



A place where businesses and families thrive

URBAN RENEWAL AGENCY WORK SESSION AGENDA

MONDAY, OCTOBER 24, 2016

**9:00 PM – Urban Renewal Agency (URA) Work Session
(Storefront Revitalization Program)**

**Community Auditorium
1915 Main Street
Forest Grove, OR 97116**

PETER B. TRUAX, DIRECTOR BOARD CHAIR

Thomas L. Johnston, Vice Chair
Richard G. Kidd II
Victoria J. Lowe

Ronald C. Thompson
Elena Uhing
Malynnda H. Wenzl

All meetings of the Urban Renewal Agency Board are open to the public and all persons are permitted to attend any meeting except as otherwise provided by ORS 192. The public may address the Urban Renewal Agency Board as follows:

➔ **Public Hearings** – Public hearings are held on each matter required by state law or City policy. Anyone wishing to testify should sign in for any Public Hearing prior to the meeting. The presiding officer will review the complete hearing instructions prior to testimony. The presiding officer will call the individual or group by the name given on the sign in form. When addressing the Board, please use the witness table (center front of the room). Each person should speak clearly into the microphone and must state his or her name and give an address for the record. All testimony is electronically recorded. In the interest of time, Public Hearing testimony is limited to three minutes unless the presiding officer grants an extension. Written or oral testimony is heard prior to any Board action.

➔ **Citizen Communications** – Anyone wishing to address the Board on an issue not on the agenda should sign in for Citizen Communications prior to the meeting. The presiding officer will call the individual or group by the name given on the sign in form. When addressing the Board, please use the witness table (center front of the room). Each person should speak clearly into the microphone and must state his or her name and give an address for the record. All testimony is electronically recorded. In the interest of time, Citizen Communications is limited to two minutes unless the presiding officer grants an extension.

The public may not address items on the agenda unless the item is a public hearing. Routinely, members of the public speak during Citizen Communications and Public Hearings. If you have questions about the agenda or have an issue that you would like to address to the Urban Renewal Agency Board, please contact the City Recorder, aruggles@forestgrove-or.gov, 503-992-3235.

All meetings are handicap accessible. Assistive Listening Devices (ALD) or qualified sign language interpreters are available for persons with impaired hearing or speech. For any special accommodations, please contact the City Recorder, aruggles@forestgrove-or.gov, 503-992-3235, at least 48 hours prior to the meeting.

FOREST GROVE URBAN RENEWAL AGENCY WORK SESSION AGENDA
OCTOBER 24, 2016

Page 2 of 2

(PowerPoint Presentation)
Dan Riordan, Senior Planner
Jon Holan, Community Development
Director
Jeff King, Economic Development
Manager
Paul Downey, Administrative
Services Director
Jesse VanderZanden, Executive
Director

9:00

URBAN RENEWAL AGENCY (URA) WORK SESSION:
(STOREFRONT REVITALIZATION PROGRAM)

The Urban Renewal Agency will convene in the Community Auditorium to conduct the above work session(s). The public is invited to attend and observe the work session(s); however, no public comment will be taken. The Urban Renewal Agency Board of Directors will take no formal action during the work session(s).

9:30

ADJOURNMENT:



A place where families and businesses thrive.

<i>CITY RECORDER USE ONLY:</i>	
AGENDA ITEM #:	_____
MEETING DATE:	_____
FINAL ACTION:	_____

URBAN RENEWAL AGENCY STAFF REPORT

WORK SESSION:

TO: *Urban Renewal Agency Board*

FROM: *Jesse VanderZanden, Executive Director*

MEETING DATE: *October 24, 2016*

PROJECT TEAM: *Jon Holan, Community Development Director; Dan Riordan, Senior Planner, Jeff King, Economic Development Coordinator and Jesse VanderZanden, Executive Director*

SUBJECT TITLE: *Proposed Storefront Improvement Grant Program*

ACTION REQUESTED:

	Ordinance	Order	Resolution	Motion	X	Informational
--	-----------	-------	------------	--------	---	---------------

X all that apply

ISSUE STATEMENT: On September 26th and October 10th, staff conducted work sessions with the Agency Board to gather input regarding a Storefront Improvement program. Staff has revised the program and is prepared to have one final work session in preparation for a potential resolution adopting the program at the November 14th meeting.

