



IMPROVING OUR COMMUNITY

COLUMBIA GATEWAY URBAN RENEWAL AGENCY

CITY OF THE DALLES

AGENDA
COLUMBIA GATEWAY
URBAN RENEWAL ADVISORY COMMITTEE

Conducted in a Handicap Accessible Meeting Room

Tuesday, June 16, 2015

5:30 pm

City Hall Council Chambers

313 Court Street

The Dalles, Oregon

- I. CALL TO ORDER
- II. ROLL CALL
- III. PLEDGE OF ALLEGIANCE
- IV. APPROVAL OF AGENDA
- V. APPROVAL OF MINUTES – May 19, 2015
- VI. PUBLIC COMMENTS (For items not on the agenda)
- VII. DISCUSSION ITEM – Urban Renewal Property Rehabilitation Façade Improvement Applicant Grant Match Guidelines
- VIII. ONGOING URBAN RENEWAL PROJECTS UPDATE
- IX. EXECUTIVE SESSION
 - A. Recess to Executive Session in Accordance With ORS 192.660 (2) to Conduct Deliberations With Persons Designated by the Governing Body to Negotiate Real Property Transactions.
 - B. Reconvene to Open Session
- X. FUTURE MEETING – July 21, 2015
- XI. ADJOURNMENT

**Columbia Gateway Urban Renewal Agency Advisory Committee
Tuesday, May 19, 2015**

5:30 PM

City Hall Council Chambers

313 Court Street

The Dalles, OR 97058

Conducted in a handicap accessible room.

CALL TO ORDER

Chair Grossman called the meeting to order at 5:30 PM.

ROLL CALL

Members Present: Gary Grossman, Steve Kramer, John Nelson, Linda Miller, Atha Lincoln

Members Absent: *Greg Weast, John Willer, Jennifer Dewey

Staff Present: Urban Renewal Manager Nolan Young, City Attorney Gene Parker,
Administrative Fellow Daniel Hunter, Administrative Secretary Carole Trautman

Others Present: Mid-Columbia Economic Development District (MCEDD) Loan Fund Manager
Eric Nerdin; City of The Dalles Business Development Director Gary Rains; Main Street
Director Matthew Klebes

PLEDGE OF ALLEGIANCE

Chair Grossman led the group in the Pledge of Allegiance.

APPROVAL OF AGENDA

Chair Grossman noted that Item IX, "Executive Session," would be stricken from the agenda.

APPROVAL OF MINUTES

It was moved by Nelson and seconded by Kramer to approve the April 21, 2015 minutes as submitted. Grossman, Kramer, Nelson and Miller voted in favor; Lincoln abstained; Weast, Willer and Dewey absent. The motion carried.

*Note: Weast joined the meeting at 5:31 PM.

PUBLIC COMMENT

None.

ACTION ITEM – Urban Renewal Property Rehabilitation Façade Improvement Grant
Application – Windermere Glenn Taylor Real Estate

MCEDD Loan Fund Manager Nerdin highlighted the staff report. Staff recommended that the Urban Renewal Advisory Committee (URAC) recommend approval to the Urban Renewal Agency Board of a \$6,626.00 Urban Renewal Property Rehabilitation Façade Improvement Grant to Windermere Glenn Taylor Real Estate for façade improvements and building renovation, as presented, on the building located at 122 E. 2nd Street, The Dalles, Oregon. He stated the application met all criteria and appeared to be a good use of Urban Renewal funds.

Nelson asked for an explanation on the scope of work on the building's façade improvement including the transom window work. Main Street Coordinator Klebes said the façade improvement would include the building's store fronts along both East Second Street and Court Street. He said the original building had transom windows on the front and side portion of the front of the building on the corner, not down the entire length of the building. The faux transom windows would be exterior only. On the interior, the building has a drop ceiling, and it would be cost prohibitive at this time to raise the ceiling for interior transoms. Klebes said it could be a potential project sometime in the future. The awning would remain the same, and tension cables would be added similar in appearance to the Commodore Building awnings. The blue plastic around the building would be removed.

Applicant Kim Salvesen Pauly, 504 Cascade Avenue, Hood River, Oregon, said the existing awning would remain, they were not planning on installing fabric awnings. Cables would be added. The new sign would display the business name and made out of a material that looks like metal that will be backlit.

Klebes stated that architects had established that the scope of work of the project would be fitting with the original intent of the building, and the grant application would receive a review by the Historic Landmarks Commission.

It was moved by Weast and seconded by Miller to recommend approval by the Urban Renewal Agency Board of a \$6,626.00 Urban Renewal Property Rehabilitation Façade Improvement Grant to Windermere-Glenn Taylor Real Estate as submitted. The motion carried unanimously; Willer and Dewey absent.

ONGOING URBAN RENEWAL PROJECT UPDATE

City of The Dalles Business Development Director Gary Rains presented an update on various business developments in the City.

Current potential projects in progress:

- Two vertical housing units
- Two breweries
- Craig Building – MCMC lease
- Market
- Business Incubator

Weast asked if the MCMC lease of the Craig Building would exempt the building from the tax base. Rains said it would exempt about half of the building. Miller asked if the incubator business building owned by MCMC would have retail in it. Rains said it was too early to tell and

was subject to change, but the building, at this time, would not house retail businesses. The businesses growing out of the incubator program would become taxable businesses.

