Current building/ property use, including tenant names and contact information, if applicable.
  - xiv. 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.

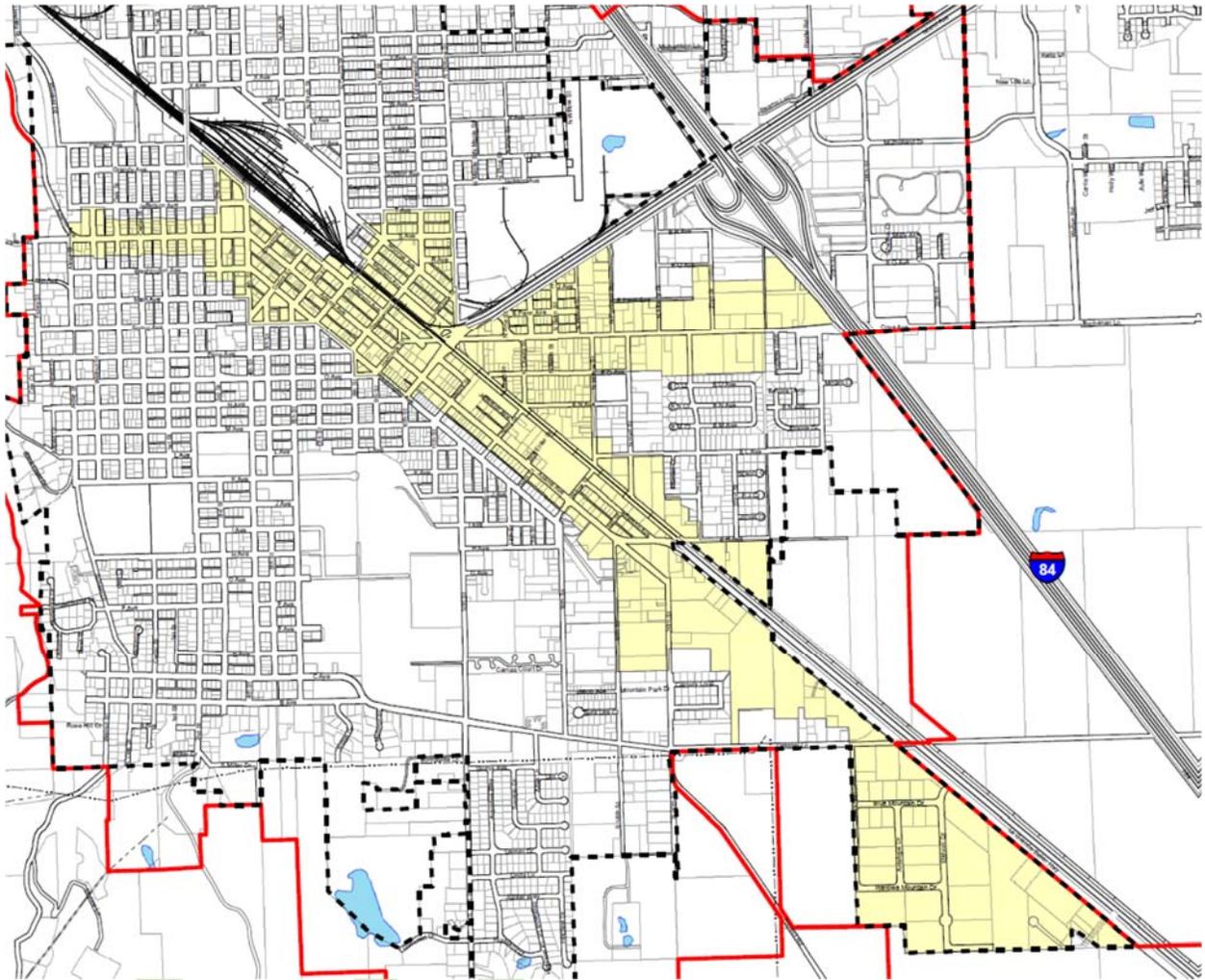
Approved by the Urban Renewal Agency ~~March 1, 2023~~ ~~March 3, 2021~~

Robert A. Strope  
District Manager

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Exhibit "A"

La Grande Urban Renewal District





## **La Grande Urban Renewal Agency**

*(Approved March 1, 2023)*

### **Traded Sector/Business Park Call for Projects Business Attraction Incentive Program**

#### **A. Geographic Scope:**

1. Within the Urban Renewal District. (See Map, Exhibit A)
2. Specifically in areas zoned industrial and/or commercial as follows.
  - i. Central Business (CB)
  - ii. General Commercial (GC)
  - iii. Light Industrial (I-1)
  - iv. Heavy Industrial (I-2)
  - v. Business Park (BP)
3. Specifically targeted development opportunities in the La Grande Business and Technology Park.

