



CITY OF LA PINE URBAN RENEWAL AGENCY MEETING AGENDA

Tuesday, February 05, 2019

3:00 p.m. Regular Session

La Pine City Hall

16345 Sixth Street, La Pine, Oregon 97739

1. Call to Order
2. Establish Quorum
3. Pledge of Allegiance
4. Appointment of Chairperson and Vice Chairperson
5. Added Agenda Items
Any matters added to the Agenda at this time will be discussed during the “Other Matters” portion of this Agenda or such time selected by the Urban Renewal Agency.
6. Approval of December 04, 2018 Meeting Minutes
7. Discussion and Resolution of the La Pine Urban Renewal Agency Establishing and Adopting a Façade Improvement Funding Program
 - a. Staff Report
 - b. Resolution
 - c. Brochure
 - d. Discussion on Application Selection
8. Other Matters: Only those matters properly added to this Agenda under line item No. 4
9. Public Comments
10. Staff Comments
11. Board Member Comments
12. Adjourn Meeting

Pursuant to ORS 192.640, this notice includes a list of the principal subjects anticipated to be considered or discussed at the above-referenced meeting. This notice does not limit the ability of the Urban Renewal Agency Board to consider or discuss additional subjects. This meeting is subject to cancellation without notice. The regular meeting is open to the public and interested citizens are invited to attend. The public will not be permitted to attend the executive session; provided, however, representatives of the news media and designated staff will be allowed to attend the executive session. Representatives of the news media are specifically directed not to report on any of the deliberations during the executive session, except to state the general subject of the executive session as previously announced. No decision will be made in the executive session. The meeting location is accessible to persons with disabilities. A request for an interpreter for the hearing impaired or for other accommodations for persons with disabilities should be made at least 48 hours before the meeting to Tracy Read (541-536-1432). For deaf, hearing impaired, or speech disabled dial 541-536-1432 for TTY.



CITY OF LA PINE URBAN RENEWAL AGENCY MEETING MINUTES

Tuesday, December 4, 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 @ 3pm

2. Establish Quorum

Present: Connie Briese, Craig Heaton, Ann Gawith, Vicki Russell, Andrea Hine and Jean Spetter-Sutton

Absent by Prior Notice: Stu Martinez

Staff Present: Interim City Manager & Planning Manager Melissa Bethel, and City Admin Kelly Notary

3. Pledge of Allegiance

Pledge led by Craig Heaton

4. Added Agenda Items

Any matters added to the Agenda at this time will be discussed during the "Other Matters" portion of this Agenda or such time selected by the Urban Renewal Agency.

5. Public Comments

None

6. Approval of November 6, 2018 Meeting Minutes

Vicki Russell made a motion to adjourn. Andrea Hines seconded. No objections unanimously approved.

7. Update on La Pine Station

Council and URA comments were taken to City Engineer and Landscape Architect to redraw and finalize for STIF Grant, which is due by end of January. Letters of Support are next on that agenda.

8. Discussion on Storefront Improvement Program

a. Brochure – Questions from Staff Report

1. Under eligibility and Process: clarify to PRIMARILY COMMERCIAL
2. Site Article 4 and make it clear that it's only those business in the downtown zone
3. Agreed to keep Feb deadline and present at the joint Chamber breakfast in January
4. Discussion on grant levels and what constitutes a 75% vs 100% match
5. Connie Briese asked about the photos and it was decided we needed new ones. Melissa will send possible choices to the board with a deadline for their opinions.

b. Resolution – Questions from Staff Report

1. Discussion on whether to accept applications year round or not – Vicki Russell suggests Application period from February through May and then they can perform construction in

the summer months. Ann and Connie agree with setting a sense of urgency. Board agreed to have a deadline and not keep it open. Mike Harper (public comment) mentioned that a deadline in May would be better than say April due to the request for 3 bids.

