



CITY OF LA PINE, OREGON
URBAN RENEWAL AGENCY – REGULAR MEETING

Tuesday, December 6, 2022, at 3:00 PM

Virtual Meeting on Zoom: <https://us02web.zoom.us/j/85376696521>

La Pine City Hall: 16345 Sixth Street, La Pine, Oregon 97739

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 City Hall at (541-536-1432). For deaf, hearing impaired, or speech disabled dial 541-536-1432 for TTY.

AGENDA

CALL TO ORDER

ESTABLISH QUORUM

PLEDGE OF ALLEGIANCE

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.

APPROVAL OF MEETING MINUTES

October 4, 2022 Regular Meeting minutes.....	3.
October 17, 2022 Special Meeting minutes.....	6.

OLD BUSINESS

- 1. Storefront Improvement Program (Dermatology Health Services)
 - a. Staff Report.....8.
- 2. Storefront Improvement Program (Project Signage)
 - a. Staff Report.....9.

NEW BUSINESS

- 1. Storefront Improvement Program (Application language – proposed amendment)
 - a. Staff Report.....10.

OTHER MATTERS

Only Items that were previously added above in the Added Agenda Items will be discussed.

PUBLIC COMMENTS

STAFF COMMENTS

BOARD MEMBER COMMENTS**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 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.



CITY OF LA PINE, OREGON URBAN RENEWAL AGENCY

Tuesday, October 4, 2022, at 3:00 PM

Virtual Meeting on Zoom: <https://us02web.zoom.us/j/82128482427>

La Pine City Hall: 16345 Sixth Street, La Pine, Oregon 97739

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 City Hall at (541-536-1432). For deaf, hearing impaired, or speech disabled dial 541-536-1432 for TTY.

MINUTES

1. CALL TO ORDER

Meeting was called to order at 3:04 p.m. by Board Chair Vicki Russell.

2. ESTABLISH QUORUM

PRESENT

Vicki Russell, Colleen Scott, Anne Gawith, Andrea Hine

ABSENT

Scott Asla

STAFF

City Manager Geoff Wullschlager

Principal Planner Alexa Repko

SLED Director Patricia Lucas

3. PLEDGE OF ALLEGIANCE

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. APPROVAL OF MEETING MINUTES

1. September 6, 2022, Meeting Minutes

Motion made by Ann Gawith to approve the September 6, 2022, meeting minutes. Second was made by Colleen Scott.

Voting Yea: Gawith, Scott, Hine, Russell

Abstain: Asla

Voting Nay: None

6. OLD BUSINESS

1. Gateway Arch (Discussion)

Director Wullschlager spoke with Heather Williams past Community Development Director of Redmond regarding their experience in the Redmond Arch Project. Wullschlager mentioned engaging the City Contract Engineer to help create a Request for Proposal to ensure compliance. It was suggested that whomever the RFP is awarded to may have some creative freedom within the budget and with the examples provided. Wullschlager will begin work on the RFP with the Contract Engineer.

2. Project Signage (Discussion)

Scott Asla, not present, provided Chair Russell with an example of an Urban Renewal Agency sign to be displayed at each site partaking in the Storefront Improvement Program. The example sign was created by Always Signs. No price has been provided at this time. Russell will be receiving more details on the subject signage from Asla.

7. NEW BUSINESS

1. UR 2022-02 Storefront Improvement Application

Director Wullschlager went over the Staff Report associated with the subject application including possible colors for painting. Photos were provided per the City's request and per application requirements. Wullschlager stated that the Applicant had met the spirit of the application process. The Applicant, Mark Miller, discussed the details of his proposed project which was limited to exterior painting at this time. The URA Board asked questions of Miller regarding his project. Russell stated that painting alone would not be eligible for the Storefront Improvement Program, but that adding painting to another project or adding another enhancement to the painting would be.

2. UR 2022-03 Storefront Improvement Application

Director Wullschlager went over the Staff Report associated with the subject application. The application included a request for the replacement of siding and was deemed complete by City Staff. The Applicant, Mark Miller, explained the proposed project briefly and thanked the URA for offering this grant opportunity. The URA emphasized incorporating the Downtown Overlay Zone's Cascadia Architectural Design Standards as part of this project.

