



**GOLD BEACH URBAN RENEWAL
AGENCY AGENDA**

February 26, 2018, 6:30PM

Regular Semi-Monthly Meeting

CITY COUNCIL CHAMBERS, CITY HALL

29592 ELLENSBURG AVE

GOLD BEACH OR 97444

Regular Meeting Agenda

Call to order: Time: _____

Pledge of Allegiance

1. Roll Call:

MEMBERS & Staff	Present	Absent
CP 1 Melinda McVey		
CP 2 Larry Brennan		
CP 3 Becky Campbell		
CP 4 Doug Brand		
CP 5 Tamie Kaufman CHAIR		
AP 1 Vacant		
AP 2 Summer Matteson-Kinney Vice Chair		
AP 3 Vacant		
AP 4 Vacant		
Mayor Karl Popoff		
Administrator Jodi Fritts		

2. Items continued from prior Meeting:

3. Review Final Draft Policies for GBURA grants/loans

4. Adjourn Time: _____

The City of Gold Beach is dedicated to enhancing quality of life, while promoting health, safety, and welfare of our citizens, businesses, and visitors in the most fiscally responsible manner. In doing this, the City will respect the past, respond to current concerns, and plan for the future, while maintaining environmental sensitivity in our beach oriented community



GOLD BEACH URA AGENDA REPORT

URA Meeting Date: February 26, 2018

TITLE: Final Draft of URA Policies

SUMMARY AND BACKGROUND:

We reviewed the City of La Grande's URA policies at the August and September URA meetings last fall. The attached Final Draft version of our proposed policies is attached. I believe in incorporated the various revisions/additions we discussed at the prior meetings. I have my chicken scratch notes from those meetings that I will bring to the Monday meeting just in case though.

I am sending the September URA packet just for reference sake in case you need/want to re-review it.

~~ End February Report ~~

Report Text from September 25, 2017 URA Meeting:

The URA made their first funding approval at the September 11th meeting! The agency as of last tax year (November 2016) started receiving TIF which will gradually increase each year. Forms for use in proposed funding proposals were adopted at the last meeting. Staff presented the policies from the La Grande URA as a starting point for possible adoption by our URA. Those were provided at the August 28th URA meeting and are also attached to this report. There are 7 totals pages. Our policies don't need to be that lengthy, but they are a good source to pick and choose. Once this URA decides which (if any) policies they would like, staff will format them for adoption at the next meeting.

Gold Beach Urban Renewal Agency (GBURA)
\$10K or Greater Grant/Loan Program Assistance Policies

A. Geographic Scope:

Within the Urban Renewal District. (See Map, Exhibit A)

B. Purpose

The purpose of this policy is to implement portions of the adopted Gold Beach Urban Renewal Plan, specifically the projects identified in the plan which include any of the following: Streetscape Improvements, Property Assistance/Redevelopment Opportunities, Attractive Public Parking, Community/Tourist Facilities, the library Community Center, Performing Arts Facility, Family Entertainment/Recreation, Property Acquisition, and Small Business/Restaurant Program, and other projects approved in the UR Plan.

C. General Criteria

- 1) Subject property(ies)/ project(s) must lie within the Urban Renewal District's "Geographic Scope" referenced in Section A.
- 2) Current or prospective owner(s) or developers representing owner(s) with the owner's written consent, must be willing and agreeable to undertake a building/property restoration, redevelopment or development project.
- 3) All projects submitted for URA funding consideration must conform to one or more projects or goals stated in the adopted Gold Beach Urban Renewal Plan.
- 4) When considerations for project funding are being made, the following criteria will serve as guidelines to help evaluate and when appropriate, rank applications:
 - i. Preference will be given to projects that have the end result of viable for-profit business occupancies upon project completion. (3 points)
 - ii. Preference will be given to projects that help achieve the mission of the Gold Beach Urban Renewal Plan to revitalize Gold Beach by either investing in public improvements and public/private development partnerships or facilitating the development of commercial parts of the Urban Renewal District to create jobs and income that will provide economic support to Gold Beach. (2 points)
 - iii. Preference will be given to projects that can demonstrate the mitigation, reduction, or removal of blight as defined by ORS¹. (2 points)

¹ ORS 457.010 (1) "Blighted areas" means areas that, by reason of deterioration, faulty planning, inadequate or improper facilities, deleterious land use or the existence of unsafe structures, or any combination of these factors, are detrimental to the safety, health or welfare of the community. A blighted area is characterized by the existence of one or more of the following conditions:

(a) The existence of buildings and structures, used or intended to be used for living, commercial, industrial or other purposes, or any combination of those uses, that are unfit or unsafe to occupy for those purposes because of any one or a combination of the following conditions:

- iv. Preference will be given to projects with higher ratios of private investment to public funding and expected return of property tax revenues. (1 point)
 - v. Preference will be given to projects that fully utilize or maximize the square footage of the building, as opposed to only the ground floor or only upper floors. Applicants are strongly encouraged to develop projects that include a ground-floor “storefront” with residential housing unit(s) above. (1 point)
- 5) A third party developer may represent the property with owner's written consent.
 - 6) Any past-due fines, taxes, liens, fees or outstanding violations of local ordinances or permits must be addressed prior to any financial participation from the URA. Projects with a total cost of \$100K or greater will required a preliminary title report to be submitted with the application.
 - 7) Project applicant must enter into a bond or surety agreement with the URA for performance.
 - 8) Any funds disbursed by the URA will be considered a reimbursement based on qualifying expenses submitted by the applicant unless other arrangements are made at the time of agreement.

