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**URBAN RENEWAL AGENCY MEETING AGENDA**

**TUESDAY, MAY 29, 2018**

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

**9:00 PM – Urban Renewal Agency Meeting**

PETER B. TRUAX, DIRECTOR BOARD CHAIR

Thomas L. Johnston, Vice Chair  
Timothy A. Rippe  
Ronald C. Thompson

Elena Uhing  
**Adolph “Val” Valfre, Jr.**  
Malynda 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](mailto: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](mailto:aruggles@forestgrove-or.gov), 503-992-3235, at least 48 hours prior to the meeting.

- 9:00**
1. **URBAN RENEWAL AGENCY MEETING:** Roll Call
  2. **CITIZEN COMMUNICATIONS:** Anyone wishing to speak to Urban Renewal Agency Board on an item not on the agenda may be heard at this time. *Please sign-in before the meeting on the Citizen Communications form posted in the foyer.* In the interest of time, please limit comments to two minutes. Thank you.
  3. **CONSENT AGENDA:**
    - A. *Approve Urban Renewal Agency Regular Meeting Minutes of January 22, 2018.*
    - B. *Approve Urban Renewal Agency Work Session (Storefront Improvements Program) Meeting Minutes of April 23, 2018.*
  4. **ADDITIONS/DELETIONS:**
  5. **PRESENTATIONS:** None
  6. **URA RESOLUTION NO. 2018-02 OF THE CITY OF FOREST GROVE URBAN RENEWAL AGENCY (URA) AMENDING URA RESOLUTION NO. 2016-05 ESTABLISHING THE STOREFRONT IMPROVEMENT (GRANT) PROGRAM AND MAKING CHANGES TO ADD DESIGN ASSISTANCE FUNDING GUIDELINES AND TO CLARIFY PROGRAM INTENT**
  7. **ADJOURNMENT:**

9:05

(PowerPoint Presentation)  
Paul Downey, Administrative  
Services Director  
Jesse VanderZanden, City Manager

**9:20**

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Urban Renewal Agency Meeting

Monday, January 22, 2018  
8:45 p.m., Community Auditorium

**Minutes are unofficial until approved by the Urban Renewal Agency.**

**1. CALLED TO ORDER AND ROLL CALL:**

Peter Truax, Urban Renewal Agency (URA) Director Chair, called the regular URA meeting to order at 9:00 p.m.

**ROLL CALL: URA DIRECTORS PRESENT:** Thomas Johnston, Vice Chair; Timothy Rippe; Ronald Thompson; Malynda Wenzl; and Peter Truax, Chair. **URA DIRECTORS ABSENT:** Adolph "Val" Valfre and Elena Uhing, excused.

**STAFF PRESENT:** Jesse VanderZanden, Executive Director; Paul Downey, Administrative Services Director; Bryan Pohl, Community Development Director; Dan Riordan, Senior Planner; and Anna Ruggles, City Recorder.

**2. CITIZEN COMMUNICATIONS:** None.

**3. CONSENT AGENDA:**

- A. Approve Urban Renewal Agency Regular Meeting Minutes of September 11, 2017.
- B. Approve Urban Renewal Agency Work Session (URA Updates) Meeting Minutes of January 8, 2018.

**MOTION:** Director Wenzl moved, seconded by Director Thompson, to approve the Consent Agenda as presented. **ABSENT:** Directors Valfre and Uhing. **MOTION CARRIED 5-0 by voice vote.**

**4. ADDITIONS/DELETIONS:** None.

**5. PRESENTATIONS:**

**5. A. Urban Renewal Agency (URA) Plan Goals and Objectives**

Riordan and Pohl presented a PowerPoint presentation overview on the goals and objectives contained in the URA Plan, noting the Plan was established by Ordinance No. 2014-07 and contains the following five Goals:

- Goal 1: Provide opportunities for public participation in the preparation and adoption of the urban renewal plans, plans amendments and policies.

- Goal 2: Adopt a prudent annual budget to minimize financial risk to the URA and the City.
- Goal 3: Improve the local investment climate by reducing financial barriers to development and redevelopment within the URA area.
- Goal 4: Promote a vibrant Forest Grove Town Center through strategic urban renewal investments.
- Goal 5: Promote commercial and mixed-use redevelopment of sites along the Pacific Avenue corridor.