2. Discussion on whether we want a minimum or maximum amount of funds for an applicant. Board agreed not to have one this year and leaves it open for next year based on what happens.
3. Discussion on what makes an applicant ineligible. At this time no restrictions are requested by the board. Discussion on whether the board could deny an application even if there were funds available and it was located in section 9.3 that they can.
4. Discussion on “qualified expenses” and “qualified project” definitions took place. Board is ok with it “as-is” if we add a line about exterior safety features and bike racks.
5. Discussion on how the board would evaluate proposals took place. Board read 9.3 and finds it to be acceptable.

c. Discussion on Application Selection

1. Vicki Russell will send a sample to potentially use for the application

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

None

10. Public Comments

None

11. Staff Comments

This Friday there will be a Facebook post about URA and what it means for the City.

12. Board Member Comments

Jean Spetter-Sutton asked where is the money for this program coming from and will they have to pay it back. Discussion on how the pot grows, even when we reinvest took place.

13. Adjourn Meeting

Craig Heaton made a motion to adjourn. Ann Gawith seconded. No objections, unanimously approved.

Chair, Connie Briese

Attest:

Melissa Bethel, City Recorder



CITY OF LA PINE
URBAN RENEWAL BOARD
STAFF REPORT

MEETING DATE: February 5, 2019
TO: La Pine Urban Renewal Board
FROM: Staff
SUBJECT: Urban Renewal Resolution/Brochure

TYPE OF ACTION REQUESTED (Check one):

- | | |
|---|---|
| <input checked="" type="checkbox"/> Resolution | <input type="checkbox"/> Ordinance |
| <input type="checkbox"/> No Action – Report Only | <input type="checkbox"/> Public Hearing |
| <input checked="" type="checkbox"/> Formal Motion | <input type="checkbox"/> Other/Direction: |

Urban Renewal Board Members:

Attached Resolution: Please consider and prepare to adopt the attached Resolution establishing and adopting a façade improvement program for the City of La Pine downtown Overlay:

In addition, please be prepared to approve (no vote necessary) the attached brochure for distribution. I would ask the Board to discuss the application submission deadline which is currently shown as May 1, 2019.

In order to be expedient in getting this program underway, my expectation is the first round of potential applicants will work closely with the City to create the submissions for the Board. This will allow time for staff to work on a formal application for the 2020 applications.

RESOLUTION NO. 2019-02

A RESOLUTION OF THE LA PINE URBAN RENEWAL AGENCY ESTABLISHING AND ADOPTING A FAÇADE IMPROVEMENT FUNDING PROGRAM.

WHEREAS, the La Pine Urban Renewal Agency (“Agency”) is an urban renewal agency formed under ORS chapter 457; and

WHEREAS, pursuant to ORS 457.180, Agency’s powers include, without limitation, making regulations relating to the repair, rehabilitation, demolition, and/or removal of buildings and improvements; and

WHEREAS, Agency has identified a need to establish the administrative framework pursuant to which Agency may provide grant and/or loan funds to eligible applicants for storefront and façade improvement projects in the Area; and

WHEREAS, Agency desires to establish a program pursuant to which eligible applicants may apply for funds for purposes of building façade improvement.

NOW, THEREFORE, BE IT RESOLVED, La Pine Urban Renewal Agency resolves as follows:

1. Findings. The above-stated findings contained in this Resolution No. 2019-02 (this “Resolution”) are hereby adopted.
2. Purpose. The purpose of this Resolution is to establish the administrative framework pursuant to which Agency may provide grant and/or loan funds to eligible applicants for storefront and façade improvement projects in the Area.
3. Program Established. Agency hereby establishes the La Pine Urban Renewal Agency Façade Improvement Program.
4. Definitions. For purposes of this Resolution, the following terms and phrases have the meanings assigned to them below:

“Administrator” means Agency’s executive director (or his or her designee) or such other individual designated by Agency from time to time to administer the program.

“Applicant(s)” means the person applying for funds under the program.

“Agency” means the La Pine Urban Renewal Agency.

“Area” means the La Pine Urban Renewal Area as identified in the Plan.

“Board” means Agency’s governing body (the board of directors).