BACKGROUND: City Council Objective 1.11 for Fiscal Year 2016-17 includes development of a storefront revitalization program. This proposal is intended to meet that objective. Staff began the process of developing a storefront revitalization program by examining 18 programs in nine jurisdictions including 8 façade improvement programs. Based on this research and review with the Board over two work sessions, staff has developed a proposed storefront improvement program with pertinent provisions summarized below (a complete description of the program is in Attachment 1):

- Tiered Grant Program as follows:
 - \$1 to \$2,500. Public to private match: 2 to 1. This tier would apply when net URA funds are between \$5,000 to \$15,000 for the fiscal year.
 - \$2,501 to \$7,500. Public to private match: 1 to 1. This tier would apply when net URA funds are between \$15,001 to \$30,000 for the fiscal year.
 - \$7,501 to \$10,000. Public to private ratio: 1 to 2. This tier would apply when net URA funds are between \$30,001 to \$50,000 for the fiscal year.
- The property owner may obtain other grant funding, but must contribute at least 25% of their own funds for any project;
- Grants are on a “first come, first serve” basis until the money for that year is allocated;

- Grants are only available to property or business owners in the Town Center Area (see Attachment 2 for map);
- Grants are for exterior improvements only; and
- Approval Criteria:
 - Compliance with applicable City standards and guidelines;
 - Contribution to the historic character of the Town Center;
 - Applicant's demonstrated ability to complete the project; and
 - Need for assistance been demonstrated.

One critical aspect to this proposal is to consider projected cash flows and other Agency obligations to assure the Agency is not over-extended for any one year. Attachment 3 is a spreadsheet of the cash flows. As noted in the previous work session, one area of flexibility is the administrative costs. Taking into account obligations for completing the Times Litho transaction with Tokola in 2017, staff has reduced the administrative costs for future years after 2017. Notwithstanding any staff processing of grant applications, staff anticipates little staff or legal assistance needs in future years. The only hard cost per year would be an audit at about \$3000 plus \$250 membership in AORA (Association of Oregon Redevelopment Agencies). As proposed, the cash flow model would provide more than \$4700 per year for staff costs and increase the costs by 2% every year.

The model indicates that until Year 2023, the Agency could provide \$30,000 total in grant assistance. It does not matter how the funds are distributed for any particular year. It is staff's recommendation that the program be front loaded with a total of \$10,000 in assistance for the first two years, 2017 and 2018, and \$5,000 for the two year after, 2019 and 2020. For Year 2023 and after, the model indicates that the Agency could consider substantially greater assistance for a storefront and/or possibly other types of programs.

To assure adequate cash flow, staff is proposing the following guidelines for the Agency to adopt:

- Where net Urban Renewal funds after obligations for a fiscal year are anticipated to be between \$5,000 to \$15,000, the maximum individual grant would not exceed \$2,500;
- Where net Urban Renewal funds after obligations for a fiscal year are anticipated to be more than \$15,000 to \$30,000, the maximum individual grant would not exceed \$7,500; or
- Where net Urban Renewal funds after obligations for a fiscal year are anticipated to be more than \$30,000 to \$50,000, the maximum individual grant would not exceed \$10,000.

The determination for the amount of available funds for a fiscal year shall be determined through the annual budget process. This is recommended by staff because projected tax increment revenues can vary over time due to new development and anomalies already experienced by the Agency. Also, the Agency may also experience unanticipated costs in the future.

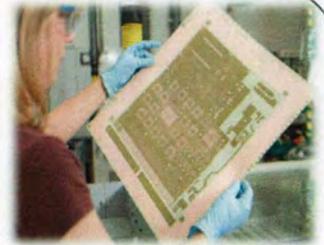
FISCAL IMPACT: At this time there is no future obligation of funds. If adopted by future action, additional tax increment revenues would be obligated to fund the Storefront Improvement Program.

STAFF RECOMMENDATION: Staff recommends the Agency Board consider these changes and provide direction to staff to submit a resolution to adopt a Storefront Improvement Program at the next Agency meeting on November 14th.

ATTACHMENT(s):

- Attachment 1 – Proposed Storefront Improvement Program Description
- Attachment 2 – Map of Eligible Area for the Program
- Attachment 3 – Cash Flow Analysis
- Attachment 4 – Proposed Application Form

This page is intentionally blank.