In addition, the Plan establishes seven project/program categories to address the goals and objectives of the Plan as follows:

1. Acquisition of redevelopment opportunity sites from willing sellers (Plan identifies types of projects for land acquired by the URA);
2. Redevelopment project assistance (reduced project construction costs, system development charges, project financing costs, or pre-development costs);
3. Exterior building improvement program (Storefront Improvement Grant Program);
4. Interior building improvement program (costs associated with meeting building code compliance);
5. Sustainability financial incentive program (encourage use of raw materials from local sources);
6. Funds for matching grant opportunities (budget funding to meet funding match requirements); and
7. Program administration (reimburse City for use of City facilities and costs associated with carrying-out the urban renewal program)

The URA Board collectively concurred prioritizing the goals and objectives of the Plan as follows: Goal 4; Goal 3; Goal 2; Goal 5; and Goal 1. In conclusion of the above-noted presentation, Riordan and Pohl addressed various inquiries and scenarios posed by the Board pertaining to the URA Financial Prospectus, property acquisition, current projects and discussed potential objectives for the B Street property (remaining in Times Litho site), which the City still owns, noting a request for proposal, along with specific interest by the Board, could be made for the site.

**6. URA RESOLUTION NO. 2018-01 OF THE CITY OF FOREST GROVE URBAN RENEWAL AGENCY TRANSFERRING APPROPRIATIONS WITHIN THE FOREST GROVE URBAN RENEWAL AGENCY FOR STOREFRONT IMPROVEMENT GRANTS FOR FISCAL YEAR 2017-18**

**Staff Report:**

Downey presented the above-proposed resolution for Board consideration, noting the proposed resolution is transferring appropriations within the URA for Storefront Improvement Grant (SIG) Program for Fiscal Year 2017-18. Downey reported staff

met with the Board in work session on January 8, 2018, to discuss increasing the SIG Program by an additional \$40,000 to \$60,000 to accelerate the pace of the improvements. Downey noted the Board approved \$20,000 for grants in Fiscal Year 2017-18, with a maximum allowable grant of \$7,500. The URA has received 11 grant applications since the program began on July 1, 2017, totaling \$76,100, noting two grants have been awarded (Valley Art for \$7,500 and Heirloom Antiques for \$5,857) and other applications are being processed in the order received. In conclusion of the above-noted staff report, Downey advised staff is recommending the URA adopt the proposed resolution, attached as Exhibit A, noting there is no fiscal impact to the URA as revenue is higher than projected and funds are being reclassified from another budget line item.

Before proceeding with Board discussion, Director Chair Truax asked for a motion to adopt URA Resolution No. 2018-01.

VanderZanden read URA Resolution No. 2018-01 by title.

**MOTION:** Director Wenzl moved, seconded by Director Thompson, to adopt URA Resolution No. 2018-01 of the City of Forest Grove Urban Renewal Agency Transferring Appropriations within the Forest Grove Urban Renewal Agency for Storefront Improvement Grants for Fiscal Year 2017-18.

**Board of Directors Discussion:**

Hearing no discussion from the Board, Director Chair Truax asked for a roll call vote on the above motion.

**ROLL CALL VOTE:** AYES: Directors Johnston, Rippe, Thompson, Wenzl, and Mayor Truax. NOES: None. ABSENT: Directors Valfre and Uhing. MOTION CARRIED 5-0.

**7. ADJOURNMENT:**

Director Chair Truax adjourned the URA regular meeting at 9:50 p.m.

Respectfully submitted,

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Anna D. Ruggles, CMC, City Recorder

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**Minutes are unofficial until approved by the Urban Renewal Agency.**

**1. CALLED TO ORDER AND ROLL CALL:**

Peter Truax, Urban Renewal Agency (URA) Director Chair, called the URA work session to order at 5:30 p.m.

**ROLL CALL: URA DIRECTORS PRESENT:** Thomas Johnston, Vice-Chair, Timothy Rippe; Ronald Thompson; Adolph "Val" Valfre; Malynda Wenzl; Elena Uhing; and Peter Truax, Chair.

