



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

Tuesday, January 3, 2022, at 3:00 PM

Virtual Meeting on Zoom: <https://us02web.zoom.us/j/86908724712>

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

December 6, 2022 Regular Meeting minutes.....3.

OLD BUSINESS:

- 1. Storefront Improvement Program (Dermatology Health Services)
 - a. Staff Report.....5.
 - b. Contract.....6.
- 2. Urban Renewal Archway Project (Update)
 - a. Staff Report.....10.
- 3. Storefront Improvement Program (Application language – proposed amendment)
 - a. Staff Report.....11.
 - b. Application (Draft).....13.

NEW BUSINESS:

None

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

Monday, December 6, 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 3:02 p.m. by Colleen Scott.

2. ESTABLISH QUORUM

PRESENT

Colleen Scott, Ann Gawith, Scott Asla, Andrea Hine

ABSENT

Vicki Russell

STAFF

Agency Director Geoff Wullschlager

Principal Planner Alexa Repko

SLED Executive 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.

None.

5. APPROVAL OF MEETING MINUTES

1. December 6, 2022 Regular Meeting Minutes
Voting Nay: None

6. OLD BUSINESS

1. Storefront Improvement Program (Dermatology Health Services)

7. NEW BUSINESS

1. Storefront Improvement Program (Application Language- Proposed Amendment)

Geoff Wullschlager reviewed the language in the Storefront Improvement Program application with the Urban Renewal Agency. The proposed amendment would change the application language to address legal fees for the City Attorney to review applications and in turn agreements. The Urban Renewal Agency proposed an application fee which would cover the cost of legal review. Staff will draft proposed amendments for review at the January meeting.

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

Patricia Lucas asked Staff if they had heard from Mark Miller who had attended an Urban Renewal Agency meeting inquiring about the Storefront Improvement Program. Geoff Wullschlager stated that he had not heard from him in the interim. Patricia Lucas also mentioned that the new Mazatlán location in the City might apply for a grant through the Storefront Improvement Program. Lucas spoke with the owner of Dermatology Health Services who explained that they are moving along with their project despite having a lack of fiber at the property.

BOARD MEMBER COMMENTS

Ann Gawith mentioned that the City tree lighting was a success with a large turnout. Scott Asla went over what the housing market currently looks like. Andrea Hine asked about where the RFP for the archway project was at. Geoff Wullschlager stated that he would connect with the Contract City Engineer again about the RFP for the archway. Colleen Scott thanked Ann for advertising the tree lighting and thanked Staff for their work.

ADJOURN MEETING

Colleen Scott adjourned the meeting at 3:44 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 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: January 3, 2023

TO: Urban Renewal Agency

FROM: Geoff Wullschlager, URA Director

SUBJECT: Storefront Improvement Program – Dermatology Health Services

<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:

Please find attached, the contract prepared for Dermatology Health Services and their pending project award. As discussed previously, every recipient of award through the Urban Renewal Storefront Program must enter into a contractual agreement with the Agency, ensuring that they will follow the program provision and complete the project within a year of contract execution.

As it is intended for this contract to commence following Agency approval, the date for project completion has been set at January 3, 2024, consistent with the 1 (one) year project period allotted. All elements of the attached draft document have been prepared in accordance with the project in question and will be executed by the Agency Director and recipient following ratification by the Board.

Action:

Please consider the attached agreement and if agreed upon, make a formal motion followed by a second from sitting board members, followed by a roll call vote.

LA PINE URBAN RENEWAL AGENCY – GRANT AGREEMENT

This La Pine Urban Renewal Agency – Grant Agreement (this “Agreement”) is dated ____ January, 3, 2023 _____, but made effective for all purposes as of __ January, 3, 2023, (the “Effective Date”), and is entered into between La Pine Urban Renewal Agency (“Agency”), whose address is PO Box 2460, La Pine, Oregon 97739, and LP Specialty Clinic LLC (“Owner”), whose address is P.O. Box 831, Bend, OR 97709.

RECITAL:

Owner owns certain real property (and all improvements located thereon) located at 16440 3rd St., La Pine, Oregon 97739, which real property is more particularly described on the attached Exhibit A (“Property”). Owner desires to receive a \$20,000.00 grant from Agency for Owner’s completion of certain improvements in and to the Property. Agency is willing to make the \$20,000.00 grant to Owner, subject to the terms and conditions contained in this Agreement.