Weast asked where the Craig Building employees would park. Urban Renewal Manager Young said the building was located in the Downtown Parking Exempt area, and MCMC won't be required to create new parking spaces. The City believed there was adequate parking, and if employees park in restricted retail areas, he said to make the City aware of the violations and they would act on it.

Rains said the good news about having the MCMC employees downtown was that their presence would create a need for other kinds of tax based retail businesses to come to the downtown area.

Sign Museum – Contractors, electricians, and PUD have been in the building to assess the various needs. The museum was also making plans to have some historical signs installed in the downtown area if possible.

Rains reported that he heard from three property investors who wished to invest in the downtown area. Some existing business owners were talking about expanding their businesses. He stated that the City was currently working on approximately 148,000 square feet of downtown space with potential businesses that involved at least a letter of intent, a proposal or a proposed lease. Another 20,000 s.f. could be added in the near future, Rains indicated.

Main Street Director Matthew Klebes reported that the Columbia Gorge Real Estate UR grant trellis work had begun, and there were two or three property/business owners progressing toward submitting façade improvement grant requests.

Administrative Fellow Daniel Hunter reported that the bronze casting for the Lewis and Clark Fountain was currently at the foundry and due to arrive around July 1. The fountain's unveiling was set for July 4.

Rapoza representative Michael Leash reported that they were working on the June 30, 2015 requirements for the DDA extension, and they were working with Hilton on the franchise application.

Urban Renewal Manager Nolan Young reported on the following UR projects:

- Thompson Pool – On task for a soft opening on June 13 and a grand opening on June 20.
- Civic – Still moving forward on design work. They have spent about half of their UR grant funds and are working on the development phases for the projects. They are also working on their fundraising.
- Columbia Gorge Real Estate Façade Improvement – They hope to complete the project within the next three weeks.

Steve Kramer requested discussion at the next meeting regarding the UR façade improvement program applicant grant match. He said there was some confusion on the level of financial involvement on the part of the applicants for their grant match. Young said the discussion would be included on the next meeting agenda, and staff would provide the UR background documentation regarding the applicants' match requirements.

FUTURE MEETING

To be determined.

ADJOURNMENT

Chair Grossman adjourned the meeting at 6:06 PM.

Respectfully submitted by Administrative Secretary Carole Trautman.

Gary Grossman, Chairman



IMPROVING OUR COMMUNITY

COLUMBIA GATEWAY URBAN RENEWAL AGENCY
CITY OF THE DALLES

AGENDA STAFF REPORT

URBAN RENEWAL ADVISORY COMMITTEE

MEETING DATE	AGENDA LOCATION	AGENDA REPORT #
June 16, 2015		

TO: Urban Renewal Advisory Committee

FROM: Daniel Hunter, Administrative Fellow

THRU: Nolan Young, Urban Renewal Manager

DATE: May 20, 2015

ISSUE: Clarification of matching funds for Façade Improvement Grants

BACKGROUND: At the May 19, 2015 Advisory Committee meeting the Committee requested clarification on matching fund levels under the approved Façade Improvement Program. This report provides findings of City Staff’s review of previous discussions and the approval of the Program by the Urban Renewal Advisory Committee and Agency Board. Staff believes there may be some confusion regarding the match due to the terms 50% and 50/50 being used to describe a match amount under two different alternatives.

On February 11, 2014 the Façade Improvement Program was a discussed as a minor amendment to the Urban Renewal Plan. The ASR for that meeting is attached and identified as Attachment 1. The minutes from that meeting are also attached and are identified as Attachment 2. On page 3 of the ASR (Attachment 1) paragraph (E.) options are identified for the Committee to consideration. These options were presented using percentages and the 50/50 expression.

A 50/50 match can also be expressed as dollar-for-dollar or 100% match. In the meeting minutes (Attachment 2) on page 3 a couple of case studies were presented. One of those

studies was for Milton-Freewater and was also expressed using the 50/50 and 75/25. Following that case study an example was provided for how The Dalles Program could have been developed. That example also uses the 50/50 match comparison. Two paragraphs below that example Greg Weast expressed concern that property owners would not be able to provide that level of match without raising the rent on their property (Attachment 2, pg. 3). Staff adjusted the proposed match to address that concern.

On March 18, 2014 the Urban Renewal Façade Program was discussed again (Attachment 3). In that ASR a two-tiered approach for grant matching funds was proposed. The bottom tier was defined as 50% match for grants up to \$20,000 (Attachment 3, pg. 2 (i)). The top tier was defined as a dollar-for-dollar match for grants \$20,001-\$40,000 (Attachment 3, pg.2 (ii)). This section also provides examples of what 50% would be for a \$20,000 grant, and what a dollar-for-dollar grant match would be for \$40,000. On page 4 of that ASR the 50/50 match was presented again, as an option. The two-tiered approach defined on page 2 was recommended by staff (Attachment 3, pg. 4). That recommendation is the recommendation made by the Advisory Committee to the Agency Board (Attachment 4, pg. 3).

