

**WALDPOR T URBAN RENEWAL AGENCY  
SEPTEMBER 13, 2018  
MEETING NOTICE AND AGENDA**

THE WALDPOR T URBAN RENEWAL AGENCY WILL MEET ON THURSDAY, SEPTEMBER 13, 2018 AT 2:00 P.M. IN THE CITY COUNCIL MEETING ROOM, 125 ALSEA HIGHWAY TO TAKE UP THE FOLLOWING AGENDA:

1. ROLL CALL
2. MINUTES: *August 7 & August 14, 2018*
2. CITIZEN COMMENTS AND CONCERNS
3. AGENCY MEMBER COMMENTS AND CONCERNS
4. DISCUSSION/ACTION ITEMS:
  - A. *Consideration of Request for Facade Improvement Loan*
  - B. *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 September, 2018

Reda Q. Eckerman, City Recorder

**WALDPORT URBAN RENEWAL AGENCY  
AUGUST 7, 2018  
MEETING MINUTES**

1. CALL TO ORDER AND ROLL CALL: Chair Woodruff called the meeting to order at 6:36 p.m. Chair Woodruff and Agency Members Dennis, Dunn, Cutter and Holland answered the roll. Agency Member Yorks was 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 14, 2018 meeting. Mr. Cutter **moved** to approve the minutes as presented. Mr. Holland **seconded**, and the motion **carried** unanimously on a voice vote.

5. DISCUSSION/ACTION ITEMS:

A. Waldport Urban Renewal Briefing - Presentation by Elaine Howard: Ms. Howard provided a PowerPoint overview of how urban renewal areas are formed and funded, and the types of projects that can be included in an urban renewal plan. Discussion ensued regarding the City's first Urban Renewal project area and the projects that had been accomplished during its active phase, the City's second Urban Renewal area, which has been slowly gaining revenue, and the possibility of either expansion of that second area or the establishment of a third Urban Renewal area. No decisions were made.

B. Other Issues: None.

6. ADJOURNMENT: At 7:38 p.m., there being no further business to come before the Agency, the meeting was adjourned.

Respectfully submitted,

Reda Q Eckerman, City Recorder

APPROVED by the Waldport Urban Renewal Agency this \_\_\_ day of \_\_\_\_\_, 2018.

SIGNED by the Chair this \_\_\_ day of \_\_\_\_\_, 2018.

---

Susan Woodruff, Mayor

**WALDPOR T URBAN RENEWAL AGENCY  
AUGUST 14, 2018  
MEETING MINUTES**

1. CALL TO ORDER AND ROLL CALL: Chair Woodruff called the meeting to order at 6:00 p.m. Chair Woodruff and Agency Members Dennis, Dunn, Cutter and Holland answered the roll. Agency Member Yorks was excused. A quorum was present.

2. CITIZEN COMMENTS AND CONCERNS: Cyndi Karp addressed the Agency, suggesting that some portion of Urban Renewal monies be spent on public art, parks amenities, and tsunami evacuation measures.

3. AGENCY MEMBER COMMENTS AND CONCERNS: None.

4. DISCUSSION/ACTION ITEMS:

A. OCCC Small Business Management Program: Mr. Cutter noted that the Facade Improvement Program which the Urban Renewal Agency had approved in July of 2017 had not garnered any interest or participation. He then **moved** to terminate the program. Ms. Woodruff **seconded**, and the motion **carried** unanimously on a voice vote.

Misty Lambrecht, Small Business Management Program Coordinator, provided information on the Oregon Coast Community College Small Business Management (SBM) program, which is a 9-month series of classes designed to assist existing and new business owners. Using Lincoln City as an example, she explained how their Urban Renewal Agency provided financial assistance through scholarships to qualifying businesses as a method of enhancing overall economic development. She noted that along with the SBM program, the College also offers additional classes to provide skill development in specific areas such as finance, technology and social media. Discussion ensued, following which Mr. Cutter **moved** to allocate up to \$10000 from the Urban Renewal District #1 fund for scholarships for the Small Business Management Program and additional classes, to be made available to businesses located or operating within the Urban Renewal District #1 boundaries. Mr. Dunn **seconded**, and the motion **carried** unanimously.