“Collateral” means the real and personal property used to secure a recipient’s program obligations and includes the following real and personal property: (a) the real property and all improvements, equipment, fixtures, and other articles of personal property located thereon or hereafter located on and/or used in connection with the real property; (b) all present and future leases, rents,

accounts, deposit accounts, general intangibles, and income and revenues of any nature relating to such real property; and (c) all products and proceeds of the foregoing.

“Executive director” means Agency’s executive director or his or her designee(s).

“Person” means any natural person, corporation, limited liability company, partnership, limited liability partnership, joint venture, firm, association, trust, incorporated organization, and/or any other entity, whether acting in an individual, fiduciary, or other capacity.

“Plan” means that certain Urban Renewal Plan dated July 23, 2014 authorizing certain urban renewal activities within the Area.

“Program” means the La Pine Urban Renewal Agency Façade Improvement Program described in this Resolution.

“Program documents” means the La Pine Urban Renewal Agency Grant Agreement in form and content acceptable to Agency, La Pine Urban Renewal Agency Loan Agreement in form and content acceptable to Agency, the promissory note made by the recipient in favor of Agency, and the security documents.

“Program funds” means grant and/or loan funds provided by Agency to the recipient(s) for a qualified project(s).

“Qualified expense(s)” means the costs and expenses arising out of a qualified project that are eligible for reimbursement with program funds, which may include, without limitation, direct costs and expenses of labor, materials, services and/or other costs of a qualified project, including, without limitation, design, architectural, and engineering services; “qualified expense(s)” do not include ongoing operational costs of an applicant, including, without limitation, personnel, benefits, and/or supplies costs and expenses.

“Qualified project(s)” means a proposed exterior storefront or façade improvement project located in the Area for which an applicant requests funds and that may involve work, including, without limitation, the following: (a) restoration of masonry, brickwork, and/or wood and metal cladding; (b) replacement and/or repair of architectural features; (c) replacement and/or repair of awnings; (d) installation or repair of exterior lighting; (e) installation or repair of gutters and downspouts; (e) window repair and replacement; (f) entranceway modification; (g) structural support for façade only; (h) new construction for façade treatments; (i) painting of exterior walls when repairs to siding are made or part of new construction of the façade; and/or (j) repair and replacement of sidewalk if the sidewalk is a part of an overall façade improvement project.

“Real property” means the real property, and all improvements located thereon, on which the building for which programs funds have been requested to complete a qualified project is located.

“Recipient(s)” means a person receiving program funds subject to and in accordance with this Resolution.

“Security document(s)” means such trust deeds, security agreements, assignments, Uniform Commercial Code financing statements, certificates of title, subordination agreements, guaranties, and

all other documents and/or instruments Agency may request and/or require from time to time to effectuate a transaction contemplated by program documents and/or to grant, preserve, protect, perfect, and continue the validity and priority of Agency's security interest in the collateral, including, without limitation, a trust deed and/or security agreement made by a recipient in favor of Agency, each in form and substance acceptable to Agency.

5. Program Administrator. Subject to the provisions of this Resolution, the administrator has the authority to implement, administer, and manage the program, including, without limitation, the authority to interpret the program and this Resolution. Notwithstanding this broad authority, the administrator will act reasonably, in compliance with applicable federal, state, and local laws, regulations, and ordinances, and in a manner the administrator reasonably believes is in Agency's best interests. The decision of the administrator on any given matter will not set any precedent nor bind future decisions of the administrator.

6. Annual Appropriation. Available funds provided under the program will be determined and subject to appropriation by resolution of the board. The amount of financial assistance may be increased or decreased at any time by resolution of the board. If the board decides to limit or not provide funding for the program in any particular fiscal year, Agency will not be obligated to provide any program funding if sufficient funding is not then available. If program fund requests exceed funding provided by the board, the board will determine program participation based upon what the board determines is in Agency's best interests, subject to the provisions of this Resolution. At all times, Agency's financial assistance will be based on availability of funds in Agency's program budget at the time of application and, if applicable, any subsequent fiscal year(s).