AGREEMENT:

NOW, THEREFORE, in consideration of the parties’ mutual covenants and obligations contained in this Agreement, and for other good and valuable consideration, the receipt and sufficiency of which are hereby acknowledged, the parties hereto hereby agree as follows:

1. GRANT FUNDS; DISBURSEMENTS; IMPROVEMENTS.

1.1 Grant. Subject to the terms and conditions contained in this Agreement, Agency will grant and disburse \$20,000.00 to Owner from Agency’s Urban Renewal Plan and Facade Improvement Program (the “Grant”). Agency will provide the Grant to Owner for Owner’s completion of the Improvements (as defined below). Owner will use the Grant for completion of the Improvements and for no other purpose.

1.2 Conditions Precedent to Disbursement. Agency will not be obligated to disburse the Grant (or any portion thereof) to Owner unless and until each of the following conditions have been satisfied or waived by Agency: (a) each of Owner’s representations and warranties contained in this Agreement are true and accurate as of the Effective Date and each disbursement of the Grant funds; (b) Owner has paid and/or satisfied all then-due debts, liabilities, and/or obligations outstanding with Agency and/or City of La Pine; (c) Owner has executed (and/or caused its principal(s) to execute) all Security Document(s) (as defined below) Agency may deem necessary or appropriate; and (d) Owner has satisfied any other condition(s) that Agency may impose on Owner as a condition to Agency’s disbursement of the Grant funds. For purposes of this Agreement, the term “Security Document(s)” means trust deeds, security agreements, assignments, financing statements, guarantees, and all other documents and/or instruments Agency may request and/or require from time to time (all in form and substance acceptable to Agency).

1.3 Improvements. Owner must properly complete (or cause to be completed) the Improvements on or before January 3, 2024. Notwithstanding anything contained in this Agreement to the contrary, Owner will complete (or cause to be completed) the Improvements at Owner’s cost and expense. If and to the extent the Grant is insufficient to pay for completion of the Improvements, Owner will be responsible for payment of the deficiency. Owner will furnish (or cause to be furnished) all labor, materials, equipment, and services required for proper completion of the Improvements. Owner will complete (or cause to be completed) the Improvements expeditiously and in a good workmanlike manner. Owner will pay for and obtain all labor, materials, equipment, tools, equipment, machinery, transportation, permits, inspections, and any other services, items, and/or materials necessary for completion of the Improvements. The Improvements will be completed by a contractor who is licensed with the Oregon Construction Contractors Board and in compliance with all applicable federal, state, and local laws, regulations, and/or ordinances and Agency’s Urban Renewal Plan and Facade Improvement Program (individually and collectively, the “Law(s)"). Owner and Owner’s contractors will properly manage and dispose of all waste and hazardous substances, including, without limitation, sediment, paint, cement wash, asphalt, motor

oil, asbestos, and grease, subject to and in accordance with the Laws. Immediately upon Agency's request, Owner will provide Agency evidence to Agency's satisfaction that the Improvements have been properly completed in accordance with this Agreement. For purposes of this Agreement, the term "Improvement(s)" means those Property improvements described and/or depicted on the attached Exhibit B.

2. OWNER REPRESENTATIONS; WARRANTIES; COVENANTS. In addition to all other Owner representations, warranties, and/or covenants made by Owner under this Agreement, Owner represents, warrants, and covenants the following to Agency:

2.1 Authority; Binding Obligation; No Conflicts. Owner has full power and authority to sign and deliver this Agreement and to perform all Owner's obligations under this Agreement. This Agreement is the legal, valid, and binding obligation of Owner, enforceable against Owner in accordance with its terms. The signing and delivery of this Agreement and performance by Owner of all Owner's obligations under this Agreement will not (a) breach any agreement to which Owner is a party, or give any person the right to accelerate any obligation of Owner, (b) violate any law, judgment, or order to which Owner and/or the Property is subject, and/or (c) require the consent, authorization, and/or approval of any person, including, without limitation, any governmental body.

2.2 Compliance; No Misstatements; Encumbrances. Owner and the Property are in compliance with the Laws. No information furnished by Owner to Agency in connection with this Agreement and/or the Grant contains any misstatement of fact or omits to state any fact necessary to make the statements therein, in light of the circumstances under which they were made, not misleading. Owner is the fee simple owner of the Property and no other person has any ownership rights and/or interests in and to the Property. Owner owns the Property free from all Encumbrances (as defined below). No claim of right, title, and/or interest adverse to Owner in or to the Property has been or will be made by any person. There are no pending or threatened claims or actions against Owner and/or the Property. The Property is, and will be used exclusively as, a commercial property and will not be used as a personal residence. For purposes of this Agreement, the term "Encumbrance(s)" means any liens, mortgages, pledges, security interests, reservations, restrictions, changes, claims, and/or any other encumbrances.