Proposed Storefront Assistance Program Urban Renewal Program

Forest Grove Urban Renewal Agency
Work Session
October 24, 2016

A place where businesses and families thrive.

Previous Work Sessions on September 26th and October 10th

- Consensus on following key points were:
 - Limit to storefront improvements;
 - Start small with potential to expand program to larger amounts and different areas for assistance in the future as URA funds allow;
 - Applications should be considered on an “as you go” basis;
 - Grant only program; and
 - Pay attention to annual expenditures so the URA does not over extend.

Cash Flow

Year	Tax Increment		Agency Costs			Net Funding		Storefront/ Other Possible Assistance after 2022	Year-End Estimated Net Cash Balance
	Annual Total Increment	Cumulative Increment	Administrative Costs	Combined Loan Payoff	Total Annual Costs	Annual Increment - Net Revenue	Cumulative Increment - Total Cost		
2016	\$27,101	\$27,101	\$5,050.00	\$13,750.00	\$18,800.00	\$8,301.00	\$8,301.00		\$8,301.00
2017	\$75,231	\$102,332	\$15,500.00	\$33,803.00	\$49,303.00	\$25,928.00	\$53,029.00	\$10,000.00	\$24,229.00
2018	\$125,311	\$227,643	\$8,000.00	\$51,546.03	\$59,546.03	\$65,764.97	\$168,096.97	\$10,000.00	\$79,993.97
2019	\$203,514	\$431,157	\$8,160.00	\$184,395.37	\$192,555.37	\$10,958.63	\$238,601.63	\$5,000.00	\$85,952.60
2020	\$257,584	\$688,741	\$8,323.20	\$317,226.72	\$325,549.92	(\$67,965.92)	\$363,191.08	\$5,000.00	\$12,986.68
2021	\$313,261	\$1,002,002	\$8,489.66	\$317,226.72	\$325,716.38	(\$12,455.38)	\$676,285.62	\$0.00	\$531.30
2022	\$325,600	\$1,327,602	\$8,659.46	\$317,226.72	\$325,886.18	(\$286.18)	\$1,001,715.82	\$0.00	\$245.12
2023	\$377,478	\$1,705,080	\$8,832.65	\$317,226.72	\$326,059.37	\$51,418.63	\$1,379,020.63	\$40,000.00	\$11,663.75
2024	\$430,912	\$2,135,992	\$9,009.30	\$317,226.72	\$326,236.02	\$104,675.98	\$1,809,755.98	\$50,000.00	\$66,339.73
2025	\$485,950	\$2,621,942	\$9,189.49	\$317,226.72	\$326,416.21	\$159,533.79	\$2,295,525.79	\$60,000.00	\$165,873.53
2026	\$542,638	\$3,164,580	\$9,373.28	\$157,042.93	\$166,416.21	\$376,221.79	\$2,998,163.79	\$70,000.00	\$472,095.32
2027	\$601,027	\$3,765,607	\$9,560.74		\$9,560.74	\$591,466.26	\$3,756,046.26	\$80,000.00	\$983,561.58
2028	\$661,169	\$4,426,776	\$9,751.96		\$9,751.96	\$651,417.04	\$4,417,024.04	\$90,000.00	\$1,544,978.63
2029	\$809,809	\$5,236,585	\$9,946.99		\$9,946.99	\$799,862.01	\$5,226,638.01	\$100,000.00	\$2,244,840.63
2030	\$876,214	\$6,112,799	\$10,145.93		\$10,145.93	\$866,068.07	\$6,102,653.07	\$110,000.00	\$3,000,908.70
2031	\$944,611	\$7,057,410	\$10,348.85		\$10,348.85	\$934,262.15	\$7,047,061.15	\$120,000.00	\$3,815,170.84
2032	\$1,015,059	\$8,072,469	\$10,555.83		\$10,555.83	\$1,004,503.17	\$8,061,913.17	\$130,000.00	\$4,689,674.01
2033	\$1,087,621	\$9,160,090	\$10,766.95		\$10,766.95	\$1,076,854.05	\$9,149,323.05	\$140,000.00	\$5,626,528.07
2034	\$1,162,360	\$10,322,450	\$10,982.29		\$10,982.29	\$1,151,377.71	\$10,311,467.71	\$150,000.00	\$6,627,905.78
2035	\$1,239,341	\$11,561,791	\$11,201.93		\$11,201.93	\$1,228,139.07	\$11,550,589.07	\$160,000.00	\$7,696,044.85