7. Funding; Matching. Subject to the provisions of this Resolution, Agency may, in Agency's sole discretion, award program funds to an applicant satisfying the program requirements contained herein. Notwithstanding anything contained in this Resolution to the contrary, funds awarded pursuant to this Resolution may be used for qualified expenses and for no other purposes. Agency may, in Agency's sole discretion, condition an award on, among other things, an applicant contributing (matching) funds and/or resources towards a qualified project.

8. Minimum Requirements. In addition to any eligibility requirements and/or conditions that the administrator may impose, to be eligible for program funds an applicant must demonstrate compliance with all eligibility requirements and conditions imposed under this Resolution, including, without limitation, the following minimum requirements: (a) the project for which program funds are sought must be a qualified project as defined in this Resolution; (b) the anticipated cost of the project must exceed _____ dollars; and (c) the applicant must apply for program funds on Agency's then current program application and in such manner as the administrator may prescribe.

9. Application Review.

9.1 Applications. Application forms for program funds will be available at the La Pine City Hall. The program will be operated on a fiscal year basis. Applicants must submit a completed application to Agency on or before April 15 of each year for program funds from the ensuing fiscal year. Each application must demonstrate the applicant's ability to satisfy all eligibility requirements of this Resolution and provide a clear description of the project and how the project addresses the evaluation criteria discussed herein. Without otherwise limiting the generality of the immediately preceding

sentence, each application must be filed with the administrator and will contain all information and documentation requested, including, without limitation, the following:

(a) The date of the application and the applicant's name, address, contact information, and the signature of an authorized representative of the applicant.

(b) A depiction of the proposed improvements and description of the proposed project, including, without limitation, a project narrative, which may include, without limitation, plans and specifications for a proposed project, a project schedule, and such additional information deemed by Agency necessary to demonstrate that the proposed project will satisfy the eligibility requirements of a qualified project.

(c) A project budget, including, without limitation, identification of the amount of funds requested and the purposes for which the funds will be used (including, without limitation, identification of all eligible qualified expenses). The project budget must detail the revenues and expenses for the total cost of the proposed project, including both requested funds and other revenue sources (non-program funds). Except as expressly provided otherwise herein, the budget must not include costs incurred prior to submitting the application and/or costs for the preparation, development, and/or submittal of the application.

(d) Information concerning the real property including, without limitation, ownership of the real property and a legal description of the real property.

(e) Certification that the applicant will comply with the provisions of this Resolution and the terms and conditions of the program documents and will, promptly after notification of an award of program funds, execute and deliver the program documents to Agency in form and substance acceptable to Agency.

(f) Any other information that the administrator deems necessary and/or appropriate to enable Agency to review the application and determine eligibility for the program funds.

9.2 Preliminary Review. Each application will be reviewed and processed by the administrator in order of receipt. The administrator will perform a preliminary review of each application and conduct whatever investigation the administrator deems necessary or appropriate to determine whether the application is complete, the statements made therein are true and accurate, and whether the application complies with this Resolution and all applicable federal, state, and/or local laws, regulations, and/or ordinances. Agency reserves the right to request additional documentation and information as needed. If after a preliminary review the administrator determines that the application does not include all the required materials and/or information, the administrator will return the application and notify the applicant, in writing, of the deficiencies. If after a preliminary review the administrator determines the application is complete, the administrator will forward the application to the board for review and evaluation.

9.3 Evaluation; Criteria. Applications will be evaluated by board to decide whether to approve the application and award program funds (or any portion of program funds requested). The board may request additional documentation and/or information in order to render a decision on an application. The board may, in the board's sole discretion, approve, approve with conditions, or deny an application. Applications (and the amount of funds to be awarded) will be evaluated by the board taking

into consideration, among other things the following: (a) preference may be given to certain types of expenses, including, without limitation, direct costs and expenses arising out of the project; (b) whether the applicant has previously received program funds and the applicant's compliance with the provisions of this Resolution; and (c) the applicant's proposed project, including, without limitation, the project's aesthetic approach and consistency with the Plan. The administrator will provide the applicant written notice of the board's decision on an application. The board's decision will be final and binding on the date of mailing the decision to the applicant.