**STAFF PRESENT:** Jesse VanderZanden, Executive Director; Paul Downey, Administrative Services Director; Bryan Pohl, Community Development Director; Dan Riordan, Senior Planner; Jeff King, Economic Development Manager; and Bev Maughan, Executive Assistant to City Manager. **STAFF ABSENT:** Anna Ruggles, City Recorder, excused.

**2. WORK SESSION: SIDEWALK IMPROVEMENT GRANT (SIG) PROGRAM**

Riordan, Pohl, King and VanderZanden facilitated the work session, noting the purpose of the work session was to seek feedback on the proposed SIG Program modifications to include design grant assistance for professional storefront design. Riordan and Pohl presented a PowerPoint presentation overview on SIG Program, noting the Program has generated considerable interest; however, there has been considerable effort required to assist applicants who likely do not have the technical background to prepare completed applications, detailed project design proposals and cost estimates. Riordan and Pohl added the merits of providing grants for design assistance is to help prospective applicants with preparing complete applications, noting almost all applications that were submitted during the initial funding cycle were incomplete and provided vague project descriptions at best, four applications had no cost estimates at all and many did not provide basic information about the proposed project, such as materials, colors, dimensions, etc. Riordan explained design assistance typically pays for an initial consultation with a design professional who prepares proposed improvements and cost estimates and who can also identify design challenges, such as historical facades, and make recommendations to resolve those issues. Riordan and Pohl outlined the following policy framework for discussion:

- Establish a budget for design assistance capped at 10 percent of the total

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amount allocated for storefront capital improvements. Based on current amount budgeted by the URA for capital improvements (\$60,000), the design assistance amount would be capped at \$6,000. This would leave \$54,000 for capital improvements.

- Applicants could be required to use a staff-selected designer.
- Applicants using a designer of their choice would not qualify.
- URA design assistance would be capped at \$500 for an initial consultation. An additional \$500 could be allowed if the applicant matches it dollar to dollar. The maximum design amount per project could be \$1,000.

In addition to the proposed design grant assistance, staff is proposing modifications to the SIG Program to clarify requirements and streamline administration as follows:

1. Clarify streetscape improvements adjacent to the public right-of-way are eligible for funding;
2. Allow interior storefront window display lighting as an eligible grant project;
3. Specify grant work must be visible from the public right-of-way;
4. Clarify that funding priority is given to complete applications rather than the date of application submittal;
5. The resolution establishing the storefront program having the following match requirements:
  - Up to \$2,500 grant a 2:1 ratio of public funds to private funds
  - Over \$2,500 to \$7,500 grant a 1:1 ratio of public funds to private funds
  - Over \$7,500 to \$10,000 grant a 1:2 ratio of public funds to private funds

Staff is proposing a flat 1:1 match ratio be used for any grant amount up to \$10,000 for simplicity and clarity.

#### URA Board Discussion:

Director Chair Truax opened the floor and roundtable discussion ensued pertaining to the proposed design grant assistance concept and SIG Program modifications and clarifications noted above. Riordan, Pohl, King and VanderZanden responded to various concerns, inquiries and scenarios the Board presented pertaining to the proposed design grant assistance and SIG Program modifications and clarifications, noting staff is proposing applicants be required to use the URA designer if the URA provides funding for design. Staff clarified an applicant would be allowed to use their own designer but it is at the applicant's own expense. In addition, staff is proposing the Board consider setting aside 10 percent of the total amount allocated for storefront capital improvements for design assistance and remove the total funding cap of \$50,000 so the Board has discretion to allocate additional funding if desired. In conclusion of the above-noted Board discussion, VanderZanden advised staff will bring back a proposed resolution for the Board's consideration at the next URA scheduled meeting, to which the Board concurred.

The URA Board took no formal action nor made any formal decisions during the work session.

3. **ADJOURNMENT:**

Director Chair Truax adjourned the URA work session meeting at 5:55 p.m.