#### **B. Purpose**

The purpose of this policy is to provide cash incentives to attract new high-quality jobs, businesses and investments into the District. Additional purposes include filling the La Grande Business & Technology Park (LGBTP or Park) and attracting high quality “traded sector” businesses that export goods and/or services and import wealth and provide jobs above the Union County average wage. These funds are intended to be used as a recruitment tool to provide a “last-in” incentive to be used primarily for gap financing and will represent a minor percentage of an overall project cost; for new construction at the LGBTP; or a combination thereof. Projects should be financially viable without this funding. This policy will be governed by the La Grande Urban Renewal Agency (URA) and administered by the City of La Grande staff.

#### **C. General Criteria**

- 1) Subject property(ies)/ project(s) must lie within the Urban Renewal District (URD), within the “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 new business development project.
- 3) 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.
- 4) The URA will not consider, nor will staff accept applications for funding that do not comply with the preceding General Criteria.
- 5) Projects may be submitted at any time during the fiscal year.
- 6) When evaluating applications for project funding, the following criteria will serve as guidelines and when appropriate, to rank applications:
  - i. Projects must be viable for-profit businesses upon project completion.
  - ii. Projects must help achieve the mission of the La Grande Urban Renewal Plan to revitalize La Grande's Central Business Zone by investing in public/private development partnerships in the Central Business Zone (CBZ) or facilitating the development of commercial and industrial parts of the Urban Renewal District to create jobs and income that will provide economic support to the CBZ.
  - iii. Projects that meet the following criteria are eligible for higher funding levels as identified in G. Funding Information below:
    - Projects that are in the "traded sector" that export at least 50% of their goods and/or services outside of Union, Baker, Grant, Wallowa, and Umatilla Counties, based on gross sales.
    - 
    - Projects must create at least three (3) new permanent jobs and employ new employees at or above the average wage in Union County for at least three (3) years as specified in the individual funding agreement. The 2023 average wage will be indexed at \$49,563 annually or \$23.83 per hour.
  - iv. Preference will be given to projects with higher ratios of private investment to public funding and expected return of property tax revenues.
  - v. Preference will be given to projects that locate in the LGBTP.
- 7) If in the downtown, project must not displace any current ground-floor "storefronts" that encourage retail use or other uses that drive 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 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 may be considered a reimbursement based on qualifying expenses submitted by the applicant and will be specified at the time of funding agreement.

- 12) Project must comply with all relevant local, state and federal laws and codes.
- 13) If projects are in the Historic District or otherwise are under the purveyance of the Landmarks Advisory Commission, projects must:
  - i. Receive certificate of “historic appropriateness” from the Commission prior to any 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 2002 Commercial Historic District Design Standards or its successor.

**D. Allowed uses of funds**

- 1) Exterior building renovations or construction.
- 2) Real estate purchase; associated costs & fees.
- 3) Required on-site and off-site infrastructure improvements.
- 4) Accessibility issues, to include elevators and associated equipment.
- 5) Streetscape improvement projects.
- 6) Work required for Building Code compliance.
- 7) New site prep and development, new construction.
- 8) Mitigation, reduction or removal of blight.
- 9) Earthwork related to wetland or floodway mitigation, as permitted and/or required by state or local agencies.
- 10) Professional design and engineering services, required for construction or renovations, provided the physical improvements related to these services (project) are completed within the terms of the agreement.
- 11) Other interior work to be approved on a case-by-case basis:
  - i. Permanent improvements that have a life span greater than five years that are not considered tenant improvements or other items or fixtures that cannot easily be removed from the structure.
  - ii. Mechanical, electrical, plumbing systems installations, or upgrades.