On April 14, 2014 The Urban Renewal Agency Board met and approved the recommendations of the Advisory Committee (Attachment 5, pg. 2). That recommendation was a two-tiered grant match. The bottom tier for grants \$0-\$20,000 required a match of 50% (e.g. \$10,000 on a \$20,000 grant); the top tier \$20,001-\$40,000 grant requires a dollar-for-dollar match (e.g. \$40,000 on a \$40,000 grant).



ATTACHMENT 1
CITY of THE DALLES
313 COURT STREET
THE DALLES, OREGON 97058

(541) 296-5481
FAX (541) 296-6906

AGENDA STAFF REPORT

URBAN RENEWAL

MEETING DATE	AGENDA LOCATION	AGENDA REPORT #
February 18, 2014	Discussion Item	

TO: Urban Renewal Advisory Committee

FROM: Jon Chavers, Administrative Fellow
Nolan K. Young, City Manager *nky*

DATE: February 11, 2014

ISSUE: Discussion of proposed amendment to Columbia Gateway/Downtown Urban Renewal Plan

BACKGROUND: Low-interest loans are currently offered by the urban renewal agency for the purposed of façade rehabilitation to for profit businesses in the downtown area. These loans are underutilized by these businesses. Matching grants, which may be more attractive to for profit businesses, are also currently available for façade restoration, but to “public, non-profit, and civic organizations only” according to the Urban Renewal Plan. Changing the language of the Property Owner Rehabilitation Program Booklet, either to expand the current program or create a new and separate program to make matching grants available to for profit businesses in the downtown area will incentivize rehabilitation of downtown commercial properties.

This item is being brought to the URAC by Main Street as a discussion item. The first question is if there is an interest in this plan amendment. If there is we then need to discuss how the program would be designed.

DISCUSSION:

I. Plan Amendment

The Columbia Gateway Urban Renewal Plan, include, on page 18 Project 13 “Property Rehabilitation Grant and Loan Fund Program”, also on page 18,

Section 3 Redevelopment of Unused and Underused Land and Buildings and Other Civic Improvements) of the Columbia Gateway/Downtown Plan reads:

The Agency may provide grants and low interest loans for business, civic, residential, cultural, and tourist-related property to be developed, redeveloped, improved, rehabilitated, and/or conserved. Grants shall be made to public, non-profit, and civic organizations only and on uses that serve a public purpose. Projects must meet the project selection criteria in order to be eligible to receive a grant. These grant and loans may include sprinkler systems for existing and new structures.

Through a minor amendment of the plan the grant program could include for profit property and business if the word "only" in bold above was removed.

II. Amendments to Property Rehabilitation Grant and Loan Program If the advisory committee decides to recommend adding for profit grants to the program there are a number of items to consider in structuring the program guidelines. Below is a listing of those items with a brief discussion.

A. Separate or new program: Do we simply amend the existing grant program to include for profit entities or do we develop a separate program that would be part of the larger property rehabilitation program guidelines. Staff recommendation is that we create a separate program; this will allow us to develop a specific budget to be used for this new program as well as to develop specific guidelines as further discussed below, since we may want to have a few more requirements in place when we start giving grants to for profit entities.

B. Who are eligible for grants: We have identified three options:

- 1) Property owners
- 2) Business owners who can show written evidence the property owner has authorized the work, or
- 3) Both

We would recommend allowing both.

C. Timing: The current grant program allows applications to be accepted twice a year. We are proposing that this new program would be open invitation, first come first serve basis with the agency having the option to delay a project for up to six months that meets fewer criterions to see if other high value projects need the funds.

D. Eligible activities: Currently the projects must meet the general selection criteria, and meet the goals of urban renewal. We see three potential additional considerations:

- 1) Restrict eligible activities to the restoration to any face of a building that is within public view including ADA accessibility, awnings, exterior lighting, exterior painting, permits, windows and so forth.

- 2) Give preferential consideration to projects that increase upstairs residential use of commercial properties within the urban renewal district.
- 3) In addition to the above criteria, require that only historic buildings qualify for the grant.

Staff recommendation is to include eligibility requirement 1 and 2.

E. Amount of contribution and match amounts: We have identified two options:

- 1) A maximum 50/50 match for all projects with a set dollar restriction of somewhere in the neighborhood of \$10,000 to \$15,000.
- 2) A tiered match requirement based on the amount of the request. For example: grants up to \$5,000 eligible for 75% grant and 25% match; grants up to \$10,000 with a 50/50 match; grants over \$10,000 and up to \$15,000 25% grant with a 75% match

The agency may want to consider the maximum amount of individual grants we are anticipating having between \$50,000 and \$100,000 available for this program beginning in fiscal year 2014-15. The lesser the individual grant amount the more businesses that could be affected; the larger the grant the more visible impact made per business.

F. Combine with any other property rehabilitation program: Should we allow those who receive the grants to be eligible for two other property owner grant programs that we currently have.

- 1) A one-time grant of up to \$3,000 for professional architectural and engineering design services, for restoration activities to meet historically compatible requirements.
- 2) Low interest loan for that portion of the project that the property owner is paying for.

G. Timeline: What type of requirements do we want to place on the work? Do we want the work to commence within one year of the application and completed within two? Or do we want the work to be completed within one year of the grant award? Or do we have some other guideline we wish to consider?