Respectfully submitted,

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Anna D. Ruggles, CMC, City Recorder

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CITY RECORDER USE ONLY:	
AGENDA ITEM #:	
MEETING DATE:	6/1
FINAL ACTION:	

**URBAN RENEWAL AGENCY STAFF REPORT**

**TO:** Urban Renewal Agency Board

**FROM:** Jesse VanderZanden, Executive Director

**MEETING DATE:** May 29, 2018

**PROJECT TEAM:** Daniel Riordan, Senior Planner, Jeff King, Economic Development Manager, Bryan Pohl, Community Development Director

**SUBJECT TITLE:** Resolution Amending the Storefront Improvement Grant Program

**ACTION REQUESTED:**

<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Ordinance	Order	X	Resolution	Motion	Informational

X all that apply

**ISSUE STATEMENT:** The Urban Renewal Agency Board established the Storefront Improvement Grant Program (Program) in 2016 to provide small grants to business and property owners interested in making improvements to building exteriors in the Town Center. Fourteen grant applications have been submitted since the Program began on July 1, 2017. Three applications have been approved and three more are near final approval.

On April 23, 2018, the Board held a work session to consider possible program improvements to clarify intent and improve efficiency. During the work session the Board also considered authorizing funds for small initial design assistance grants to improve the quality of applications and help applicants overcome design challenges. The attached resolution identifies staff recommend changes to Resolution 2016-05 establishing the Storefront Improvement Program for Board consideration. Resolution Exhibit A shows recommended changes to clarify intent and include funding guidelines for design assistance into the Storefront Improvement Program (SIP).

**BACKGROUND:** City Council adopted the Forest Grove Urban Renewal Plan (Plan) in 2014 (Ordinance 2014-07). The Urban Renewal Plan includes several project funding categories for use of tax increment funds. One category is the Exterior Building Improvement Program. As described in the Plan this funding category allows funding for improvements to building exteriors such as awnings and canopies, exterior lighting, and exterior improvements intended to generally improve buildings and return historic buildings to their original historic character. This funding category also allows for seismic upgrades and ADA accessibility improvements.

On November 14, 2016, the Board approved URA Resolution 2016-05 establishing the storefront improvement grant program to implement the exterior building improvement project category contained in the Plan. The resolution included SIP requirements, examples of eligible and ineligible activities, funding guidelines, and grant application procedures. The SIP was rolled out on July 1,

2017. As noted above, there has been considerable interest in the program. Unfortunately, almost all applications were incomplete providing only vague project descriptions at best. Four applications provided no cost estimates at all and many applicants did not provide basic information about the proposed project such as materials, colors, dimensions, etc. As a result, considerable effort has been required to work with applicants to develop the information needed for complete applicants and evaluation.

As discussed during the April 23<sup>rd</sup> work session, many urban renewal agencies provide small design assistance grants to business or property owners interested in applying for larger storefront capital improvement grants. The Board discussed the benefits of small design assistance grants including higher quality applications and reducing the amount of staff time needed for follow-up with applicants to get information necessary for a complete application. As a result of the work session the Board asked staff to return with a resolution to include guidelines for small design assistance grants as part of the Storefront Improvement Program consistent with the Board's discussion. Guidelines include:

- Allocating up to 10% of Storefront Improvement Program funds for design assistance
- Limiting initial design assistance to \$500 with the option for an additional \$500 provided the applicant matches the additional funding dollar for dollar.
- Requiring applicant to use the URA design professional(s) of record if design assistance is requested. Project sponsors could use their own design professional however the entire cost would be at the sponsor's expense.

In addition to adding funding guidelines for there is an opportunity to make changes to URA Resolution 2016-05 establishing the SIP to clarify program intent. This includes specifying that funding priority will be given to complete applications rather than priority based on grant application submittal. Another proposed change includes streamlining match requirements for efficiency and to remove disincentives for larger projects. This is explained further in the fiscal impact section below.

**FISCAL IMPACT:** Adoption of the resolution will continue the Storefront Improvement Program with modifications to clarify intent and improve program efficiency. Proposed modifications include streamlining match requirements to a straight 1:1 rather than current tiered approach based on grant amount. The maximum grant amount would remain at \$10,000 but the tiered maximum would be removed. The current match requirement under the tiered approach is based on grant amount and the amount of funds the Board allocates to the Storefront Improvement Program. Under current Program guidelines the maximum grant amount is based on how much the Board allocates to the SIP:

- The maximum grant amount is \$2,500 when \$5,000 to \$15,000 is allocated to the SIP
- The maximum grant amount is \$7,500 when \$15,000 to \$30,000 is allocated to the SIP
- The maximum grant amount is \$10,000 when \$30,000 to \$50,000 is allocated to the SIP

To provide flexibility for allocating more than \$50,000 to the SIP the resolution (Attachment A) strikes the \$50,000 reference above in the third bullet. Grants would still be capped at \$10,000 when the Board allocates more than \$30,000 to the program.