B. Other Issues: None.

6. ADJOURNMENT: At 6:38 p.m., there being no further business to come before the Agency, the meeting was adjourned.

Respectfully submitted,

Reda Q Eckerman, City Recorder

APPROVED by the Waldport Urban Renewal Agency this \_\_\_ day of \_\_\_\_\_, 2018.

SIGNED by the Chair this \_\_\_ day of \_\_\_\_\_, 2018.

---

Susan Woodruff, Mayor



# City of Waldport

P.O. Box 1120  
Waldport, OR 97394  
Phone: (541) 264-7417  
Fax: (541) 264-7418  
TTY: (800) 735-2900

## WALDPORT URBAN RENEWAL #1 FAÇADE IMPROVEMENT LOAN PROGRAM APPLICATION

Property Address/Assessor's Parcel Number (APN): 185 NW Hwy 101  
Business Name (if applicable): The Better Vision Clinic LLC

### Applicant/Business Owner/Property Owner

Name: Lisa Jones, O.D.  
Mailing Address: PO Box 1240  
Waldport, OR 97390  
Phone: 541-563-6316 Email: dr.lisa@thebettervisionclinic.com

### Property Owner (if not Applicant/Business Owner)

Name: Wayne Niehaus  
Mailing Address: PO Box 1622  
Philomath, OR 97370  
Phone: 949-636-4034 Email: marianic1105@gmail.com

### Brief Description of Project (attach more pages and drawings if necessary)

New sign and window treatments (exterior) and paint ext. walls.  
Sign is approved by city planner and permit is already secured.

Total Project Cost: \$ 8,700.00 Amount of Loan Requested: \$ 4,350.00

### If Applicant is not the Property Owner, does applicant have:

Lease:  Yes  No Expires: 12-1-18  
Other: \_\_\_\_\_

### To be included with application

Authorization from Property Owner  Cost Estimate from Licensed Contractor  
 Evidence of Ownership  Reuse Plan/Preliminary Design Drawings  
 Plot Plan  Property Equity Information (to gauge feasibility)

Applicant understands that approval of this loan is separate from any building permits or land use entitlements, and/or granting of any changes in use. The Applicant and the Property Owner are required to coordinate with the City Planner and Public Works Department.

All improvements must be permitted if necessary and completed by licensed and insured contractors, excepting cosmetic improvements, such as painting, which may be done by Applicant.

If the Applicant is not the Property Owner, an acceptance of the Property Owner will be required by the City. Properties are subject to a lien or deed of trust. Please see attached guidelines and parameters for the Program, which were approved and adopted by the Urban Renewal Agency.

Certification by Applicant:

The Applicant certifies that all information in this application, and all information furnished in support of the Application, is true and complete to the best knowledge of the Applicant.

If the Applicant is not the Property Owner, or if the applicable business is a partnership, corporation, etc., other than an individual or sole proprietor, the Applicant certifies that he/she has the authority to sign and enter into an Agreement to perform the renovation work on the Property.

  
\_\_\_\_\_  
Applicant's Signature

8-7-18  
\_\_\_\_\_  
Date

See permit for signature   
\_\_\_\_\_  
Property Owner Consent

\_\_\_\_\_  
Date

+++++  
For City Use Only:

- Criteria:
- \_\_\_\_\_ Feasibility
  - \_\_\_\_\_ Project Impact
  - \_\_\_\_\_ Public Benefit
  - \_\_\_\_\_ Development Code
  - \_\_\_\_\_ Quality
  - \_\_\_\_\_ Significance

Approved by: \_\_\_\_\_

\_\_\_\_\_  
Date

Loan/Promissory Note \_\_\_\_\_

Term \_\_\_\_\_

# The Better Vision Clinic LLC

185 NW Hwy 101  
Walport, OR 97394  
541 565-6310

Manufacturer: Direct Sign Whole Co.  
licensed, bonded & UL approved  
Denver, CO. Shipped Directly to customers  
place of business.