Proposed Program In Its Entirety

- Tiered Grant Program as follows:
 - Up to \$2,500. Public to private ratio: 2 to 1
 - \$2,501 to \$7,500. Public to private ratio: 1 to 1
 - \$7,501 to \$10,000. Public to private ratio: 1 to 2
 - The property owner may obtain other grant funding, but must contribute at least 25% of their own funds for any project.
- Grants are on “first come, first serve” basis

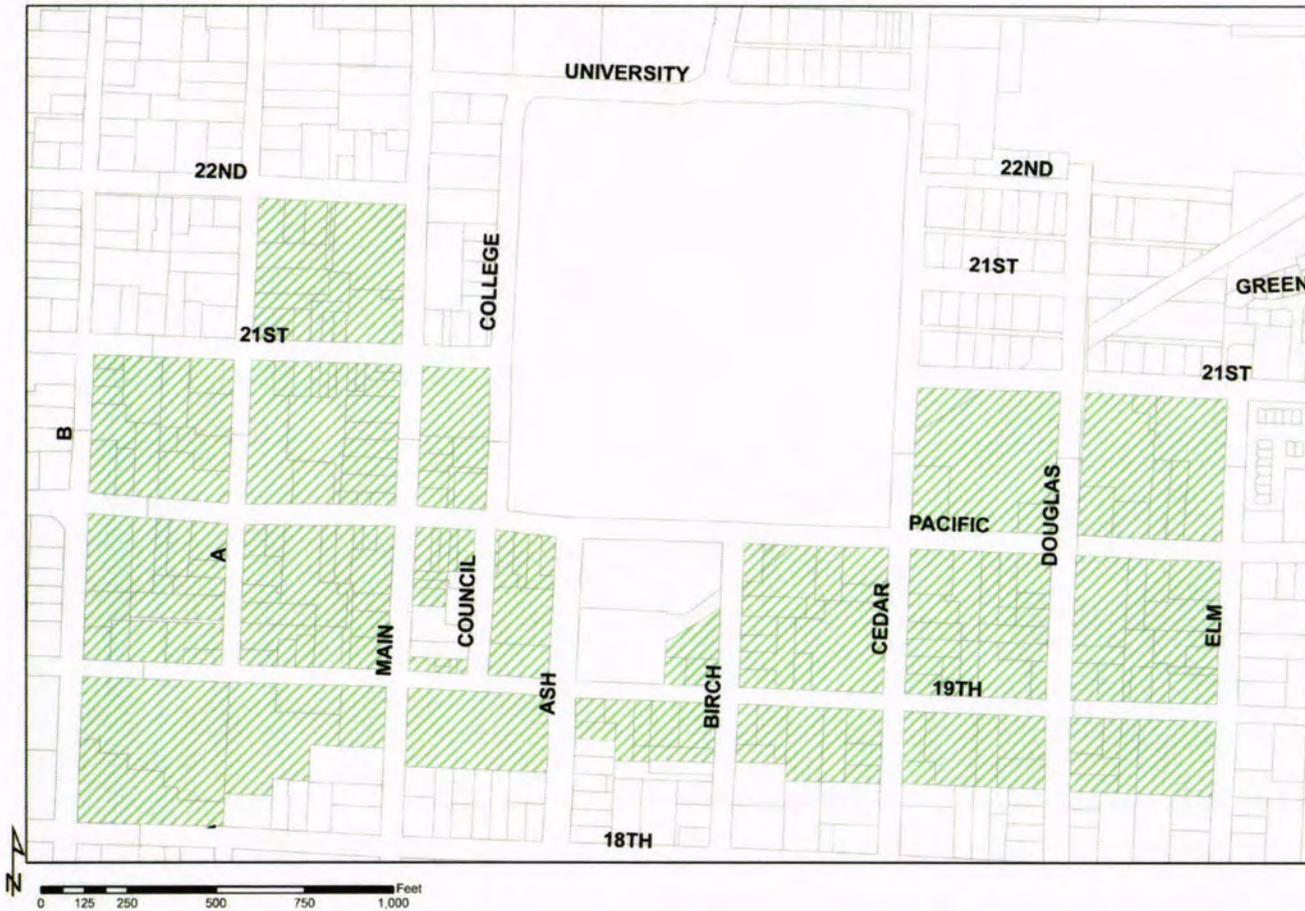
Proposed Program

- Funding Guidelines
 - Where net Urban Renewal funds after obligations for a fiscal year are anticipated to be between \$5,000 to \$15,000, the maximum individual grant would not exceed \$2,500;
 - Where net Urban Renewal funds after obligations for a fiscal year are anticipated to be more than \$15,000 to \$30,000, the maximum individual grant would not exceed \$7,500; or
 - Where net Urban Renewal funds after obligations for a fiscal year are anticipated to be more than \$30,000 to \$50,000, the maximum individual grant would not exceed \$10,000.
 - *The determination for the amount of available funds for a fiscal year shall be determined through the annual budget process.*

Proposed Program



Storefront Improvement Grant Program Eligibility Area



Proposed Program

- To apply:
 - The applicant for assistance must be either the property owner or business owner.
 - Property owner must be current on taxes;
 - Grant must be used to make improvements on the exterior of the store;
 - The project must be designed, constructed and maintained to compliment the architectural features of the building. All accessories, signs, awnings, etc. shall also compliment to the overall character of the building.
 - The project shall contribute to the historical nature of the Town Center if the building is a contributing resource or shall compliment the historical nature of the area if not a contributing resource.
 - Project complies with all applicable City standards and requirements. Of particular note are (but not limited to):
 - City Downtown design standards and guidelines,
 - Sidewalk standards, and
 - Relevant building codes.
- One application per parcel

Proposed Program

- The following are examples of eligible work:
 - Replacement, repair or alteration of building exteriors (facades) or elements such as doors or windows;
 - Awning repair or replacement;
 - Exterior lighting improvements;
 - Repair or replacement of awnings, cornices or decorative details;
 - Masonry repair or cleaning;
 - Sign repair, replacement, installation or removal;
 - Sidewalk repair or replacement;
 - Installation of street furniture;

Proposed Program

- Approval Criteria
 - Compliance with applicable City standards and guidelines;
 - Contribution to the historic character of the Town Center;
 - Applicant's demonstrated ability to complete the project; and