Under current guidelines grant applicants are required to match URA grant funds based on the amount of grant provided as follows:

- Grant up to \$2,500: \$1 of grant applicant funds for every \$2 of URA funds;
- Grants over \$2,500 to \$7,500: \$1 of grant applicant funds for every \$1 of URA funds;
- Grants over \$7,500 to \$10,000: \$2 of grant applicant funds for every \$1 of URA funds.

The tiered match approach combined with the tiered maximum grant amount creates a situation where an applicant is better served when the URA allocates less funding to the Program. For example, if grant amounts are capped \$7,500 because the URA only allocates \$29,000 to the SIP. In this example an applicant would be required to match \$7,500 for a \$15,000 project. However, if the Agency allocates \$31,000 to the SIP the maximum grant amount is increased to \$10,000. Under current guidelines a \$10,000 grant requires an applicant match of \$2 for every \$1 provided by the URA. For the same \$15,000 project the applicant must provide a match of \$10,000. With a \$10,000 match the URA contribution would be \$5,000 rather than \$7,500 in the initial example. Removing the tiered match removes this situation and makes the program easier to understand for applicants and streamlines program administration.

**STAFF RECOMMENDATION:** Staff recommends the URA Board adopt the attached resolution amending the Storefront Improvement Grant Program as shown in Exhibit A.

**ATTACHMENT(s):**

PowerPoint Presentation

URA Resolution and Exhibit A

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**URBAN RENEWAL AGENCY OF THE CITY OF FOREST GROVE, OREGON**

**URA RESOLUTION NO. 2018-02**

**RESOLUTION AMENDING URA RESOLUTION NO. 2016-05 ESTABLISHING  
THE STOREFRONT IMPROVEMENT (GRANT) PROGRAM AND MAKING  
CHANGES TO ADD DESIGN ASSISTANCE FUNDING GUIDELINES  
AND TO CLARIFY PROGRAM INTENT**

**WHEREAS**, The Urban Renewal Agency of the City of Forest Grove adopted Resolution No. 2016-05, establishing a storefront improvement program (Program) consistent with the Forest Grove Urban Renewal Plan; and

**WHEREAS**, The Urban Renewal Agency Board of Directors desire to amend Resolution 2016-05 to clarify wording and intent; and

**WHEREAS**, The Urban Renewal Agency Board of Directors also desire to include design assistance funding as an element of the Program to improve the quality of applications.

**NOW, THEREFORE, THE URBAN RENEWAL AGENCY OF THE CITY OF FOREST GROVE RESOLVES AS FOLLOWS:**

**Section 1.** Resolution No. 2016-05 is hereby amended as shown in Exhibit A.

**Section 2.** In the Forest Grove Urban Renewal Fund, the appropriation for Storefront Improvements Grants (Materials and Services account # 8508500 6425) is \$60,000. Of this amount the Urban Renewal Agency Board of Directors allocates 10% or \$6,000 to fund design assistance. This amount may be modified during the annual budget authorization process.

**Section 3.** This resolution is effective immediately upon its enactment by the Urban Renewal Agency of the City of Forest Grove.