- (A) Defective design and quality of physical construction;
 - (B) Faulty interior arrangement and exterior spacing;
 - (C) Overcrowding and a high density of population;
 - (D) Inadequate provision for ventilation, light, sanitation, open spaces and recreation facilities; or
 - (E) Obsolescence, deterioration, dilapidation, mixed character or shifting of uses;
- (b) An economic dislocation, deterioration or disuse of property resulting from faulty planning;
 - (c) The division or subdivision and sale of property or lots of irregular form and shape and inadequate size or dimensions for property usefulness and development;
 - (d) The laying out of property or lots in disregard of contours, drainage and other physical characteristics of the terrain and surrounding conditions;
 - (e) The existence of inadequate streets and other rights of way, open spaces and utilities;
 - (f) The existence of property or lots or other areas that are subject to inundation by water;
 - (g) A prevalence of depreciated values, impaired investments and social and economic maladjustments to such an extent that the capacity to pay taxes is reduced and tax receipts are inadequate for the cost of public services rendered;
 - (h) A growing or total lack of proper utilization of areas, resulting in a stagnant and unproductive condition of land potentially useful and valuable for contributing to the public health, safety and welfare; or
 - (i) A loss of population and reduction of proper utilization of the area, resulting in its further deterioration and added costs to the taxpayer for the creation of new public facilities and services elsewhere.

- 9) The applicant's financial need, or lack thereof, will not be considered as part of the evaluation of the application. The applicant must be able to meet the required match.
- 10) Funding decisions will not be based on whether or not a project has been started or completed prior to award, provided the project has been determined to be eligible for funding under this policy. Applications submitted for projects underway that have otherwise met the criteria for funding consideration will be treated with equal merit to those projects that are under consideration which have not yet started.

D. Allowed Uses of Funds

- 1) Professional design and engineering services, provided the project is completed within the terms of the agreement.
- 2) Project must comply with all relevant local, state and federal laws and codes.
- 3) Exterior façade renovations, to include:
 - i. Windows
 - ii. Doors
 - iii. Storefronts
 - iv. Alley-facing entrances
 - v. Painting and cleaning
 - vi. Masonry repair, restoration or cleaning
 - vii. Appropriately repairing, restoring or replacing of cornices, entrances, doors, windows, decorative details and awnings
 - viii. Sign removal, repair or replacement
 - ix. Building identification
 - x. Critical maintenance, structural or code compliance
 - xi. Restoration projects, including removal of slip sheathing or other treatments
 - xii. Roofs & roof repair
- 4) Accessibility issues, to include elevators and associated equipment.
- 5) Streetscape improvement projects.
- 6) Site-related infrastructure.
- 7) Work required for Building Code compliance.
- 8) New site development, new construction.
- 9) Mitigation, reduction or removal of blight.
- 10) Other interior work to be approved on a case-by-case basis:
 - i. Permanent improvements that have a life span greater than five years that are not considered basic or minor tenant improvements or other items or fixtures that cannot easily be removed from the structure.
 - ii. Mechanical, electrical, plumbing systems upgrades or repairs.

E. Prohibited uses of funds

- 1) Refinancing existing debt.
- 2) Marketing property for re-sale.
- 3) Payment of taxes, fines, liens, or fees current or delinquent.
- 4) Payroll of employees related to the developer or associated businesses, unless involved in the construction phase of the project.
- 5) Cleaning unless it is required as part of an otherwise allowable use of funds.
- 6) Interior improvements (unless directly related to an approved exterior project or part of a needed and approved structural or accessibility improvement project) including but not limited to:
 - Carpeting, floor coverings.
 - Interior painting.
 - Removable fixtures, furnishings, etc.
- 7) Professional design and engineering services except as part of an approved project.
- 8) Working capital.
- 9) Financing of inventory.

