

**WALDPOR T URBAN RENEWAL AGENCY**  
**JULY 13, 2017**  
**MEETING NOTICE AND AGENDA**

THE WALDPOR T URBAN RENEWAL AGENCY WILL MEET ON THURSDAY, JULY 13, 2017 AT 2:00 P.M. IN THE CITY COUNCIL MEETING ROOM, 125 ALSEA HIGHWAY TO TAKE UP THE FOLLOWING AGENDA:

1. ROLL CALL
2. CITIZEN COMMENTS AND CONCERNS
3. AGENCY MEMBER COMMENTS AND CONCERNS
4. MINUTES: *June 8, 2017*
5. DISCUSSION/ACTION ITEMS:
  - A. *Commercial Improvement Loan/Grant Program*
  - B. *Consideration of Resolution Amending Budget for FY 2017/2018*
  - C. *Other Issues*
6. ADJOURNMENT

*The City Council Meeting Room is accessible to all individuals. If you will need special accommodations to attend this meeting, please call City Hall, 264-7417, during regular business hours.*

Notice given this 7<sup>th</sup> day of July, 2017

Reda Q. Eckerman, City Recorder

**WALDPORT URBAN RENEWAL AGENCY  
JUNE 8, 2017  
MEETING MINUTES**

1. ROLL CALL: Chair Woodruff called the meeting to order at 2:22 p.m. Chair Woodruff and Agency Members Dunn, Christenson, Cutter and Holland answered the roll. Members O'Brien and Warwick were excused. A quorum was present.
2. CITIZEN COMMENTS AND CONCERNS: None.
3. AGENCY MEMBER COMMENTS AND CONCERNS: None.
4. MINUTES: The Agency considered the minutes from the June 9, 2016 regular meeting and the April 25, 2017 budget meeting. Mr. Holland **moved** to approve the minutes as presented. Mr. Christenson **seconded**, and the motion **carried** unanimously on a voice vote.
5. PUBLIC HEARING: Chair Woodruff opened the Public Hearing on the Urban Renewal Agency Budget for FY 2017-2018. There were no comments from the public. Chair Woodruff closed the public hearing.
6. DISCUSSION/ACTION ITEMS:
  - A. Consideration of Resolution Adopting Budget for FY 2017-2018: Mr. Christenson **moved** to approve adoption of Resolution UR 17-01. Ms. Woodruff **seconded**, and the motion **carried** unanimously.
  - B. Other Issues: None.
7. ADJOURNMENT: At 2:24 p.m., there being no further business to come before the Urban Renewal Agency, the meeting was adjourned.

Respectfully submitted,



Reda Q. Eckerman, City Recorder

APPROVED by the Waldport Urban Renewal Agency this \_\_\_ day of \_\_\_\_\_, 20\_\_.

SIGNED by the Chair this \_\_\_ day of \_\_\_\_\_, 20\_\_.

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Susan Woodruff, Chair



# URBAN RENEWAL AGENCY MEETING AGENDA COVER SHEET FOR DISCUSSION / ACTION

**TITLE OF ISSUE:** Commercial Improvement Loan/Grant Program

**REQUESTED BY:** City Manager

**FOR MEETING DATE:** July 13, 2017

**SUMMARY OF ISSUE:**

The Urban Renewal Agency and Budget Committee approved allocating \$50,000 in remaining Urban Renewal #1 funds for a commercial façade improvement program.

**STAFF RECOMMENDATION or ACTION REQUESTED:**

Review and approve parameters for Commercial Rehabilitation Loan Program, with or without modifications.

**BACKGROUND:**

The Waldport Urban Renewal Agency ("Agency"), at its meeting on March 11, 2010, noted that monies remaining in the construction fund for Urban Renewal Project No. 1 ("Project #1) do not have an expiration date and may be spent as needed, though expenditures should generally stay within the parameters of the urban renewal plan. At that meeting, the Agency also discussed various ways the remaining funds could be utilized, including street-end improvements, Broadway sidewalks, or assisting businesses with exterior improvements. Attached is a map depicting the project area, which includes downtown and old town.