 - Need for assistance been demonstrated.
- Next Step – Resolution to establish program at November 14th meeting.

This page is intentionally blank.

Attachment 1

Urban Renewal Agency

Storefront Improvement Funding Program

Program Levels of Assistance – A store owner can request financial assistance from the Urban Renewal Agency to improve the exterior of their store. Requirements are as follows:

- Must be located within the Urban Renewal project area in the Town Center (see last page for the map);
- The applicant for assistance must be either the property owner or business owner.
- Property owner must be current on taxes;
- Must be used to make improvements on the exterior of the store;
- The project must be designed, constructed and maintained to compliment the architectural features of the building. All accessories, signs, awnings, etc. shall also compliment to the overall character of the building.
- The project shall contribute to the historical nature of the Town Center if the building is a contributing resource or shall compliment the historical nature of the area if not a contributing resource.
- Project complies with all applicable City standards and requirements. Of particular note are (but not limited to):
 - City Downtown design standards and guidelines,
 - Sidewalk standards, and
 - Relevant building codes.
- Must be eligible work that provides exterior improvements or rehabilitation intended to restore facades and exteriors. The following are examples of eligible work:
 - Replacement, repair or alteration of building exteriors (facades) or elements such as doors or windows;
 - Awning repair or replacement;
 - Exterior lighting improvements;
 - Repair or replacement of awnings, cornices or decorative details;
 - Masonry repair or cleaning;
 - Sign repair, replacement, installation or removal;
 - Sidewalk repair or replacement;
 - Installation of street furniture;

Examples of Ineligible Activities:

- Inappropriate cleaning (e.g. washing, scrubbing, general maintenance, etc.);
- Property maintenance;
- Building acquisition;
- Inventory or other working capital;
- Administrative costs or payments to borrower;
- New development or construction.

- City Contribution

The City's contribution is as follows:

- Up to \$2,500 grant at a 2:1 ratio of public to private funding (i.e. \$2 of public funds for every \$1 of private funds);
- Over \$2,500 to \$7,500 grant at a 1:1 ratio of public to private funding (i.e. \$1 of public funds for every \$1 of private funds); or
- Over \$7,500 to \$10,000 grant at a 1:2 ratio of public to private funding (i.e. \$1 of public funds for every \$2 of private funds).
- The property owner may obtain other grant funding, but must contribute at least 25% of their own funds for any project.