F. Applicant Criteria

- 1) Proposals may come from tenants, owners of buildings or third party developers; if other than the owners, an authorization letter from owner(s) must accompany proposal/ application.
- 2) Approved renovation projects should be ready to begin within six (6) months of application and shall be completed within eighteen (18) months of application unless an extension has been granted.
- 3) Applicants must enter into an agreement with the URA and work with City/URA on their project.
- 4) Applicant cannot have any outstanding or unresolved fine, lien, fee, permit, lawsuit or infraction with the City of Gold Beach.
- 5) Any agreement or application extensions may only be granted by the URA. All granted extensions will be reported to the URA.
- 6) Any deviations from initial submittals must be approved by the URA.
- 7) Projects may commence prior to funding award, at the applicant's risk, but only after a written application has been submitted and the URA deems the application complete. The applicant acknowledges that submission of the grant application does not bind the URA in any way and that funding cannot be approved more than one fiscal year following the submission of the application.

G. Funding Information

- 1) Projects should be a minimum of \$10,000, total cost:
 - i. City of Gold Beach Urban Renewal — up to 1/2 of total cost, up to \$75,000.
 - ii. Private building owner(s)/tenant(s)/ developer(s) must contribute at least 1/2 of total project cost; contribution may come from commercial lenders or

other sources, including grants or loans from other agencies on applicant's behalf.

- iii. Funding for projects is typically capped at \$75,000 as described above, however, major projects with a total project cost in excess of \$500,000 may be considered for higher levels of funding on a case-by-case basis. These major projects, at the District Manager's discretion, may be considered for approval outside the normal funding cycle, which would include the District Manager calling for a special meeting of the URAC and/or the URA to consider such requests.
- 2) Funding is contingent upon budget approval and subsequent availability of funds.
 - 3) Local funds may at times be augmented by outside sources, such as State of Oregon grants.
 - 4) Funds will be disbursed on a reimbursement basis ONLY; accurate and timely receipts are required to receive funds from the URA.
 - 5) Normally, funds will be disbursed on completion of the project; however, the final agreement will include the payment and reporting requirements.
 - 6) The URA will have the ability to make loans in addition to, or in place of, grants at its discretion.
 - 7) Real property related to the project may not be transferred or sold within five (5) years from the date of the first disbursement of funds. In the event of a sale, the contribution of URA funding will be considered a loan and the full amount of any and all URA funds disbursed shall become due and payable to the URA immediately upon said sale or transfer. Liens may be placed on properties receiving URA benefits for amounts up to the full grant amount at the discretion of the URA. Projects initiated by the City of Gold Beach or the Gold Beach Urban Renewal Agency would be exempt from this provision.
 - 8) Funds disbursed under this program may not be combined with Building Façade Grant funds related to the same project at the same time (during a 12-month period) and site location.

H. Application and Approval Procedure

- 1) Application must be on a project intake form provided by the URA and must include all necessary and required supporting documentation so as to fully satisfy all of the above-stated criteria to be deemed complete. Project applications may be submitted either as digital entries (Adobe Acrobat, Microsoft Word, Microsoft Excel, Microsoft PowerPoint or JPEG image files are acceptable formats) that are emailed or hand-delivered as a CD or as hard copies hand-delivered or mailed to City Hall. Faxed copies will not be accepted.
- 2) Any and all of the following bodies may be involved in the approval and/or review of a project:

City Council/URA and Advisory members, Planning Commission, City staff, State and local Main Street program members, State of Oregon Historic Preservation Office staff.

- 3) All funding requests will require Gold Beach Urban Renewal Agency approval at a public meeting.
- 4) Upon receipt of an application, applicants will be notified within thirty (30) days of project application completeness.
- 5) Applications may be modified or approved with conditions.
- 6) Applicants may be asked to present their projects to any of the bodies listed in Section H.2.
- 7) City/URA staff may provide technical assistance and resources to applicants to help ensure successful applications to the extent possible.
- 8) City/URA staff will review applications and provide a staff report which shall include comments regarding how the application meets the criteria required in this policy and conformance with the Urban Renewal Plan.
- 9) The Urban Renewal Agency and the Advisory Committee members shall conduct a meeting to consider the funding applications and evaluate the applications. For each application, the Urban Renewal Agency, based on the criteria contained in this policy and the input received at the joint meeting, shall determine funding for each project.
- 10) For each project funded, the URA shall establish a minimum amount to be funded and a maximum amount to be funded, based on the projected funding available.

I. Submittal Requirements:

- 1) All submissions must be accompanied with the following information:
 - i. Building owner name & contact information.
 - ii. Project applicant name (if different from above) & contact information.
 - iii. Letter of authorization from building owner, if owner is not applicant.
 - iv. Building address.
 - v. Current photograph of the building & historic photos, if available.
 - vi. Funding amount requested.
 - vii. Detailed project budget, including sources of funds.
 - viii. Detailed text and/or visual description and conceptual drawings of project.
 - ix. Current building use, including tenant names and contact information.
 - x. Project timeline.
- 2) The submitted application and proposal for the project, once accepted as the final concept, shall become and wholly remain the property of the City/URA. The City/URA will retain the reproduction rights to use images of the artwork to prepare and distribute marketing materials, web site materials or for any other use in promotional materials. Submitted applications and materials are considered public records and subject to Oregon public records retention and disclosure requirements.