BUDGET IMPLICATIONS:

The proposed amendment does not require any changes to the amount of funds allocated towards the Property Rehabilitation Program this budget year. As discussed above we may wish to identify funds available for a separate program if interest is high.

One suggestion for the property grant program is for the first year to try 50/50 private/non-profit split of the grant funds available.

COMMITTEE ALTERNATIVES:

Provide feedback and input to staff on proposed amendments to the Property Owner Rehabilitation Program. If desired, staff will then bring back a proposed program for the March 18 URAC meeting based on the feedback received.

ATTACHMENT 2
DRAFT

Columbia Gateway Urban Renewal Agency Advisory Committee
Meeting Minutes

Tuesday, February 18, 2014

5:30 p.m.

City Hall Council Chambers

313 Court Street

The Dalles, OR 97058

Conducted in a handicap accessible room.

CALL TO ORDER

Chair Zukin called the meeting to order at 5:30 PM.

ROLL CALL

Members Present: Chris Zukin, Gary Grossman, Linda Miller, Steve Kramer, Robin Miles

Members Absent: Jennifer Botts, Greg Weast*

Staff Present: City Manager Nolan Young, City Attorney Gene Parker, Administrative Fellow Jon Chavers, Administrative Secretary Carole Trautman

Also present: Economic Development Specialist Dan Durow, AmeriCorp RARE-Main Street Coordinator Matthew Klebes

PLEDGE OF ALLEGIANCE

Chair Zukin led the group in the Pledge of Allegiance.

*NOTE: Weast joined the meeting at 5:37 PM.

APPROVAL OF AGENDA

It was moved by Grossman and seconded by Weast to approve the agenda as submitted. The motion carried unanimously; Botts absent.

APPROVAL OF MINUTES

It was moved by Miller and seconded by Miles to approve the January 28, 2014 minutes as submitted. The motion carried unanimously; Botts absent.

PUBLIC COMMENT

None

ACTION ITEM – Recommendation concerning the Prioritization of Urban Renewal Agency Projects

Administrative Fellow Jon Chavers highlighted the report entitled, "Columbia Gateway Urban Renewal Agency (Agency) Project Prioritization Recommendation." This revised report was based upon the information received by the Advisory Committee and Agency board members at the January 28, 2014 Joint Urban Renewal Work Session. The recommendation was to place high priority on the urban

DRAFT

renewal projects that would immediately increase property values within the Urban Renewal District (URD). Those projects would include 1st Street Streetscape, 3rd Place Streetscape, 3rd Street Streetscape, 4th Street Streetscape, The Granada Block Redevelopment project, the Washington Street Tunnel project, and a proposed façade restoration program for “for-profit” businesses within the URD. These projects were not listed in order of priority. City Manager Young advised that the projects were listed in the recommended order of priority on Attachment B of the agenda packet. He said the priority listing was based upon historical priorities followed in the past. The Property Rehabilitation Program was loosely prioritized, Young said, but his recommendation was to give it a higher priority because of the possibility of extending UR grant money to “for-profit” businesses in the URD.

Grossman stated that if the project prioritization is heavily weighted on property values, the Agency should adopt the property values as a goal into the Urban Renewal Plan. City Attorney Parker advised that adding a goal could be done as a minor amendment. Grossman said, for future considerations, it would make more sense for the Agency to adopt any new goals to the Urban Renewal Plan before the Advisory Committee considered changes in project prioritizations.

It was the consensus of the committee to table the discussion, consider agenda item VIII regarding the Property Owner Rehabilitation Program amendment discussion, and revisit the project prioritization issue afterwards.

DISCUSSION ITEM – Amendment to the URA Property Owner Rehabilitation Program to include private business owners within the URD.

Administrative Fellow Chavers stated that the Interest Buy Down Program, designed for “for profit” businesses in the URD, was currently underutilized. Staff proposed to extend the urban renewal matching grants program to “for profit” businesses. The matching grants would be a greater incentive to utilize funds to begin projects on their properties, increase the property value, and make the downtown area a more attractive place for the community and tourists.

RARE Main Street Coordinator Matthew Klebes stated he was currently working with the Odd Fellows organization to pursue an urban renewal grant for a façade restoration on the IOOF Building. From that effort, the proposal to offer the UR Grant Program to “for profit” businesses culminated.

City Manager Young stated \$200,000 is budgeted each fiscal year for both the UR Interest Buy Down Program and the Grant Program. He said that this year some of those funds were currently being used. There is approximately \$5,000 remaining for this fiscal year, and there are also additional funds available from the UR Opportunity Driven Projects line item.

It was the general consensus of the committee to extend the UR Grant Program to “for profit” businesses within the URD.