- Funding Guidelines

To assure adequate funding available to provide for storefront assistance while preserving sufficient funds to pay for other obligations, the following funding guidelines for Storefront funding assistance are adopted by the Urban Renewal Agency:

- Where net Urban Renewal funds after obligations for a fiscal year are anticipated to be between \$5,000 to \$15,000, the maximum individual grant would not exceed \$2,500;
- Where net Urban Renewal funds after obligations for a fiscal year are anticipated to be more than \$15,000 to \$30,000, the maximum individual grant would not exceed \$7,500; or
- Where net Urban Renewal funds after obligations for a fiscal year are anticipated to be more than \$30,000 to \$50,000, the maximum individual grant would not exceed \$10,000.
- The determination for the amount of available funds for a fiscal year shall be determined through the annual budget process.

GRANT PROCEDURE

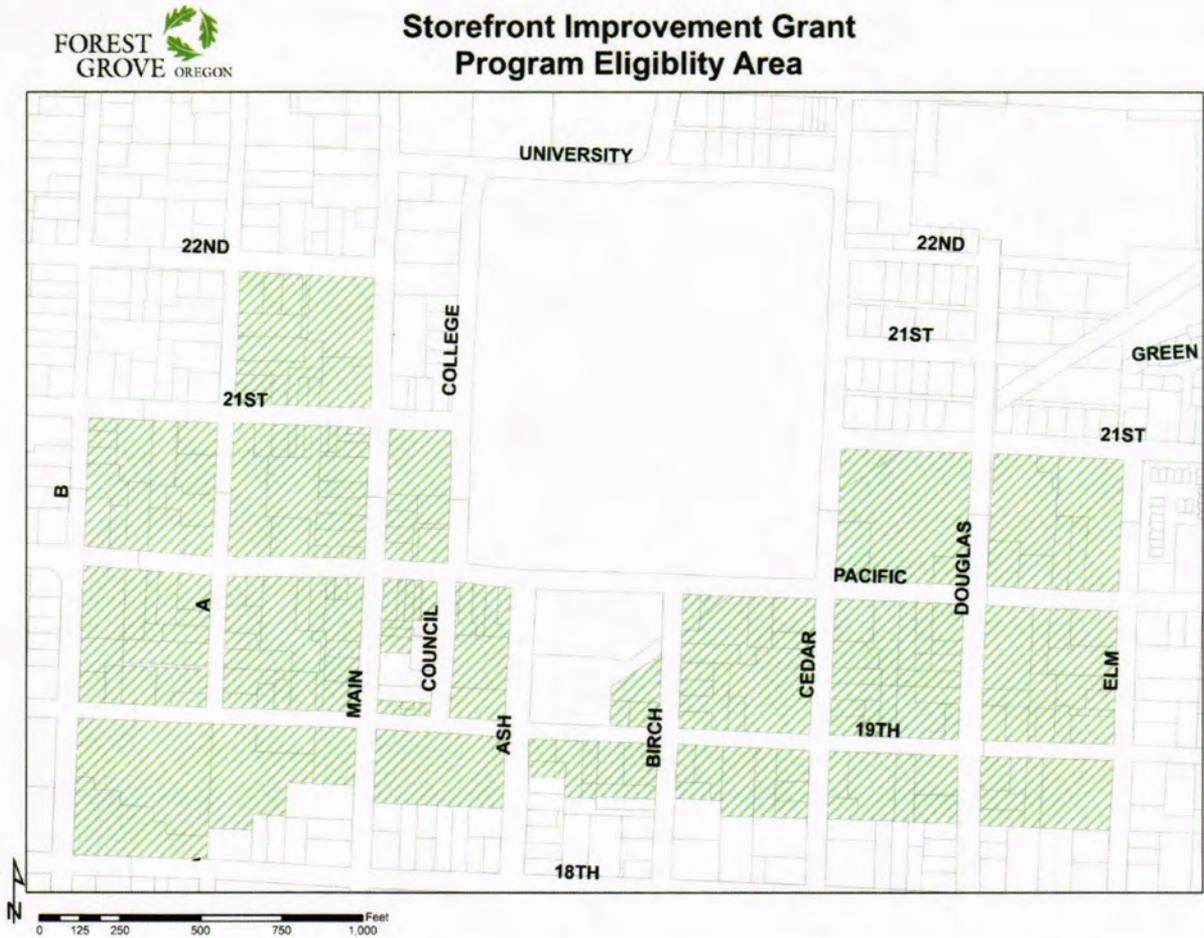
- Submit completed grant or loan application with property owner information and signature. Only completed applications will be considered for funding.
- Only one application per parcel.