10. Program Participation Requirements.

10.1 Program Documents. Each recipient must sign and enter into the program documents as a condition to receiving program funds. The program documents will contain terms and conditions acceptable to Agency, including, without limitation, (a) disbursement procedures, (b) conditions to disbursement of program funds, (c) recipient representations, warranties, and covenants, (d) recipient insurance and indemnification obligations, (e) recipient repayment obligations, and (f) reporting requirements. Notwithstanding anything contained in this Resolution to the contrary, the program documents will contain such terms and conditions reasonably requested by the executive director and/or Agency's legal counsel and will be subject to the review and approval of the executive director and/or Agency's legal counsel.

10.2 City Accounts. No program funds will be disbursed to a recipient that is delinquent on any City of La Pine accounts (e.g., utility accounts) and all property taxes attributed to the property(ies) identified in an application must be paid prior to the disbursement of program funds. The requirements of this Section 10.2 are in addition to, and not in lieu of, any other program conditions imposed by Agency.

10.3 Security. A recipient's obligations to Agency under this Resolution and the programs documents will be secured by a perfected security interest in the collateral. Agency's security interest in collateral will be evidenced by, and each recipient will execute and deliver to Agency (and/or cause any other person to execute and deliver to Agency), the security documents, including, without limitation, a certain trust deed made by the recipient in favor of Agency. The trust deed (and all other security documents) will be in form and substance acceptable to Agency.

10.4 Final Report. Within thirty (30) days after the completion of a project for which program funds are awarded, the recipient will provide a final report, in form and content acceptable to Agency, identifying project expenditures, outcomes, and such other information requested by Agency to verify compliance with this Resolution.

11. Denial; Default; Repayment.

11.1 Grounds for Denial. Agency may deny an application for any of the following: (a) the application is incomplete and/or fails to meet the requirements under this Resolution; (b) fraud, misrepresentation, and/or false statement(s) contained in the application and/or willful withholding of information or incomplete disclosure concerning any matter required to be furnished in connection with any such application; and/or (c) failure to comply with any applicable federal, state, and/or local law, regulation, and/or ordinance, and/or any agreement with Agency.

11.2 Default; Violation. Violation of any provision of this Resolution and/or failure to comply with the terms and conditions of the program documents constitute a default under the program documents and violation of this Resolution. Without otherwise limiting the generality of the immediately preceding sentence, each of the following will constitute a violation of this Resolution and default under the program documents: (a) fraud, misrepresentation, and/or false statement(s) contained in the application and/or willful withholding of information or incomplete disclosure concerning any matter required to be furnished in connection with any such application; (b) failure to use program funds in accordance with this Resolution (and/or the program documents); and/or (c) failure to comply with any applicable federal, state, and/or local law, regulation, and/or ordinance, and/or any agreement with Agency. Notwithstanding anything contained in this Resolution to the contrary, the program documents will contain additional terms and conditions concerning recipient obligations, including, without limitation, additional grounds for default.

11.3 Remedies. In addition to any other remedy available to Agency, Agency reserves the right to demand immediate repayment of program funds (or any portion thereof) for any violation of this Resolution and/or default under the program documents. The remedies provided in this Section 11.3 are not exclusive and will not prevent Agency from exercising any other rights and/or remedies available under law. Agency will be entitled to collect from any recipient violating or otherwise failing to comply with this Resolution Agency's reasonable attorney fees and other fees, costs, and expenses incurred by Agency to enforce this Resolution (and/or the program documents).

12. Miscellaneous. All pronouns contained in this Resolution and any variations thereof will be deemed to refer to the masculine, feminine, or neutral, singular or plural, as the identity of the parties may require. The singular includes the plural and the plural includes the singular. The word "or" is not exclusive. The words "include," "includes," and "including" are not limiting. Any reference to a particular law, statute, rule, regulation, code, or ordinance includes the law, statute, rule, regulation, code, or ordinance as now in force and hereafter amended. If any section, subsection, sentence, clause, and/or portion of this Resolution is for any reason held invalid, unenforceable, and/or unconstitutional, such invalid, unenforceable, and/or unconstitutional section, subsection, sentence, clause, and/or portion will (a) yield to a construction permitting enforcement to the maximum extent permitted by applicable law, and (b) not affect the validity, enforceability, and/or constitutionality of the remaining portion of this Resolution. This Resolution may be corrected by order of the board to cure editorial and/or clerical errors.