Main Street Coordinator Klebes gave a PowerPoint presentation on “Case Studies and Examples of Proposed Small Grants Façade Program.” Highlights are as follows:

Case Study -- Sandy, Oregon (program originated in 2009)

- Initially allocated \$150,000, program has now funded 1.8 million dollars over a six-year period
- Goals: 1) improve façade appearances in central business district; 2) restore unique historic character to buildings; and 3) encourage private investment in downtown properties and businesses

- Offer two programs – Grant program (match from property owner dependent on project cost) and Façade Master Plan (1% match from property owner)
- Set up “Sandy Style Design Standards”
- 45 projects have been completed, the funds are half spent, \$600,000 matching

Case Study – Milton-Freewater, Oregon (URA started in 1987)

- Program is “sun setting” this year
- City Council approved URA funds for rehabilitation and improvements to existing commercial buildings
- Grants originally started with a 50/50 match but changed to 75/25 due to sun setting status of their urban renewal agency
- Maximum grant award - \$25,000
- Main Street organization acts as the advocate for the program and assists in the development and application process

Example of Possible Program for The Dalles

- \$100,000 starting fund to be used over one year
- Replenish the fund each year
- Eligible projects could include exterior work
- Develop certain design guidelines if utilizing URA funds
- Applications would be reviewed and funded in part, in whole, or not at all
- 50/50 match for all projects
- Main Street to advocate the program and assist in application preparation

Weast asked how much of a potential \$100,000 budget would go towards administrative costs. Young said administrative costs came out of another budget line item. Miles suggested Klebes gather information from Sandy and Milton-Freewater on what kind of results the communities have seen as a result of their grant programs.

Weast expressed a concern that private property owners would need to raise their rents to help pay on a loan for a 50/50 match for a façade improvement. Young suggested perhaps the property owners' match should be lowered in order to not impact downtown rent rates.

Grossman asked what would be used for design guidelines. City Manager Young said there were no design guidelines except for historic buildings.

Chair Zukin said façade improvements were good, but he would like to see second floor areas restored for housing or office space to increase the “rentability” and income of some buildings. He said it would be more dollars, but applicants could apply for exterior and/or interior projects, and urban renewal could select the best project. Young summarized the discussion by voicing three different approaches to the program; 1) use grant monies for historical façade work; 2) any façade work; and 3) open up to second story interior work. Young suggested restricting second floor work as a downtown goal through the vertical housing program. Weast felt the second story living concept might not be feasible in The Dalles because people would need places to eat, a grocery store, and parking places. Miles said she thought urban renewal should fund as much as possible, and get aggressive.

Chair Zukin asked the committee for suggestions on characteristics of the Property Rehabilitation Grant program. Miller suggested façade restoration. Miles suggested second floor renovation. Miller and Miles suggested separating out non-profit and for-profit applications. Grossman said historically some

available funds remained at the end of some fiscal years, and it might be more advantageous to lump funds together to be competitive on both fronts. Weast commented that the end result for the Grant program for the non-profits is to help with aesthetics. The Grant program for the "for profits" helps the community aesthetically as well, and it generates income for urban renewal. Grossman commented that if the future plan was to place an emphasis on property value increase, then the current drive would be for grants that lead to potential income for urban renewal. The consensus was to have separate guidelines for profit/non-profit businesses. Miles suggested strict design guidelines. Young suggested conferring with Historic Landmarks regarding its guidelines, then decide whether or not to place those standards on just historic buildings or all buildings. Zukin said each project application would go before both urban renewal boards, so there would be some control there. It was the consensus of the committee to open all buildings in the URD to the Historic Landmarks Commission's review.

The committee also discussed the timing of application reviews. Young said three options were 1) first come first serve; 2) twice a year; and 3) prioritize projects with a possible six-month delay. Zukin said delays had occurred in the past because the Agency did not wish to spend all of the money at once in case a larger, more beneficial project came along later on. Dan Durow advised that the Grant application reviews for non-profit and civic groups were scheduled for twice a year, and the Interest Buy Down program was open all year.

Miles stated that potentially an applicant could apply for all three UR funding programs. Zukin suggested each application could be customized in regards to access of funding programs at the time of review.

RARE Main Street Coordinator Klebes asked if roof repairs and elevators could be included in the program. City Manager Young said URA had used funds in the past for roof repair, because roof repair saved buildings. In the past, roofs were repaired through the Interest Buy Down Program, and it was the general consensus of the committee to restrict roof repair to the Interest Buy Down Program only. The Grant program could be used for façade restoration and second story renovations. Weast stated that the installation of an elevator would be cost prohibitive in most cases. Zukin suggested reviewing elevators on a case-by-case basis. Young said there might be a case scenario where one elevator could serve three buildings, which could be advantageous and worthwhile. It was the general consensus of the committee to consider elevators on a case-by-case basis.

In summary, the committee suggested some characteristics for the "for profit" business restoration program:

- Façade restoration
- Second story restoration
- Combine Agency funds for profit/non-profit use
- Separate program guidelines for profit/non-profit businesses
- Possibly apply historic design standards to building exterior grants to both historic and non-historic buildings – staff to bring back HLC design guidelines for committee's consideration before making a recommendation
- Committee will consider some options on the timeline for grant application reviews (i.e. twice a year, first come first serve, review and delay, etc.)
- Applicants could ask for up to three Agency funding sources: Architectural Design, Grant match, and Interest Buy Down and would be reviewed by committees on a case-by-case basis
- Roof repairs restricted to the Interest Buy Down program
- Elevators reviewed on a case-by-case basis



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COLUMBIA GATEWAY URBAN RENEWAL AGENCY

