



CITY OF LA PINE URBAN RENEWAL AGENCY MEETING MINUTES

Monday, July 16, 2018

3:00 p.m. Regular Session

La Pine City Hall

16345 Sixth Street, La Pine, Oregon 97739

1. Call to Order

Meeting called to order at 3:00 p.m.

2. Establish Quorum

Present: Connie Briese, Ann Gawith, Vicki Russell and Craig Heaton

Absent by prior arrangement: Dan Varcoe, Andrea Hine and Stu Martinez

Staff Present: City Manager Cory Misley, Planning Manager Melissa Bethel and Administrative Assistant Holly Smith

3. Pledge of Allegiance

Led by Melissa Bethel

4. Added Agenda Items

Cory requested to add 1) update on Dan Varcoe's status on URA and 2) brief discussion on downtown streets design.

5. Public Comments

None

6. Approval of June 5, 2018 Meeting Minutes

Vicki Russell made a motion to approve the June 5, 2018 meeting minute as presented. Craig Heaton seconded. No objections. Unanimously approved.

7. Discussion on Establishing Storefront Improvement Program Criteria and Structure

The URA has \$40,000.00 in its budget to invest in a storefront improvement program. The agency reviewed several different examples of other cities who've implemented a storefront improvement program. Vicki feels that we should be very clear that all details are presented so that applications are as thorough as possible. Ann agreed and felt the application the City creates needs to be simple and clear as to what the City is looking for. Connie stated that the agency needs to be ready to help with design for those in need of it. There was discussion on having a consultant on board and funding it through the program. Craig stated that we need to have a packet that's presented to applicants that provides basic information and contacts. Connie suggested it being a two-part process starting with an application and then meeting with a consultant. There were concerns on applicants knowing how to properly apply. Cory stated that we would have a pre-application meeting with candidates where we explain the process. He asked for clarification on whether the URA wanted a design architect on board to partner in the process. Ann wondered if that would be too overwhelming for them. Cory asked the agency whether they wished to be the review committee for completed applicants, which they do. There was discussion on whether we'd require applicants to use one architect. There was discussion on asking applicants to put

money into their project up front to show their commitment. Craig and Vicki feel applicants should have a color pallet they can choose from and there was discussion on whether the new code through the TGM Grant will include color code issues.

Connie stated that she liked Beaverton's tier approach, which is a Level One (50% city match) and a Level Two (70% city match). Forest Grove proposed a flat 1:1 ratio for any grant amount up to a maximum grant amount of \$10,000. Craig recommended doing a 1:1 ratio the first year as we try out the program. Connie said we should think about giving applicants who make a point to make their building safer a priority.

8. Other Matters: Only those matters properly added to this Agenda under line item No. 4

Cory requested to add 1) update on Dan Varcoe's status on URA and 2) brief discussion on downtown streets design. Cory explained that Dan is going to step down from the URA. Staff will post vacancy advertisements and gather applicants until the week before the September URA meeting.

Cory asked the agency whether it wants to contribute money towards a downtown streetscape plan, which they do. They want it to be an expedited process, but not something we need to start on today or tomorrow, but within the next year. They would like staff to line it up with projects the City already has going on.

9. Public Comments

None

10. Staff Comments

Cory Misley asked the agency when they'd like to schedule their goal setting session. He recommended waiting until the beginning of 2019 and everyone agreed.

11. Board Member Comments

Connie Briese clarified that someone will be attending the Urban Renewal Workshop at the LOC Conference (Holly will sign Melissa Bethel up for this). Ann Gawith is glad we're moving forward and getting ready to put some of the saved dollars to good use. Vicki Russell feels we're having very productive meetings and is happy to be moving forward. Craig Heaton is looking forward to seeing some of the improvements through the program.

12. Adjourn Meeting

Craig Heaton made a motion to adjourn. Ann Gawith seconded. No objections. Meeting adjourned.

Chair

Attest

Cory Misley, City Recorder