- Applicant will provide two (2) bids for each portion of the project.
- Staff shall review and evaluate each application. The evaluation will be based on:
 - Compliance with applicable City standards and guidelines;
 - Contribution to the historic character of the Town Center;
 - Applicant's demonstrated ability to complete the project;
 - Need for assistance been demonstrated;
- If approved, the Urban Renewal Agency and the property owner shall enter into a contractual agreement for the proposed improvements.
- Items needed for final payment reimbursement:
 - Contractor's final invoice (detailed and itemized description of scope of work performed and materials used during project).
 - Proof of Payment to Contractor (copy of check, bank statement, etc.)
 - Pictures of Completed Project
 - Site Inspection (conducted by City staff)

The Agency shall review grants throughout the year and approve grants until funds are expended for the fiscal year.

Attachment 2

Map of Eligible Area for Storefront Improvement Program



Attachment 3

Urban Renewal Cash Flow Analysis

Year	Tax Increment		Agency Costs		Net Funding			Storefront/ Other Possible Assistance after 2022	Year-End Estimated Net Cash Balance
	Annual Total Increment	Cumulative Increment	Administrative Costs	Combined Loan Payoff	Total Annual Costs	Annual Increment - Net Revenue	Cumulative Increment - Total Cost		
2016	\$27,101	\$27,101	\$5,050.00	\$13,750.00	\$18,800.00	\$8,301.00	\$8,301.00		\$8,301.00
2017	\$75,231	\$102,332	\$15,500.00	\$33,803.00	\$49,303.00	\$25,928.00	\$53,029.00	\$10,000.00	\$24,229.00
2018	\$125,311	\$227,643	\$8,000.00	\$51,546.03	\$59,546.03	\$65,764.97	\$168,096.97	\$10,000.00	\$79,993.97
2019	\$203,514	\$431,157	\$8,160.00	\$184,395.37	\$192,555.37	\$10,958.63	\$238,601.63	\$5,000.00	\$85,952.60
2020	\$257,584	\$688,741	\$8,323.20	\$317,226.72	\$325,549.92	(\$67,965.92)	\$363,191.08	\$5,000.00	\$12,986.68
2021	\$313,261	\$1,002,002	\$8,489.66	\$317,226.72	\$325,716.38	(\$12,455.38)	\$676,285.62	\$0.00	\$531.30
2022	\$325,600	\$1,327,602	\$8,659.46	\$317,226.72	\$325,886.18	(\$286.18)	\$1,001,715.82	\$0.00	\$245.12
2023	\$377,478	\$1,705,080	\$8,832.65	\$317,226.72	\$326,059.37	\$51,418.63	\$1,379,020.63	\$40,000.00	\$11,663.75
2024	\$430,912	\$2,135,992	\$9,009.30	\$317,226.72	\$326,236.02	\$104,675.98	\$1,809,755.98	\$50,000.00	\$66,339.73
2025	\$485,950	\$2,621,942	\$9,189.49	\$317,226.72	\$326,416.21	\$159,533.79	\$2,295,525.79	\$60,000.00	\$165,873.53
2026	\$542,638	\$3,164,580	\$9,373.28	\$157,042.93	\$166,416.21	\$376,221.79	\$2,998,163.79	\$70,000.00	\$472,095.32
2027	\$601,027	\$3,765,607	\$9,560.74		\$9,560.74	\$591,466.26	\$3,756,046.26	\$80,000.00	\$983,561.58
2028	\$661,169	\$4,426,776	\$9,751.96		\$9,751.96	\$651,417.04	\$4,417,024.04	\$90,000.00	\$1,544,978.63
2029	\$809,809	\$5,236,585	\$9,946.99		\$9,946.99	\$799,862.01	\$5,226,638.01	\$100,000.00	\$2,244,840.63
2030	\$876,214	\$6,112,799	\$10,145.93		\$10,145.93	\$866,068.07	\$6,102,653.07	\$110,000.00	\$3,000,908.70
2031	\$944,611	\$7,057,410	\$10,348.85		\$10,348.85	\$934,262.15	\$7,047,061.15	\$120,000.00	\$3,815,170.84
2032	\$1,015,059	\$8,072,469	\$10,555.83		\$10,555.83	\$1,004,503.17	\$8,061,913.17	\$130,000.00	\$4,689,674.01
2033	\$1,087,621	\$9,160,090	\$10,766.95		\$10,766.95	\$1,076,854.05	\$9,149,323.05	\$140,000.00	\$5,626,528.07
2034	\$1,162,360	\$10,322,450	\$10,982.29		\$10,982.29	\$1,151,377.71	\$10,311,467.71	\$150,000.00	\$6,627,905.78
2035	\$1,239,341	\$11,561,791	\$11,201.93		\$11,201.93	\$1,228,139.07	\$11,550,589.07	\$160,000.00	\$7,696,044.85