Storefront Improvement Program Applications UR 2022-02 and UR 2022-03 were tabled by the URA. The Agency will revisit both applications at a subsequent meeting pending the Applicant providing further information detailed above.

3. Holiday Lighting Plan

Director Wullschlager discussed the proposal from Christmas Lights Factory including the price for installation of Christmas lights and the trees in question. The URA discussed the existing tree locations and concerns with pricing and process. Wullschlager mentioned a rebate that the City of Madras qualified for through a similar project. He suggested taking the next steps of drawing a map of the tree locations to be included and send the amended proposal to the subject company to get

an updated cost estimate. The URA decided to table the item of new business so that Wullschlager could relay their questions to the subject company and to possibly hold a special meeting at an upcoming date due to the time sensitive nature of this project.

8. OTHER MATTERS

Only Items that were previously added above in the Added Agenda Items will be discussed.

None.

9. PUBLIC COMMENTS

None.

10. STAFF COMMENTS

Planner Repko informed the URA that she is concluding review of the Zoning Permit associated with Dermatology Health Specialists' Storefront Improvement Program grant. Repko further mentioned a separate citizen interested in the Storefront Improvement Program for the clearing of their undeveloped lot. The URA stated that clearing does not fall under the eligible projects for the Storefront Improvement Program.

Lucas let the URA know that Legend Cider will still be applying for a Storefront Improvement Program grant.

BOARD MEMBER COMMENTS

The Urban Renewal Agency members discussed Miller's applications.

ADJOURN MEETING

Russell adjourned the meeting at 3:54 p.m.

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 - Cancelled 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.



**CITY OF LA PINE, OREGON
URBAN RENEWAL AGENCY**

Monday, October 17, 2022, at 3:00 PM

Virtual Meeting on Zoom: <https://us02web.zoom.us/j/82128482427>

La Pine City Hall: 16345 Sixth Street, La Pine, Oregon 97739

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 City Hall at (541-536-1432). For deaf, hearing impaired, or speech disabled dial 541-536-1432 for TTY.

MINUTES

1. CALL TO ORDER

Meeting was called to order at 3:06 p.m. by Colleen Scott.

2. ESTABLISH QUORUM

PRESENT

Colleen Scott, Anne Gawith, Scott Asla

ABSENT

Vicki Russell, Andrea Hine

STAFF

Agency Director Geoff Wullschlager

Principal Planner Alexa Repko

3. PLEDGE OF ALLEGIANCE

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.

Storefront Improvement Program Signage Proposal.

5. APPROVAL OF MEETING MINUTES

None.

6. OLD BUSINESS

1. Holiday Lighting Plan

Director Wullschlager spoke with the Christmas Lights Factory about an updated holiday lighting plan. This includes a one time fee of \$12,000 plus yearly maintenance for the trees along Highway 97.

Scott Asla made a motion to approve the updated holiday lighting plan, Ann Gawith made a second to the motion. The motion was carried by a unanimous vote.

7. NEW BUSINESS

1. Storefront Improvement Program Signage Proposal

Scott Asla provided a quote from Always Signs for signage to be displayed at sites being assisted by the Storefront Improvement Program. Director Wullschlager suggested printing 4 signs based on the current pending projects.

Colleen Scott made motion to approve the Storefront Improvement Program signage proposal, Ann Gawith made a second to the motion. The motion was carried by a unanimous vote.

8. OTHER MATTERS

Only Items that were previously added above in the Added Agenda Items will be discussed.

None.

9. PUBLIC COMMENTS

None.

10. STAFF COMMENTS

Planner Repko stated that the Decision for the Dermatology Health Specialists Zoning Permit, as part of their Storefront Improvement Program acceptance, has been completed.

BOARD MEMBER COMMENTS

Board Members thanked board and staff for special meeting.

ADJOURN MEETING

Colleen Scott adjourned the meeting at 3:16 p.m.

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 - Cancelled 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.