2.3 Indemnification. Owner will defend, indemnify, and hold Agency and each present and future Agency officer, employee, agent, and representative harmless for, from, and against all claims, actions, proceedings, damages, liabilities, obligations, costs, and expenses of every kind, whether known or unknown, including, without limitation, attorney fees and costs, resulting from or arising out of the following: (a) Owner's completion of the Improvements, including, without limitation, payment for the Improvements; and/or (b) Owner's breach and/or failure to perform any Owner representation, warranty, covenant, and/or obligation under this Agreement. This indemnification provision will survive the termination of this Agreement and the satisfaction of Owner's obligations to Agency under this Agreement.

3. MISCELLANEOUS.

3.1 Remedies. Owner will be in default under this Agreement if Owner breaches and/or otherwise fails to perform any Owner representation, warranty, covenant, and/or obligation contained in this Agreement. If Owner defaults under this Agreement, Agency may exercise the following remedies, which remedies are cumulative and which may be exercised singularly or concurrently: (a) within ten (10) days after Agency's written demand, Owner will repay the Grant to Agency in full; and/or (b) Agency may pursue any and all other remedies available to Agency under this Agreement, at law, and/or in equity.

3.2 No Agency Waiver; Costs; Attorney Fees. Agency's failure and/or delay exercising any right, power, and/or remedy under this Agreement will not operate as a waiver of such right, power, and/or remedy and/or of any other right. Agency's waiver of any provision of this Agreement will not constitute a waiver of or prejudice Agency's right to demand strict compliance with that provision and/or any other provision. Owner will pay Agency immediately on Agency's demand all costs and expenses incurred by Agency in connection with Agency's enforcement of this Agreement. Without otherwise limiting the immediately preceding sentence, if any

arbitration, action, suit, and/or proceeding is instituted to interpret, enforce, and/or rescind this Agreement, including, without limitation, any proceeding brought under the United States Bankruptcy Code, the prevailing party on a claim will be entitled to recover with respect to the claim, in addition to any other relief awarded, the prevailing party's attorney fees and other fees, costs, and expenses of every kind, including, without limitation, the costs and disbursements specified in ORCP 68 A(2), incurred in connection with the arbitration, action, suit, or proceeding, any appeal or petition for review, the collection of any award, or the enforcement of any order, as determined by the arbitrator or court.

3.3 Notices; Successors; Severability; Governing Law. Any notice required under this Agreement must be in writing. Any notice will be deemed given when personally delivered or delivered by facsimile or email transmission (with electronic confirmation of delivery), or will be deemed given three business days following delivery of the notice by U.S. mail, postage prepaid, certified, return receipt requested, by the applicable party to the address of the other party first shown above (or any other address that a party may designate by notice to the other party), unless that day is a Saturday, Sunday, or legal holiday, in which event it will be deemed given on the next following business day. This Agreement will be binding upon and inure to the benefit of the parties and their respective successors and assigns; provided, however, Owner will not assign or transfer any of its rights or obligations under this Agreement. Each provision contained in this Agreement will be treated as a separate and independent provision. The unenforceability of any one provision will in no way impair the enforceability of any other provision contained herein. Any reading of a provision causing unenforceability will yield to a construction permitting enforcement to the maximum extent permitted by applicable law. This Agreement is governed by the laws of the State of Oregon, without giving effect to any conflict-of-law principle that would result in the laws of any other jurisdiction governing this Agreement. Any action, suit, or proceeding arising out of the subject matter of this Agreement will be litigated in courts located in Deschutes County, Oregon. Time is of the essence with respect to Owner's performance of Owner's obligations under this Agreement. When Agency is exercising any consent, approval, determination, and/or similar discretionary action under this Agreement, the standard will be Agency's sole discretion. For purposes of this Agreement, the term "person" means any natural person, corporation, limited liability company, partnership, joint venture, firm, association, trust, unincorporated organization, government or governmental Agency or political subdivision, or any other entity.

3.4 Integration; Survival; Joint and Several. This Agreement contains the entire agreement and understanding of the parties concerning the subject matter of this Agreement and supersedes and replaces all prior agreements and understandings, oral and written, on such subject matter. Any exhibits, schedules, and other attachments referenced in this Agreement are part of this Agreement. This Agreement may be signed in counterparts. Owner understands and agrees that in making the Grant, Agency is relying on all representations, warranties, and covenants made by Owner under this Agreement and/or in any document, certificate, and/or instrument delivered by Owner in connection with this Agreement. All Owner representations, warranties, and covenants will survive the Grant disbursement and will be continuing in nature. Notwithstanding anything contained in this Agreement to the contrary, all representations, warranties, covenants, and obligations made by Owner under this Agreement are made by each person constituting Owner on a joint and several basis.

IN WITNESS WHEREOF, the undersigned have caused this Agreement to be binding and effective for all purposes as of the Effective Date.