Attachment 4 Application Form



A place where families and businesses thrive.

<h2>City of Forest Grove Urban Renewal Agency Storefront Improvement Grant Program</h2>

APPLICANT INFORMATION:

Applicant's Name: _____

Property Address: _____ Tax Lot #: _____

Mailing Address: _____

Telephone Number: _____ Cell Number: _____

Email: _____ Fax: _____

Proof of Ownership: Please provide proof of ownership or written authorization to proceed with the project from the property owner.

Taxes: Have all City of Forest Grove taxes levied on the building and property described in this application been paid to date?

Yes No If no, please attach explanation.

BUILDING INFORMATION:

Please provide current pictures of the building.

Year Built: _____ Historic Name(s): _____

PROJECT INFORMATION:

Total Project Costs: _____ Grant Request: _____

Describe the scope of work (use additional sheets as necessary). Attach checklist and all required elements pertaining to the scope of work. Attach project costs estimates obtained.

**City of Forest Grove Urban Renewal Agency
Storefront Improvement Grant Program**

Criteria Item Checklist:

Please check all boxes that are appropriate with your project. Applications will not be reviewed without the appropriate supporting materials.

- Submit the checklist as part of your application.
- Provide current photos of your property.

SIGNS:

- Provide a color rendering of the design chosen.
- Include specifications as to the size and width of the sign.
- Note how and where the sign will be hung on the building.
- Submit a written estimate from a sign company.
- Submit written verification that design and size comply with City codes.

PAINT:

- Provide samples of the colors chosen.
- Mark which color will be body color and which will be accent colors.
- Note where each color will be used.
- Submit written estimate from painter of your choice.

AWNINGS:

- Provide information about color and style of awning chosen.
- Note where awning will be placed on building.
- Submit written estimate.
- Submit written verification that design and size comply with City codes.
- Awning selection must take into account the architectural style of the building.

MAJOR FAÇADE ALTERATION:

- Provide a rendering of project, including paint and awning colors where applicable.
- Submit written cost estimates or bids.

ALL PROJECTS PROPOSED BY TENANTS:

- Provide a signed lease of at least one year of duration.
- Provide a notarized Authorization of Work from the property owner.
- Submit signed Hold Harmless agreement (see attached).
- Submit copy of current certificate of occupancy.



A place where families and businesses thrive.

**City of Forest Grove Urban Renewal Agency
Storefront Improvement Grant Program**

**HOLD HARMLESS AGREEMENT
AND
OWNER AUTHORIZATION FOR TENANT TO CARRY OUT STOREFRONT
IMPROVEMENT AND/OR REHABILITATION PROJECT**

I, _____ hereby authorize _____ to carry out improvements as specified in the accompanying Storefront Improvement Grant Application, on my property located at _____, which is within the City of Forest Grove Town Center.

I also agree to hold harmless the City of Forest Grove in the event of property damage or physical injury as a result of working on the aforementioned project.

Property Owner

Date

Notary

Return To:

Economic Development
City of Forest Grove
1924 Council Street
P.O. Box 326
Forest Grove, OR 97116
Phone: (503) 992-3293
Fax: (503) 992-3202
Email: jking@forestgrove-or.gov