CITY OF LA PINE

STAFF REPORT

Meeting Date: December 6, 2022

TO: Urban Renewal Agency

FROM: Geoff Wullschlager, URA Manager

SUBJECT: Storefront Improvement Program Application -Dermatology Health Specialists

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

Agency Board Members:

Dermatology Health Specialists has completed their conditions of approval as indicated during the review of their application:

1. Land Use Approval
2. Operating Agreement Approval

Action:

At this stage, the Urban Renewal Agency Board need not take any action, Agency staff will begin the completion of the following:

1. La Pine Urban Renewal Agency – Grant Agreement

with the award recipient. As contained within the terms of the Grant Agreement, including but not limited to, the recipient must complete or cause to be completed, the improvements as presented to the Agency Board on or before 09/06/2023, the date of conditional approval.



CITY OF LA PINE

STAFF REPORT

Meeting Date: December 6, 2022
TO: Urban Renewal Agency
FROM: Geoff Wullschlager, URA Manager
SUBJECT: Storefront Improvement Program -Signage

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

Agency Board Members:

This staff report has been prepared to provide you with an update on the Storefront Improvement Program signage order. The Agency has ordered four (4) of the following signs:

4' X 8' 6mm ACM Sign

at a total cost of:

\$1,240.00

The receipt of the signs is complete and this expense leaves:

80-520- 2250	CONTRACTED SERVICES	10,000 (1,240)
80-20- 2250	CONTRACTED SERVICES	8,760

in the annual budget under the listed line item.



CITY OF LA PINE

STAFF REPORT

Meeting Date: December 6, 2022
TO: Urban Renewal Agency
FROM: Geoff Wullschlager, URA Manager
SUBJECT: Storefront Improvement Program -Application amendment

<input 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:

Agency Board Members:

The current Storefront Improvement Program Grant Application requires the following process to be completed by Urban Renewal Agency Counsel prior to approval:

“If applicant is other than an individual, evidence of authorization to enter into the grant agreement (e.g., corporate resolution, partnership agreement, bylaws, and articles of incorporation or other as approved by the Urban Renewal Agency legal counsel).”

This puts the financial burden of any the associated legal review of a corporate or formal entity on the agency, for action initiated by an applicant. As the spirit of the program is to compensate an applicant for:

1. An improvement that will benefit not only benefit applicants’ business, but the downtown core at large, and thus can be viewed as an investment by the agency in the overall urban renewal area; and
2. Expenses already realized and paid in full before release of grant funds

It is the Agency Directors proposal that we ask the applicant to be financially responsible for any cost to the Agency for this legal review though one of the following two processes:

1. All legal fees incurred by the La Pine Urban Renewal Agency in the review and processing of this application must be borne by applicant and delivered to the Agency and its administrative officers prior to the funding of any and all grant proceeds.
2. Applicant may select to have legal fees incurred by Agency in the review and processing of an application deducted from overall project award/funding as an alternative method of recompense to the Agency.

Action: Please discuss the proposed language and if necessary, make recommendations for edit. If the board concludes or decides upon action to add additional language to the current Storefront Improvement Program Grant Application, please make a motion to amend the application with additional language as proposed, followed by a second and a role call vote as initiated by the chair.



STOREFRONT IMPROVEMENT GRANT PROGRAM

URBAN RENEWAL AGENCY

City of La Pine
P.O. Bos 2460
16345 Sixth Street
La Pine, OR 97739
Phone: 541.536.1432
E-mail:
arepko@lapineoregon.gov
www.lapineoregon.gov

APPLICANT/OWNER INFORMATION

APPLICANT NAME:	E-MAIL:
BUSINESS NAME (if applicable):	
APPLICANT MAILING ADDRESS:	PHONE:
CITY, STATE, ZIP:	FAX:
CO-APPLICANT NAME (if applicable):	E-MAIL:
MAILING ADDRESS:	PHONE:
CITY, STATE, ZIP:	FAX:
PROPERTY OWNER NAME (if applicable):	E-MAIL:
MAILING ADDRESS:	PHONE:
CITY, STATE, ZIP:	FAX:

SITE INFORMATION

SITE ADDRESS:	BUILDING TAXLOT & MAP NUMBER (if known):
CITY, STATE, ZIP:	OWNER OCCUPIED OR LEASED?
CURRENT USE OF BUILDING:	