AGENCY:
La Pine Urban Renewal Agency

OWNER:

By: Geoff Wullschlager
Its: Executive Director

By: Tammy Wisco
Its: Sole Manager – LP Specialty Clinic, LLC

By: _____
Its: _____

Exhibit A
Legal Description

The subject real property is legally described as follows:

A portion Government Lot Three (3) also being in the Northwest Quarter of the Northwest Quarter (NW1/4 NW1/4) of Section Fourteen (14), Township Twenty-two (22) South, Range Ten (10) East of the Willamette Meridian, Deschutes County, Oregon, more particularly described as follows:

Commencing at the Northwest corner of said NW1/4 NW1/4; thence South 00°14'45" West along the West line of the NW1/4 NW1/4 a distance of 1034.22 feet to an iron rod; thence North 89°43'10" East a distance of 442.16 feet to the true point of beginning of the tract herein being conveyed; thence North 00°14'41" East, a distance of 250.00 feet; thence North 89°43'09" East a distance of 116.81 feet to a point on the East line of the parcel of land conveyed to Robert F. Howard by deed recorded March 18, 1971 in Volume 174, Page 793, Deed Records; thence South 00°14'40" West along said East line a distance of 250.00 feet, to the South line of Lot 3; thence South 89°43'10" West a distance of 116.81 feet to the true point of beginning.

EXCEPTING THEREFROM that portion dedicated to the public in Declaration of Dedication recorded August 2, 1983 in Volume 21, Page 867, Official Records, Deschutes County.

Exhibit B
Description of Improvements

Subject to the terms and conditions of this Agreement, Owner will complete the following improvements to the Property:

Façade improvements, up to \$40,000 in cost, including:

- Full painting of all paintable exterior surfaces, including siding, trim, fascia
- Replacement of all windows and window trim on southern façade
- Replacement of base trim
- New natural wood colored siding on portions of western and southern facades
- New black metal lighting on western and southern facades
- New front door

Budget to include cost of architectural design services

Optional additional items, depending upon budget, include:

- New metal standing seam roof, full or partial
- Replacement of windows and trim on western façade
- Replacement of glass blocks in western façade with new window
- Painting of fence & fixing loose boards
- Replacement of additional siding not already replaced



CITY OF LA PINE

STAFF REPORT

Meeting Date: January 3, 2023
TO: Urban Renewal Agency
FROM: Geoff Wullschlager, URA Director
SUBJECT: Urban Renewal Archway Project (Update)

- | | | | |
|-------------------------------------|-------------------------|--------------------------|------------------|
| <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:

The RFP process has been discussed with the City’s Engineer of Record and a concept arrived at in drafting a proposal process that can be scored upon receipt of bids. We expect this RFP to be ready for issuance in mid to late January and will likely be comprised of the following elements to be considered when reviewing submissions:

1. Experience
2. Project Team (Does the bidding contractor propose a full scope of work through the different elements?):
 - a. Design
 - b. Fabrication
 - c. Installation
3. Cost
4. Understanding (Approach to community ideas/identity)

We have not set a points structure to this approach yet, but this is an anticipated element being drafted by the Engineer of Record. It can be surmised that the bidding contractor that provides the most seamless process along with an understanding of community vision, with sensitivity to price restriction, and experience will score well through the vetting.

At this time there is no action for the Agency Board to take, and staff will keep members apprised heading into the February URA meeting.



CITY OF LA PINE

STAFF REPORT

Meeting Date: January 3, 2023

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.

During the December meeting several concepts were discussed in addressing this expense and the solution of an application fee, of \$250.00 was proposed. This fee can be utilized for up to 1 (one) hour of legal expense. It was further suggested that this expense can be folded into the reimbursement funds upon the date of project disbursement, to not create a hardship for any applicant, and any additional legal fees would be at the sole expense to the applicant.

As such, within the project application the following language will be added at the terminus of the application form (proposed).

*** Application Fee of \$250.00 will be assessed at disbursement of award funds and can absorbed as a reduction of overall award. This fee, when appropriate, will be used for up to 1 (one) hour of Agency legal counsel review. Any legal costs in application review incurred by La Pine Urban Renewal Agency in excess of this expense will be born solely by applicant and assessed as a reduction of overall award.**

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

***Application Fee \$250.00**

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.

* Application Fee of \$250.00 will be assessed at disbursement of award funds and can be absorbed as a reduction of overall award. This fee, when appropriate, will be used for up to 1 (one) hour of Agency legal counsel review. Any legal costs in application review incurred by La Pine Urban Renewal Agency in excess of this expense will be borne solely by applicant and assessed as a reduction of overall award.