**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) Moving, travel or storage expenses.
- 5) Payment of taxes, fines or fees current, future 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.
  - i. Interior improvements unless directly related to an approved exterior project or part of a needed and approved structural or accessibility improvement project which require the removal and replacement of the existing interior improvements. Carpeting, and floor coverings.
  - ii. Changes to non-load-bearing walls.
  - iii. Interior painting, interior repairs.
  - iv. Removable fixtures, appliances, furnishings, cabinetry, etc.
- 10) Professional design and engineering services except as part of an approved project as stated above.
- 11) Feasibility studies, business plan development, or other consulting services.
- 12) Working capital.
- 13) Financing of inventory.
- 14) Payment for services, such as legal, insurance or brokerage fees.

#### **F. Applicant Criteria**

- 1) Proposals may come from tenants, owners of buildings or property or third party developers; if other than the owners, an authorization letter from owner(s) or brokers must accompany proposal/ application.
- 2) Proposals must contain at a minimum the items identified in Section I.
- 3) Approved projects should be ready to begin within six (6) months of application and should be completed within eighteen (18) months of application. Extensions may be allowed on a case-by-case basis as specified in individual funding agreements. 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.
- 4) Applicants must enter into a funding agreement with the URA and work with City/URA, and/or State officials (as applicable) on their project.
- 5) Applicant(s) cannot have any outstanding or unresolved fine, fee, lawsuit or infraction with the City of La Grande.
- 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) Traded Sector projects:

- a. To receive Trade Sector funding, the project must have a minimum total cost of \$500,000, be considered a “traded sector” business, and create at least three (3) new permanent jobs at or above the average wage in Union County for at least three (3) years as specified in the individual funding agreement. The 2023 average wage will be indexed at \$49,563 annually or \$23.83 per hour. (additional preference based on number of jobs)
- b. City of La Grande Urban Renewal funding– up to 1/3 of total project cost, not to exceed \$500,000:

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- c. Private building owner(s)/tenant(s)/ developer(s) must contribute at least 2/3 of total project cost; contribution may come from commercial lenders or other sources, including grants or loans from other agencies on applicant’s behalf. In-kind contributions shall not be considered.
- d. The amount of funding shall be determined on a case by case basis using the following guidelines:

Number of Jobs:	Funding Matrix--Traded Sector Projects											
10									\$400,000	\$425,000	\$450,000	\$475,000
9						\$300,000	\$350,000	\$375,000	\$400,000	\$425,000	\$450,000	\$450,000
8					\$275,000	\$300,000	\$325,000	\$350,000	\$375,000	\$400,000	\$425,000	\$425,000
7				\$225,000	\$250,000	\$275,000	\$300,000	\$325,000	\$350,000	\$375,000	\$400,000	\$400,000
6			\$175,000	\$200,000	\$225,000	\$250,000	\$275,000	\$300,000	\$325,000	\$350,000	\$375,000	\$375,000
5		\$150,000	\$150,000	\$175,000	\$200,000	\$225,000	\$250,000	\$375,000	\$300,000	\$325,000	\$350,000	\$350,000
4	\$125,000	\$125,000	\$125,000	\$150,000	\$175,000	\$200,000	\$225,000	\$250,000	\$275,000	\$300,000	\$300,000	\$325,000
3	\$100,000	\$100,000	\$100,000	\$125,000	\$150,000	\$175,000	\$200,000	\$225,000	\$250,000	\$275,000	\$275,000	\$300,000
<b>Project Cost:</b>	<b>\$500,000</b>	<b>\$600,000</b>	<b>\$700,000</b>	<b>\$800,000</b>	<b>\$900,000</b>	<b>\$1,000,000</b>	<b>\$1,100,000</b>	<b>\$1,200,000</b>	<b>\$1,300,000</b>	<b>\$1,400,000</b>	<b>\$1,400,000</b>	<b>\$1,500,000</b>

- Non-traded sector new construction projects located at the La Grande Business and Technology Park will be limited to \$100,000 in funding and will use the application, scoring, and funding criteria contained in the current Call for Project policy.
- 2) Funding is contingent upon URA budget approval and subsequent availability of funds.
  - 3) Local funds may be augmented by outside sources, such as State of Oregon grants or loans.
  - 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) 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.
- 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.
- 12) If the property owner receives any property tax abatement or property tax credit, or any other form of property tax relief (including special assessments) for the property related to the project resulting in any reduction of the Agency's property tax revenues 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.
- 13) 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.
- 14) At the discretion of the Agency, the funding may be in the form of a loan which converts to a grant based on retention of jobs promised to receive the funding.