CITY OF THE DALLES

AGENDA STAFF REPORT

URBAN RENEWAL ADVISORY COMMITTEE

Meeting Date: March 18, 2014

DATE: March 10, 2014
TO: Urban Renewal Advisory Committee
FROM: Jon Chavers, Administrative Fellow
THRU: Nolan Young, Urban Renewal Manager *NJY*
ISSUE: Discussion of proposed amendment to Columbia Gateway/Downtown Urban Renewal Property Owner Rehabilitation Program

PREVIOUS AGENDA STAFF REPORT: February 18, 2014 (attached)

BACKGROUND:

The issue of changing the language of the Property Owner Rehabilitation Program Booklet to make matching grants available to for-profit businesses in the downtown area was brought to the Urban Renewal Advisory Committee (URAC) by Main Street as a discussion item at the February 18, 2014 URAC meeting (Attached is the Agenda Staff Report from that meeting). The Advisory Committee provided feedback and input (meeting minutes attached). As requested by the Advisory Committee, staff has prepared a proposed program based on the feedback received. Additionally, staff has prepared alternatives to the proposed program for the committee to consider.

Main Street's RARE Coordinator, at the meeting, will present a PowerPoint presentation that summarizes the program.

DISCUSSION:

- I. Outline of Proposed Facade Restoration Program
 - Create a new facade grant program for for-profit businesses. Both property owners and business owners who can show written evidence the property owner has authorized the work are eligible to apply.
 - Applications accepted on a first come/first serve basis for grant requests

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up to \$40,000.

- Project activities restricted to restoration and/or renovation of any exterior face of a building that is within public view, including ADA accessibility, awnings, exterior lighting, permits, windows, etc.
- Preference given to applying projects that fulfill the highest number of goals of the URA Plan and meet the greatest number of General and Specific criteria as set forth in the Urban Renewal Agency (URA) Plan. Program will include an option to delay grant requests for up to six months if another project meeting more URA Plan criteria applies for funding.
- Grants must be used within one year of award.
- Tiered match from the applicant based on amount of grant request:
 - i. 50% match from the applicant for grant request of \$0-\$20,000 (i.e. a \$20,000 request requires \$10,000 of matching funds from the applicant)
 - ii. Dollar-for-dollar match from the applicant for grant request of \$20,001-\$40,000 (i.e. a \$40,000 request requires \$40,000 of matching funds from the applicant).
- For-profit applicants are eligible for all three programs (architectural services, low-interest buy down and matching grant). Monies from all other URA services/programs cannot be used for the required grant match, including loans using the interest buy-down program.

II. Alternatives to the Proposed Facade Restoration Program

Number of Grant Programs

- Amend the existing program (one program for both non-profits and for-profits)
- Create new, separate program (one for non-profits, one for for-profits)

Recommendation: Create a new, separate program (one for non-profits, one for for-profits).

Rationale: URA has goals of improving aesthetics and property values. Non-profits do not pay property taxes, and any increase in property value would not create a return for the URA creating a distinct disadvantage.

Eligible Applicants

- Owners of property within the Urban Renewal District
- Business owners who can show written evidence the property owner has authorized the work
- Both

Recommendation: Both

Rationale: The objective is to maximize the number of potential applicants and projects.

Timing

- Accept applications every six months (current program for non-profits)
- First come/first serve basis, with option to delay grant requests for up to six months if another project meeting more URA Plan criteria applies for funding

Recommendation: First come/first serve, with option to delay up to six months.

Rationale: Objective is to maximize the number of projects and impact in a relatively short time period.

Eligible Activities

- Restrict to restoration of any exterior face of a building that is within public view, including ADA accessibility, awnings, exterior lighting, permits, windows, etc. (current program for non-profits)
- Expand eligible activities beyond exterior face of a building that is within public view (examples: roof repair, ground floor interior, upper floor interior, etc.)
- Expand eligible activities to include renovation of second floors for a committed activity

Recommendation: Restrict to restoration of any exterior face of a building that is within public view (current program for non-profits).

Rationale: Maximizes visibility of project results and directly improves aesthetic appearance and property value. Roof and other improvements may improve the value of the property but not public aesthetics. Upper floor renovations also are not visible and may use too much of the available funding. The Interest buy-down program may be a better source for upper floor renovations.

Project Preference

- Applicant projects must meet at least one General or Specific criteria, but URA Plan does not give preference to any single or set of criteria or URA goals.
- Preference given to applying projects that fulfill the highest number of goals of the URA Plan and meet the greatest number of General and Specific criteria as set forth in the URA Plan.

Recommendation: Give preference to projects that fulfill the highest number of goals and meet the greatest number of general and specific criteria of the URA plan.

Rationale: Maximize the number of projects that improve property values, aesthetics, historic character, and private investment.

When Must Grant Be Used

- No time limit (current program for non-profits)
- Grants must be used within one year of award

Recommendation: Grants must be used within one year of award.

Rationale: URA funds can be used as a match for additional grant dollars through organizations such as the State Historic Preservation Office (SHPO). This allows flexibility to coordinate with other grant deadlines and still allow time to complete the project.