**PRESENTED AND PASSED** this 29<sup>th</sup> day of May, 2018.

\_\_\_\_\_  
Jesse VanderZanden  
Urban Renewal Agency Executive Director

\_\_\_\_\_  
Peter B. Truax  
Urban Renewal Agency Chair

## Exhibit A

### Urban Renewal Agency

#### Storefront Improvement Program

Storefront Improvement Program (“Program”) Levels of Assistance – A ~~store owner~~ An applicant can request financial assistance from the Urban Renewal Agency to improve the exterior of ~~their store~~ a building or area adjacent to the public right-of-way. Program Rrequirements are as follows:

- The work ~~M~~ust be located within the Urban Renewal project area in the Town Center (see Exhibit B);
- The applicant must be either the property owner or business owner with property owner consent.
- The Property owner must be current on taxes;
- Grant funds ~~m~~ust be used to make improvements ~~on the exterior of~~ to the store building façade facing a public street, storefront, or area adjacent to the public right-of-way;
- The project must be designed, constructed and maintained to compliment the architectural features of the building. All accessories, signs, awnings, etc. shall also compliment 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 complement the historical nature of the area if not a contributing resource.
- The project complies with all applicable City standards and requirements. These include, but not limited to:
  - City Downtown design standards and guidelines,
  - Sidewalk standards, and
  - Relevant building codes.
- The work ~~M~~ust ~~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;
  - 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;
  - Purchase and installation of street furniture;

Examples of Ineligible Activities:

- Property maintenance;
- Building acquisition;
- Inventory or other working capital;
- Administrative costs or payments to borrower;
- New development or construction;
- Non-storefront related exterior structural improvements or exterior improvements not visible from the public right-of-way as determined by the Urban Renewal Agency's grant manager.

- 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.~~

- General Funding Guidelines

To assure adequate funding available to provide for storefront assistance while preserving sufficient funds to pay for other URA 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 when tax increment revenue is received from the County.
- The minimum grant applicant match is \$1 of grant applicant funds for every \$1 of Urban Renewal Agency grant funds awarded to the project.
- The grant applicant may obtain other grant funding, but must contribute at least 25% of their own funds for any project.

- Design Assistance Funding Guidelines

The grant applicant may request funds for project design assistance subject to the following guidelines:

- Grant applicants may apply for up to \$500 in Program funds for an initial design consultation using the Urban Renewal Agency's selected design professional of record.

- An additional \$500 may be provided by the Urban Renewal Agency beyond the initial \$500 Urban Renewal Agency contribution provided the grant applicant matches the additional Urban Renewal Agency funds dollar for dollar.
- A grant applicant may use a design professional of their own choosing, however no Urban Renewal Agency funding will be provided.
- Urban Renewal Agency funding for design assistance will be made on a case-by-case basis considering the likelihood the project as proposed could be constructed based on adopted Program guidelines. Funding decisions will be made administratively by the Executive Director or designee.

## GRANT PROCEDURE

- Grant applicants must submit a completed grant application on forms provided by the Urban Renewal Agency with property owner information and signature. Only completed applications will be considered for funding review and possible funding. Applications for any fiscal year can be submitted July 1 for that fiscal year. Determinations on any application will not be made until the tax increment revenue is received for that fiscal year (about mid-November).
- Only one application per parcel.
- Applicant will provide two (2) bids at least one bid for each portion of the project unless additional bids are required the Urban Renewal Agency's grant manager.

Staff-The Executive Director or designee will review and evaluate each application. The evaluation will be based on:

- Compliance with applicable City standards and guidelines;
- Contribution or complement to the historic character of the Town Center;
- Applicant's demonstrated ability to complete the project;
- Need for assistance has been demonstrated to the satisfaction of the Executive Director or designee;
- If approved, the Urban Renewal Agency and the property owner-grant applicant 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)