#### **H. Application and Approval Procedure**

- 1) 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, DVD, USB drive, or as hard copies hand-delivered or mailed to City Hall. Faxed copies will not be accepted.

- 2) 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 Urban Renewal Advisory Commission.
  - iv. La Grande City Council/ Urban Renewal Agency.
  - v. La Grande Planning Commission.
- 3) Funding requests shall be reviewed by the Urban Renewal Agency and the Urban Renewal Advisory Commission (URAC) at a public meeting. Members of the Agency and the URAC shall vote on project funding.
- 4) Any submitted proprietary and/or financial information will be kept confidential and out of the public record to the extent allowable by law.
- 5) Project applications for funding recommendation.
- 6) Upon receipt of an application, applicants will typically be notified within ten (10) business days of project application completeness.
- 7) Applications may be modified or approved with conditions.
- 8) Applicants may be asked to present their projects to any of the bodies listed in Section H.2.
- 9) City/URA staff may provide technical assistance and resources to applicants to help ensure successful applications to the extent possible.
- 10) 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.
- 11) 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. Past three years financial data on the business and the primary proprietor(s).
  - ii. Resumes or other historical information that accurately portrays the applicants' business history.

- iii. Business plan that includes information on the business' history and a pro-forma for the proposed new operation in La Grande.
  - iv. Project scope and detailed project description, to include a detailed budget that reflects the total investment value, sources of revenue and itemized expenses.
  - v. Financial and non-financial request of URA participation that specifies categorical use of funds and any other requested URA support.
  - vi. Detailed listing of expected new job creation to include quantity of jobs, job titles, base hourly or annual wages, explanation and dollar value of any owner-provided non-mandatory benefits and total cumulative annual payroll impact.
  - vii. Building/ property owner name & contact information.
  - viii. Project applicant name (if different from above) & contact information.
  - ix. Letter of authorization from property owner or broker, if owner is not the applicant.
  - x. Building/ property address.
  - xi. Current photograph of the building/ property & historic photos, if available.
  - xii. Funding amount requested and proposed use(s).
  - xiii. Current building/ property use, including tenant names and contact information, if applicable.
  - xiv. 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.