Contribution/Match Amounts

- Maximum 50/50 match for all projects (current program for non-profits)
- Tiered match based on amount of request (see recommendation)

Recommendation:

- 50% match from the applicant for grant request of \$0-\$20,000 (i.e. a \$20,000 request requires \$10,000 of matching funds from the applicant).
- Dollar-for-dollar match from the applicant for grant request of \$20,001-\$40,000 (i.e. a \$40,000 request requires \$40,000 of matching funds from the applicant).

Rationale: Objective is to maximize use of the program but still maintain community buy-in, or “skin in the game”. Once the program is implemented and data is gathered on its utilization and results, the match can be adjusted.

Eligibility for Other Property Rehabilitation Programs

- For-profit applicants only eligible for matching grant
- For-profit applicants eligible for matching grant and architectural services
- For-profit applicants eligible for all three programs (architectural services, low-interest buy down, matching grant). Monies from all other URA services/programs cannot be used for the required grant match, including loans using the Interest buy-down program.

Recommendation: For-profit applicants eligible for all three programs. Monies from all other URA services/programs cannot be used for the required grant match, including loans using the Interest buy-down program.

Rationale: Allow applicants to make maximum use of assistance and have the ability to complete larger projects with increased impact.



Columbia Gateway Urban Renewal Agency Advisory Committee Meeting Minutes

Tuesday, March 18, 2014

5:30 p.m.

City Hall Council Chambers

313 Court Street

The Dalles, OR 97058

Conducted in a handicap accessible room.

CALL TO ORDER

Acting Chair Grossman called the meeting to order at 5:33 PM.

ROLL CALL

Members Present: Gary Grossman, Steve Kramer, Robin Miles, Linda Miller, Greg Weast

Members Absent: Jennifer Botts, Chris Zukin

Staff Present: City Manager Nolan Young, City Attorney Gene Parker, Administrative Fellow Jon Chavers, Administrative Secretary Carole Trautman

Also present: Mid-Columbia Economic Development District (MCEDD) Loan Fund Manager Eric Nerdin, RARE Main Street Coordinator Matthew Klebes

PLEDGE OF ALLEGIANCE

Grossman led the group in the Pledge of Allegiance.

APPROVAL OF AGENDA

It was moved by Weast and seconded by Kramer to approve the agenda as submitted. The motion carried unanimously; Botts and Zukin absent.

APPROVAL OF MINUTES

It was moved by Kramer and seconded by Miller to approve the September 17, 2013 minutes as submitted. The motion carried unanimously; Botts and Zukin absent.

It was moved by Miller and seconded by Weast to approve the February 18, 2014 minutes as submitted. The motion carried unanimously; Botts and Zukin absent.

PUBLIC COMMENT

None

ACTION ITEM – Grant Application for the Independent Order of Odd Fellows (IOOF)

MCEDD Loan Consultant Eric Nerdin presented the staff report. Nerdin pointed out that the IOOF proposed project had been reviewed and approved by the City's Historic Landmarks Commission. He concluded his report by presenting the staff recommendation and alternative options.

Miller asked if any other applications would be submitted in the near future. Nerdin said he knew of none other, and Grossman pointed out that the end of the fiscal year was approaching. City Manager Young stated there were other available Urban Renewal Agency (URA) funds available should something arise in the future.

Weast asked what the possibilities were that the State Historic Preservation Office (SHPO) would approve an additional grant to the applicant. RARE Main Street Coordinator Matthew Klebes stated the possibilities were good, in his estimation. Miller said she thought this application was a good start. Kramer and Miles agreed. Nerdin stated that having the URA grant approved would aid the applicant in obtaining the SHPO grant.

It was moved by Miller and seconded by Kramer to recommend approval of a \$10,000 Urban Renewal Agency Grant to the Independent Order of Odd Fellows No. 5 Columbia Lodge to be used for the restoration project, as described in the staff report, of its building located at 421 E. 2nd Street, The Dalles, Oregon. The recommended approval is conditional upon: 1) this project being approved and permitted by all applicable agencies and entities; 2) the applicant obtaining \$20,000 in funds from a source approved by the Urban Renewal Agency, such as SHPO; and 3) documentation of IOOF's 501C8 non-profit fraternal organization status. The motion carried unanimously; Botts and Zukin absent.

DISCUSSION ITEM – Amendment to the Urban Renewal Agency Property Owner Rehabilitation Program to Include Private Business Owners Within the Urban Renewal District

Administrative Fellow Chavers presented the highlights of the staff report.

Miller asked what the biggest change in the current program would be. Chavers said the proposed amendment would be the creation of a completely separate fund for for-profit business and property owners within the Urban Renewal District (URD) so as not to compete with the non-profit participants. Chavers indicated that the intent was to make the funds available as soon as possible. City Manager Young indicated one small change to the URA Plan would need to be made—the deletion of the word “only” in the Property Owner Rehabilitation portion of the plan.

RARE Main Street Coordinator Matthew Klebes presented a PowerPoint program that highlighted the proposed program objectives, recommendations and rationale.

Acting Chair Grossman asked what, if any, interest Klebes had received from the downtown owners/business owners. Klebes stated he had heard significant interest from them and had heard of three or four projects that were of interest.

Miles asked if the façade work would have any uniform design guidelines. After further discussion from the committee, it was the consensus of the committee that any non-historic buildings within the URD would need to comply with the Historic District guidelines for uniform design purposes.