This Resolution was PASSED and ADOPTED by the La Pine Urban Renewal Agency by a vote of ___ for and ___ against and APPROVED by the chair on this _____ day of _____, 2018.

_____, Board Chair

ATTEST:

Melissa Bethel, Executive Director

Eligibility and Process

Buildings must meet the following criteria:

- Primarily commercial use
- Street-front location
- Open to the public
- Within a Program Area

National chains are not eligible.

Contact city staff to determine eligibility.

Identify scope of work and obtain bids.

Complete and return Program Application.

If approved, sign Letter of Commitment.

Applicable permits and applications.

Construction after necessary approvals.

Submit paid receipts for reimbursement.



The La Pine Urban Renewal Agency was created in 2014 by the La Pine City Council via Ordinance 2014-05 to revitalize the downtown core of La Pine through a District funded by Tax Increment Financing (TIF). To learn more about the District, please visit our website at:

www.lapineoregon.gov/urbanrenewal

The Urban Renewal District encompasses much of the downtown area. Please see the attached map for specific properties located within the District and therefore eligible for this Program

The La Pine Urban Renewal Agency Board is comprised of seven members: three members are from the La Pine City Council, and four members are from the community at large but must own a business or live within five miles of the City limits.

The La Pine Urban Renewal Board typically meets the first Tuesday of each month at 3:00 p.m. at La Pine City Hall.

La Pine Urban Renewal Agency

La Pine City Hall
P.O. Box 2460
16345 Sixth Street
La Pine, OR 97739

Phone: 541-536-1432
E-mail: info@lapineoregon.gov

Storefront Improvement Program



L A P I N E

O R E G O N

Urban Renewal Agency

*Assisting you with
building and property
upgrades*

Cascadian Style



The St. Charles Medical Center in La Pine (under construction) is a good example of a building that incorporates features of the Cascadian Style.



Downtown Design Standards

In 2018, the City of La Pine put into place downtown design standards that are intended to build a sense of continuity and beautification. All development moving forward within this overlay zone will follow these standards. However, the standards are not “retroactive,” and therefore do not require existing developments to change.

To encourage implementation, the Urban Renewal Agency is launching a Storefront Improvement Program to assist property and business owners to implement the new design standards in existing buildings.

This brochure provides an overview. For more detailed information, please contact La Pine City Hall to schedule a meeting.

Storefront Program Overview

The La Pine Urban Renewal Agency is committed to helping La Pine’s small businesses thrive. A key component of business success is that first impression: what a customer sees from outside of the building. The Storefront Improvement Program offers architectural design services and construction assistance to help boost curb appeal and draw in more customers.

The assistance may be used for a variety of projects:

- Awnings, signage, lighting, paint, new windows and door, among other potential exterior pieces

Improvement Grant

Maximum Grant = \$10,000

Level 1 Grant = Up to 75% match

(Applicable only to minor projects such as paint and new signage)

Level 2 Grant = Up to 100% match

***Applications that include safety features may be prioritized at the discretion of the Urban Renewal Board.**

Application Deadline: May 1, 2019

For more information, please visit:

www.lapineoregon.gov/urbanrenewal

Storefront Program Q & A

- **How long is the process?** It all starts with a business owner reaching out to learn more and setting up a pre-application meeting with City staff. The extent of the improvements will be on a case-by-case basis. Project selection will be in spring 2019, with work commencing in the summer.
- **Why participate?** This is an exciting time in La Pine’s development. The Storefront Program builds on other projects to improve the beautification and safety of our community. It is one of a variety of ways the City is helping its businesses to grow as La Pine evolves — we are all in this together.



Façade improvement to existing building.