The Budget Committee and Agency approved allocating \$50,000 for commercial façade improvements, and \$25,000 for downtown way finding/beach access. The purpose of this action is to discuss and solidify a program for improving storefronts in the downtown area. Below are proposed program criteria and protocols for consideration by the City Council:

Purpose: The City is offering financial assistance to upgrade business storefronts in the downtown area. The City hopes to encourage private investment, attract new and expanding businesses, achieve visual improvements, and improve the community's economic well-being.

Amount: The amount of the loan will be from \$2,500 to \$5,000, subject to eligibility and availability of funds. Larger amounts may be approved on a case-by-case basis, subject to City Council approval.

Match: The recipient will provide matching funds equal to or greater than the loan amount.

## Commercial Improvement Loan Program

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Term/Interest: Up to five years with zero percent interest, with recipient signing a Promissory Note. Loan may be forgivable if work is completed within six months of funding. Loan subject to being callable if work is not commenced within one year of loan funding, if the building remains vacant more than one year after loan funding, or if the property is sold during the term of the loan (less of any amounts paid).

Fees: No application fee.

Targeted Properties/Area: The targeted properties are commercial and retail properties along Highway 101 between SW Maple Street and NW Spring Street, including the blocks forming the intersection of Highway 101 and NW Hemlock Street with frontage along them.

Eligible Applicants: For-profit or non-profit operating businesses (new or existing) seeking to locate or expand (with landlord/property owner approval), or owners of existing properties. If the property is vacant the owner needs a reuse plan approved by the City.

Eligible Uses: Improvement to existing facades, including windows, doors, walls, roof, foundation, paint, awnings, signage, light fixtures, etc.; upgrades to bring existing buildings into compliance with current codes (correcting existing violations); off-site improvements that are a requirement of a city-approved development plan; soft costs (professional fees, consultant studies, property reports, etc.) related to eligible uses (not to exceed 20% of the loan amount).

Use Provision: Properties are subject to recordation of a lien or deed of trust placed against the property for the duration of the loan, including provisions that uses and conditions of the property are adequately maintained.

Project Evaluation: Projects seeking funding shall demonstrate a reasonable level of feasibility and impact on improving the economic viability of the downtown area. Applicants and projects will be evaluated in the context of meeting criteria in the areas of feasibility, project impact, public benefit, meeting downtown district design guidelines, quality, and significance.

There are two basic options for consideration: first come, first served, or soliciting and focusing on key properties, with the difference being who initiates contact. After approval of the program criteria by City Council, City staff will prepare explicit guidelines and an application form based on the above criteria, and inform properties and businesses in the targeted area, focusing first on Highway 101 properties. The intent is to make the process relatively straightforward and non-labor intensive, so that projects can be quickly initiated and completed.

Some Project #1 funds may need to be available and reserved for architectural design review, consultant services, or legal services to assist the City in program implementation. There is no impact on the City's General Fund.

Attachments: Urban Renewal Project #1 Map

WALDPOR T URBAN RENEWAL AGENCY RESOLUTION # \_\_\_\_\_

AMENDING THE BUDGET FOR FISCAL YEAR 2017/2018

WHEREAS, ORS 294.338 (3) provides for the existence of an unforeseen occurrence or condition at the time of the preparation of the budget and provides for additional expenditures utilizing nontax funds,

THEREFORE, THE URBAN RENEWAL BOARD RESOLVES that budget appropriations for the fiscal year 2017/2018 are hereby amended as follows.

Resource or Revenue	Amount Increased (Decreased)	Requirement or Expenditure	Amount Increased (Decreased)
Beginning Working Capital	115,000	UR#2 Construction	115,000

The ultraviolet system disinfects the discharge water prior to entering our waterway without using abrasive chemicals. A new UV system will accommodate growth because greater intensity allows treatment of a higher volume.

While trying to obtain additional price quotes, the costs to upgrade the aging Ultraviolet light disinfection system at the wastewater plant increased. The design criteria used to match actual project parameters and terms quoted were accepted in June. The manufacturer, Trojan, prepared a drawing specific to our retrofit. Once the submittals are approved, it will take approximately 4-8 weeks to ship the product so we are looking at an August 2017 shipping date.

Adopted by the Waldport Urban Renewal Agency this 13<sup>th</sup> day of July 2017

Signed by the Chair this \_\_\_\_ day of July 2017

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Susan Woodruff, Chair

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Attested by Reda Eckerman, City Recorder