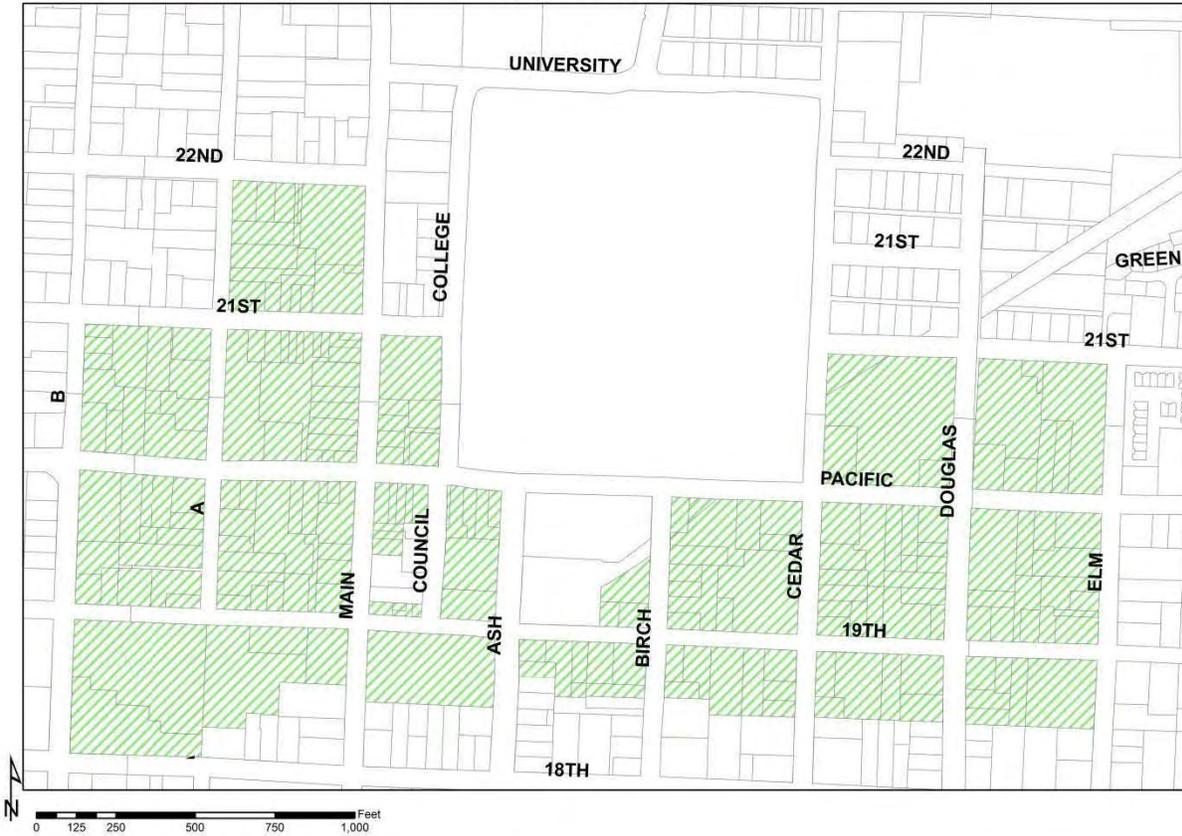
The Agency Executive Director or designee shall review grants throughout the year and approve grants until funds are expended for the fiscal year.

If the application is not funded due to the commitment of available funds for the fiscal year, the applicant may request the application be considered for the next fiscal year. If the application is continued to the next fiscal year provided the application is deemed complete by the Executive Director or designee, it shall have the first priority over new applications received for the next fiscal year. If more than one application is rolled over to the next fiscal year, the priority shall be established by the date the application is deemed completed. ~~is received with the earliest date having the highest priority.~~ Any application can only be rolled over for one year. A new application must be filed if beyond that time frame.

# Exhibit B



## Storefront Improvement Grant Program Eligibility Area





# Storefront Improvement Grant Program

Forest Grove Urban Renewal Agency Board  
May 29, 2018

# Purpose

- On April 23<sup>rd</sup> the Board held a work session to discuss possible improvements to the Storefront Improvement Grant Program.
- The Board asked staff to return with a resolution to clarify wording and add design assistance funding guidelines.
- A resolution is included in the Board's packet for consideration.

# Overview of Resolution

- Remove tiered match requirements:
  - All grants would require a match of one applicant dollar for each URA dollar.
  - Tiered grant maximum remains based on the grant program budget.
  - The largest grant amount of \$10,000 remains.

# Overview of Resolution

- Add design assistance funding guidelines:
  - Up to \$500 for an initial design consultant.
  - Must use the URA's selected design professional.
  - Allow for an additional \$500 in URA funding if the applicant matches the additional amount dollar for dollar.
  - An applicant could use their own design professional at the applicant's expense.
  - Design assistance would be provided on a case-by-case basis considering likelihood that project will be completed.

# Overview of Resolution

- Clarifies that the program applies to one application per business, per fiscal year. Current language limits it to one application per parcel, which may contain multiple businesses.
- Specify that funding priority is given to complete applications, not when application was submitted.



The End