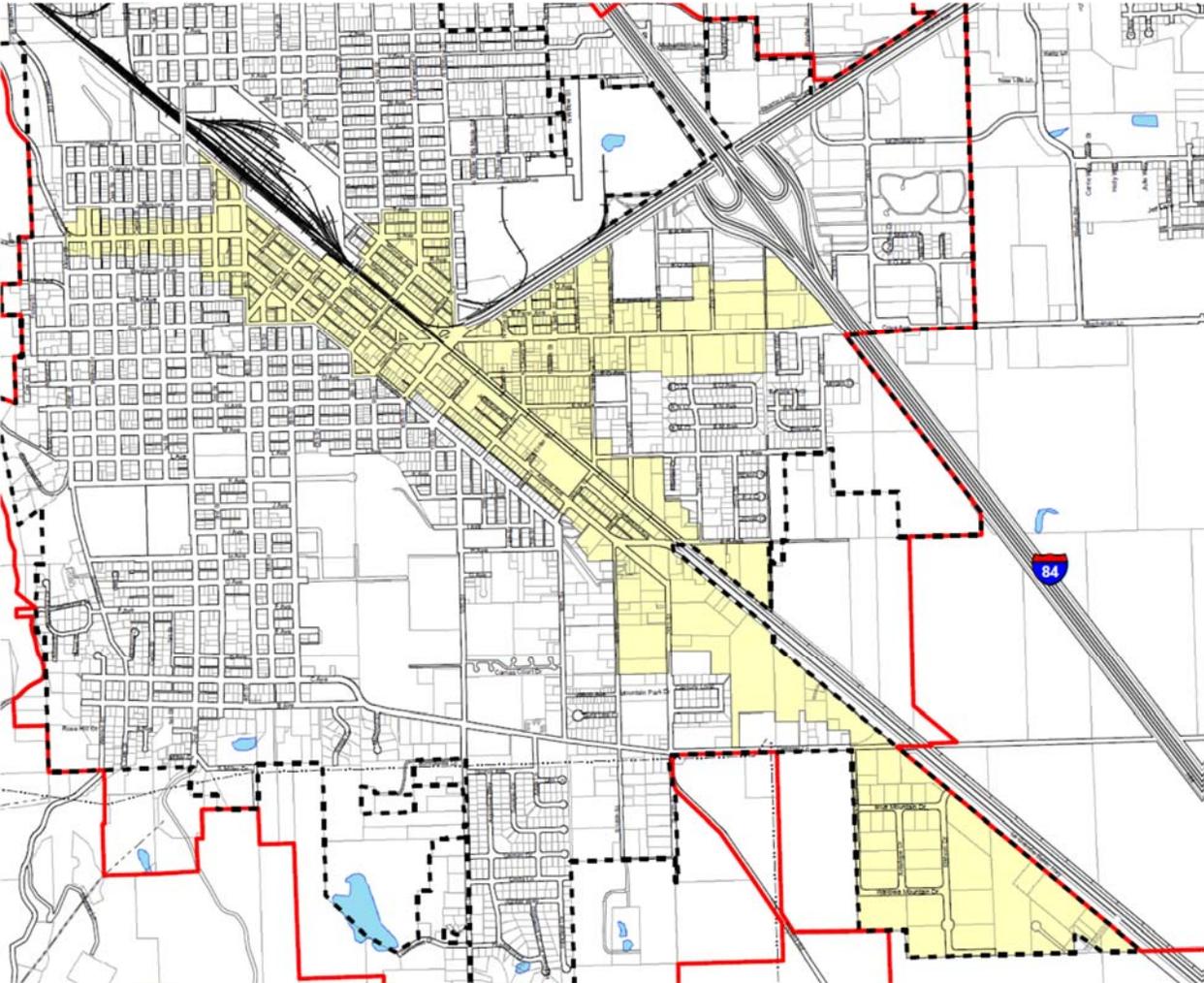
Approved by the Urban Renewal Agency March 1, 2023.

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Robert A. Strobe  
District Manager

Exhibit "A"

La Grande Urban Renewal District



# CITY of LA GRANDE

## URBAN RENEWAL AGENCY ACTION FORM

Agency Meeting Date: **March 1, 2023**

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 adopt the recommended changes to the Urban Renewal Call For Projects grant policy as recommended by the Urban Renewal Advisory Commission as presented (or amended).

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

\*\*\*\*\*

**EXPLANATION:** At the January 25, 2023, Urban Renewal Agency Retreat, the District Manager and Staff discussed the desire to amend the Call For Projects (CFP) policy to include combining the Business Park Call For Projects with the Traded Sector Incentive as a single larger and more flexible incentive, and removing the combined incentive from the annual Call For Projects cycle. The draft also clarifies the language around eligible use of funds related to interior improvements.

The District Manager and Staff met with the Urban Renewal Advisory Committee (URAC) on February 10, 2023, and reviewed the current CFP policy. The following recommended revisions are shown in the attached draft policy, along with minor revisions:

C. General Criteria:

4) Removes projects at the La Grande Business and Technology Park from this program but retains the ability to use the criteria and forms from CFP when evaluating those projects for funding under the new program.

6) iv. and vi. Clarifies language regarding the use of binding quotes in addition to bids. Also clarifies Business Viability and Project Readiness is up to five (5) points for each of the items listed to highlight that the items should be assessed on the content, not awarded full points if they submitted bare minimum responses.

D. Allowed use of funds and E. Prohibited use of funds:

Clarifies interior work that would be eligible for reimbursement that is needed based on prior submissions.

G. Funding Information:

2) Removes references to Business Park funding.

10 and 13) Clarifies that liens may be placed on the property at any time give the intent is to protect the Agency's investment and there are a number of repayment triggers in the policy which may necessitate a lien, not just potential sales of the property.

12) Reinforces that any type of property tax relief within five (5) years shall result in repayment of the funds.