It was moved by Weast and seconded by Kramer to recommend approval of the proposed amendment to the Columbia Gateway/Downtown Urban Renewal Property Owner Rehabilitation Grant Program as outlined in staff's report dated March 10, 2014, and to recommend that the Agency make any necessary URA Plan amendments in the Property Owner Rehabilitation Grant Program portion of the plan.

Miller clarified that this proposed amendment was for façade work. Klebes reminded the committee that, according to the grant guidelines, grant funds could not be used for maintenance work. However, if painting a façade was part of the re-imagining of the building, it would not be considered maintenance. Nerdin emphasized that if a building was not kept up for a long period of time to the point that it needed to be salvaged rather than destroyed, the plan would allow for a grant application and would not be considered a maintenance project.

City Manager Young asked for clarification on Page 3 of 4 of the staff report (under "Eligible Activities") if Americans with Disabilities Act (ADA) accessibility work was eligible. Klebes said it was included, and Young clarified that the ADA accessibility work must be visible from the public's viewpoint.

Acting Chair Grossman called for the vote. The motion passed unanimously; Botts and Zukin absent.

PROJECT UPDATE

City Manger Young gave the following update on other URA projects:

- Existing property owner rehabilitation grant projects – The Dalles Art Center and Mural Society have completed their projects. St. Peter's Landmark's project is almost completed. Wonderworks Children's Museum, United Church of Christ Congregational and the Civic Auditorium projects are well underway.
- Sunshine Mill Winery – \$42,000 remains on the \$600,000 loan. The remaining \$42,000 is designated for the painting of the mill. Sunshine Mill Winery (SMW) is working with the Planning Department for guidelines on the exterior painting and possible signage. The intention of the SMW is to complete the work by the end of June 2014.

Acting Chair Grossman asked the committee members to make every effort to attend the meetings and to be on time because of quorum issues. Meetings are delayed when members come late.

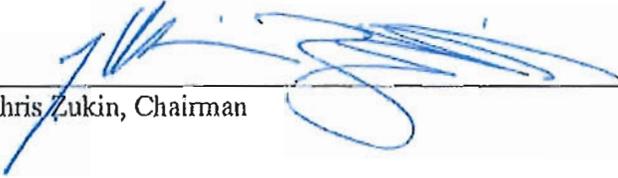
Discussion followed regarding current committee member vacancies. Administrative Secretary Trautman reported that the Planning Commission would be discussing filling its URAC vacancy

at the March 20 meeting. City Manager Young stated Mayor Lawrence was working on the citizen's vacancy.

ADJOURNMENT

Acting Chair Grossman adjourned the meeting at 6:13 PM.

Respectfully submitted by Administrative Secretary Carole Trautman.


Chris Zukin, Chairman

ATTACHMENT 5

MINUTES

COLUMBIA GATEWAY URBAN RENEWAL AGENCY
REGULAR MEETING
OF
APRIL 14, 2014

CITY COUNCIL CHAMBER
313 COURT STREET
THE DALLES, OREGON

PRESIDING: Chair Steve Lawrence

AGENCY PRESENT: Bill Dick, Dan Spatz, Tim McGlothlin, Linda Miller

AGENCY ABSENT: Carolyn Wood

STAFF PRESENT: City Manager Nolan Young, City Attorney Gene Parker, City Clerk Julie Krueger, Administrative Fellow Jon Chavers

CALL TO ORDER

The meeting was called to order by Chair Lawrence at 8:43 p.m.

ROLL CALL

Roll call was conducted by City Clerk Krueger; Wood absent.

APPROVAL OF AGENDA

It was moved by Spatz and seconded by McGlothlin to approve the agenda as amended by the supplemental agenda. The motion carried unanimously, Wood absent.

AUDIENCE PARTICIPATION

None.

APPROVAL OF MINUTES

It was moved by Dick and seconded by McGlothlin to approve the minutes of the March 24, 2014 Agency meeting. The motion carried unanimously, Wood absent.

ACTION ITEMS

Approval of Facade Restoration Program

Administrative Fellow Chavers reviewed the staff report.

It was moved by McGlothlin and seconded by Miller to approve the proposed facade restoration program as recommended by the Urban Renewal Advisory Committee. The motion carried unanimously, Wood absent.

Approval of Grant for IOOF Columbia Lodge #5 for a Restoration Project

The staff report was reviewed by City Manager Young.

The project was further described by Matthew Klebes, The Dalles Main Street Program Coordinator and a member of the IOOF Lodge #5.

It was moved by Dick and seconded by Spatz to approve a \$10,000 grant to IOOF Columbia Lodge #5 for a restoration project located at 421 East Second Street; contingent on approval and permits by all applicable agencies, applicant obtaining \$20,000 in funds from a source approved by the Agency, such as SHPO, and documentation of IOOF's 501(c)8 non-profit fraternal organization status. The motion carried unanimously, Wood absent.

ADJOURNMENT

Being no further business, the meeting adjourned at 8:55 p.m.

Submitted by/
Julie Krueger, MMC
City Clerk

SIGNED:



Stephen E. Lawrence, Chair

ATTEST:



Julie Krueger, MMC, City Clerk