GRANT REQUEST INFORMATION

GRANT REQUEST AMOUNT: \$ _____	
PRIVATE TO PUBLIC MATCH AS RATIO: ____ / ____	
AMOUNT AND SOURCE OF PRIVATE MATCHING FUNDS (i.e., savings account, line of credit, etc.):	
AMOUNT & SOURCE OF ADDITIONAL GRANTS OR FUNDING (should not include private match):	
TOTAL SOURCES OF FUNDING (excluding grant request): \$ _____	
ANTICIPATED START DATE OF CONSTRUCTION:	ANTICIPATED CONSTRUCTION COMPLETION DATE:

ARCHITECT INFORMATION

APPLICANT'S ARCHITECT:	E-MAIL:
MAILING ADDRESS:	PHONE:
CITY, STATE, ZIP:	FAX:
ARCHITECT CERTIFICATION NUMBER (applicant's architect fees are eligible for grant if architect is Oregon certified):	

PROJECT SUMMARY

IN THE SPACE BELOW PROVIDE A BRIEF DESCRIPTION OF PROPOSED PROJECT (UP TO 300 words)

A COMPREHENSIVE PROJECT PROPOSAL MUST ACCOMPANY THIS APPLICATION AND INCLUDE THE FOLLOWING. THESE DETAILS, WHICH WILL ASSIST THE URBAN RENEWAL BOARD TO BETTER UNDERSTAND THE PROPOSED PROJECT. PLEASE USE THIS LIST AS A CHECKLIST OF ALL ITEMS THAT MUST BE PART OF YOUR APPLICATION PACKAGE.

For All Funding Requests:

- A completed application.
- A detailed written description of proposed improvements for the project.
- Digital set of plans.
- Color scheme samples.
- If the grant request is less than \$5,000, the applicant must submit a rendering of the proposed project.
- If the grant request is over \$5,000, the applicant must submit official architectural and engineering renderings/drawing from a licensed architect.
- Project costs/budget (including but not limited to construction expenses, fees, permits, design costs).
- Photos of proposed project area.
- Construction schedule for project.
- Land Use approval, if needed.
- Two competitive bids from a licensed and bonded trades/professional.
- Evidence of ownership of property (including but not limited to a deed of trust) or copy of lease. Lessees must have written authorization from the property owner.
- If applicant is other than an individual, evidence of authorization to enter into the grant agreement (e.g., corporate resolution, partnership agreement, bylaws, and articles of incorporation or other as approved by the Urban Renewal Agency legal counsel).¹
- Applicant must provide a statement on source of project funding that includes the required private match, and other funds that may be applicable to undertake the balance of the work not funded by the Urban Renewal Agency. This could include a letter from a bank or lender, account balance statement or other approved document.

CERTIFICATION OF APPLICANT

The applicant certifies that all information in this application and all information furnished in support of this application is given for the purpose of obtaining a grant and is true and complete to the best of the applicant's knowledge and belief.

If the applicant is not the owner of the property to be rehabilitated, or if the applicant is an organization rather than an individual, the applicant certifies that he/she has the authority to sign and enter into an agreement to perform the rehabilitation work on the property. Evidence of this authority is attached.

APPLICANT'S SIGNATURE:	CO-APPLICANT'S SIGNATURE (if applicable)
DATE:	DATE:
BUILDING OWNER'S SIGNATURE:	
DATE:	

----- **DO NOT FILL IN BELOW THIS LINE** -----

APPROVED WITH CONDITIONS (BELOW) DEFERRED DENIED

CONDITIONS:

The following mandatory requirements are included as conditions of approval relative to this submittal:

Additional conditions:

Committee Member: _____ DATE: _____

Committee Member: _____ DATE: _____

The meeting minutes will be attached to the application after the La Pine URA has taken action on the request.

***All legal fees incurred by the La Pine Urban Renewal Agency in the review and processing of this application must be borne by applicant and delivered to the Agency and its administrative officers prior to the funding of any and all grant proceeds.**

Applicant may select to have legal fees incurred by Agency in the review and processing of an application deducted from overall project award/funding as an alternative method of recompense to the Agency.