District Manager Strobe recommends the Agency approve the changes 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 1, 2023)

### “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 not be eligible for funding under this program and will be considered under a separate program~~ly 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.~~ However, the application form and criteria in this policy may be used to evaluate projects at the La Grande Business and Technology Park.
- 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)

<b>Impact on Central Business Zone</b>	
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
Housing/Residential ONLY located inside the CBZ	25
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)

<b>Points for Blight</b>	
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 a quote, ~~#~~ estimate, ~~or~~ actual ~~or~~ bid. **No points will be awarded for this category if the quotes, 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. 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 or binding quotes, and a business plan would receive maximum points. (25 Points Scored by Agency)

Business Viability and Project Readiness	
Description	Total Possible Points 25
Add <u>up to five</u> points for each of the following that apply:	
<u>Well-developed</u> Business Plan included with application	5
<u>Binding quotes or formal <del>Actual Bids</del> bids from licensed contractors as opposed to <del>instead of</del> estimates <del>from licensed contractors</del></u>	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. 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 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~~ [2002 Commercial Historic District Design Standards](#) ~~STANDARDS AND GUIDELINES MANUAL FOR HISTORIC REHABILITATION AND PRESERVATION.~~ [or its successor.](#)

#### **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.

~~11) Other interior work is acceptable only if it meets one of the following:~~

12) 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).~~

13) Improvements are required due to ~~directly related to~~ structural changes such as removing walls.

~~13) 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.~~

14) Replacement or upgrade of mMajor mechanical, electrical, plumbing, ~~elevators,~~ and HVAC systems required as part of major renovations, 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~~ which require the removal and replacement of the existing interior improvements.) ~~including but not limited to:~~

~~10)~~

11) Carpeting ~~and~~ floor coverings.

12) Interior painting.

13) Removable fixtures, appliances, furnishings, cabinetry, etc.

14) Professional design and engineering services except as part of an approved project.

15) Working capital.

16) 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 [any property tax abatement](#), ~~or~~ [property tax credit](#), [or any other form of property tax relief \(including special assessments\)](#) for the property related to the project [resulting in any reduction of the Agency's property tax revenues](#), 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.
- 13) [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.](#)

#### **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 15<sup>th</sup> to be considered for funding. Approved projects will normally receive funding approval effective on July 1<sup>st</sup>.
- 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.

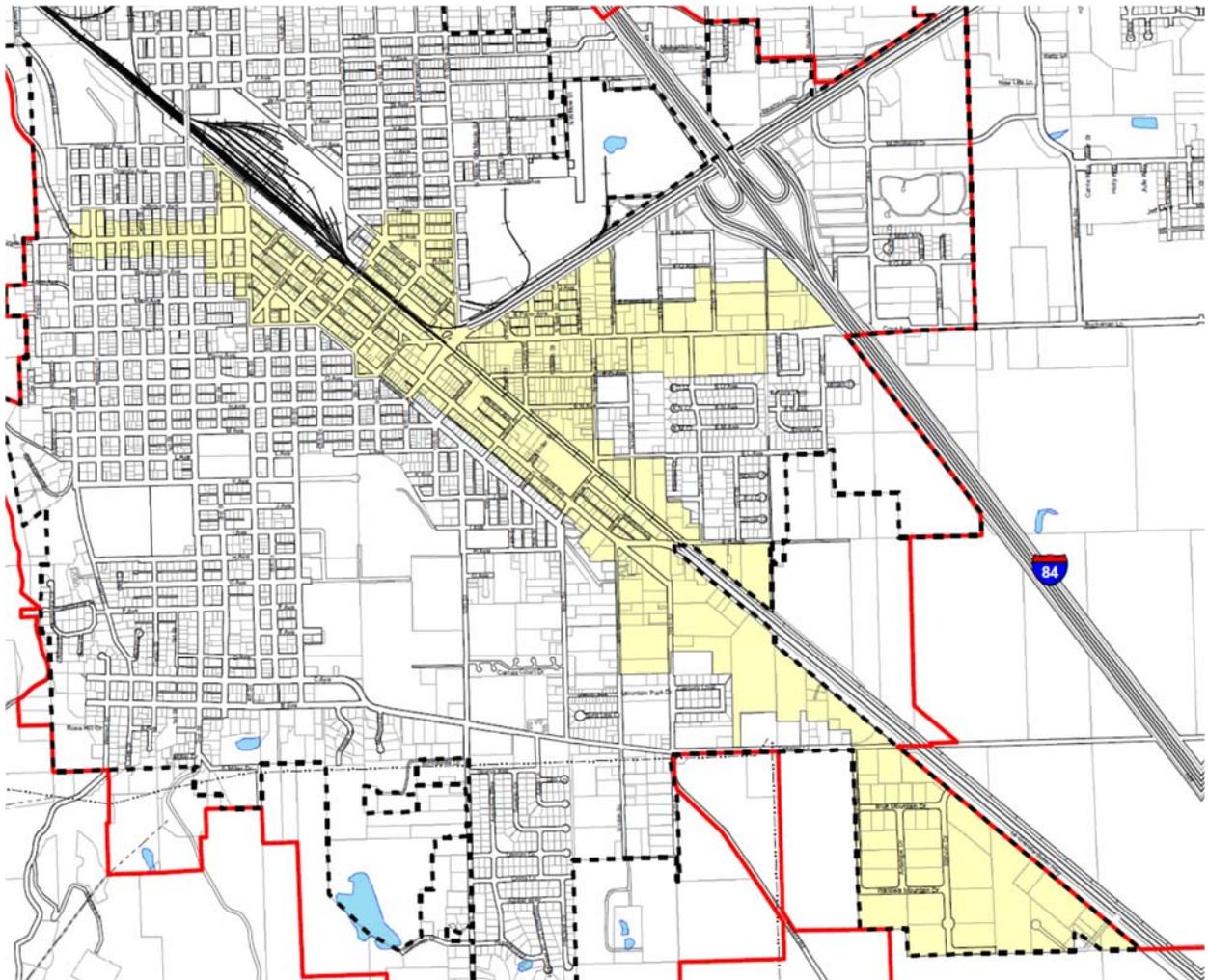
**I. Submittal Requirements:**

- 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, 2022~~[March 1, 2023](#), this policy is effective immediately and applies to all projects funded after this date, regardless of application submission date.

Robert A. Strobe  
District Manager

Exhibit "A"  
La Grande Urban Renewal District





## **La Grande Urban Renewal Agency (URA)**

*(Revised March 1, 2023)*

### **“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 not be eligible for funding under this program and will be considered under a separate program. However, the application form and criteria in this policy may be used to evaluate projects at the La Grande Business and Technology Park.
- 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)

<b>Impact on Central Business Zone</b>	
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
Housing/Residential ONLY located inside the CBZ	25
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)

<b>Points for Blight</b>	
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)

<b>Private Investment to Public Dollars</b>	
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 a quote, estimate, or bid. **No points will be awarded for this category if the quotes, estimates, or bids are not from a licensed contractor.** (50 Points Scored by Staff)

<b>Return on Investment</b>	
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)

<b>Development of Upper Floor Residential in the CBZ</b>	
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. 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 or binding quotes, and a business plan would receive maximum points. (25 Points Scored by Agency)

<b>Business Viability and Project Readiness</b>	
Description	Total Possible Points 25
Add up to five points for each of the following that apply:	
Well-developed Business Plan included with application	5
Binding quotes or formal bids from licensed contractors as opposed to estimates	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. 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 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 2002 Commercial Historic District Design Standards or its successor.

#### **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) Permanent improvements that have a life span greater than ten years and are not considered tenant improvements.
- 13) Improvements are required due to structural changes such as removing walls.
- 14) Replacement or upgrade of major mechanical, electrical, plumbing, and HVAC systems required as part of major renovations.

**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 which require the removal and replacement of the existing interior improvements.
- 11) Carpeting and floor coverings.
- 12) Interior painting.
- 13) Removable fixtures, appliances, furnishings, cabinetry, etc.
- 14) Professional design and engineering services except as part of an approved project.
- 15) Working capital.
- 16) 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.
- 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. 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 any property tax abatement, property tax credit, or any other form of property tax relief (including special assessments) for the property related to the project resulting in any reduction of the Agency's property tax revenues, 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.
- 13) 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.

#### **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, 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 15<sup>th</sup> to be considered for funding. Approved projects will normally receive funding approval effective on July 1<sup>st</sup>.
- 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 1, 2023, this policy is effective immediately and applies to all projects funded after this date, regardless of application submission date.

Robert A. Strobe  
District Manager

Exhibit "A"  
La Grande Urban Renewal District