James Verde Sole Proprietor 503 757-5687  
2200 SE 32nd Avenue, Hillsport, OR 97123  
jamesverde@yahoo.com (SIGN BROKER)



9'

Individual Cloud with vinyl letters

Method of attachment: Existing steel already in place. 1/8" angle iron. This sign has already been approved with the City of Walport.  
Larry - City Planner. D. Johnson also confirms that a dedicated crew already in place ready for final connection. (Customers Electrician)  
There is a 5 year warranty on all parts and labor provided by manufacturer. Material of sign is Aluminum a natural repellent of Salt air.

James Verde will provide the above mentioned sign to the City of Walport. All the dimensions of the letter, logo and their listed address above.  
The sign will be made in the City of Walport, Oregon. The sign will be made in the City of Walport, Oregon. The sign will be made in the City of Walport, Oregon.  
The sign will be made in the City of Walport, Oregon. The sign will be made in the City of Walport, Oregon. The sign will be made in the City of Walport, Oregon.

Sales Price \$ 4,950.00

**WALDPOR T URBAN RENEWAL AGENCY  
FACADE IMPROVEMENT COMMERCIAL REHABILITATION LOAN PROGRAM**

**1. Purpose.** The purpose of the Facade Improvement Commercial Rehabilitation Loan Program (Program) is to provide financial assistance and encourage exterior site and facility improvements that enhance the character and aesthetics of the former Urban Renewal Area #1.

**2. Eligible Establishments.** For-profit or non-profit operating businesses (new or existing) seeking to locate or expand (with landlord/property owner's written consent), or property owners, with a lien on the property. If the property is vacant, the owner needs a reuse plan approved by City staff.

**3. Funding.** The Program is funded with revenues from the Urban Renewal District #1 funds. Applicants receiving funds will be required to provide a minimum of 50% of the total project costs of the improvements. Grants are limited to between \$1000 and \$5000, subject to eligibility and availability of funds. Larger amounts may be approved on a case-by-case basis, subject to Agency approval.

**4. Eligible Improvements.** The Program is intended as a public/private partnership designed as an incentive to encourage businesses to create an enhanced environment that complies with the City's Development Code guidelines. All applications must meet this overall standard.

The following are examples of the types of improvements eligible for funding:

- \* 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)

The following are examples of the types of improvements that are ineligible for funding:

- \* Building and site maintenance costs.
- \* Improvements to sewer or water main hookups.
- \* Installation of fire alarms and fire suppression systems.
- \* Painting that is not specifically associated with an eligible improvement project.

**5. 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 Development Code guidelines, quality, and significance.

#### **6. Loan Terms and Application Process:**

**Term/Interest of Loan:** Up to three years with zero percent interest, with recipient signing a Promissory Note. Loan subject to being callable (less any amounts paid) 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.

**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.

**Fees:** No application fees.

**Approval:** Funds will be made available on a first come, first served basis. Applications will be considered and approved administratively, unless the applicant is requesting a loan amount greater than \$5000.

**Appeal:** Applicants may appeal a denial, if desired. The appeal will be forwarded to the Waldport Urban Renewal Agency for a final decision.

Installed by James Kordic, Direct Sign Whole

Per. Reda Quinian

CITY OF WALDPOR  
SIGN PERMIT APPLICATION

(Refer to Chapter 16.76 of the Waldport Municipal Code for Sign Requirements)

FILE # 4-sign-18

FEE: \$50  
RCT #: 50 #249437

PROPERTY OWNER: ~~Reda~~ Wayne Niehaus

MAP & TAX LOT: 131119 BD. Tax Lot 3800

PROPERTY ADDRESS: 185 NW. Hwy 101

OWNER'S ADDRESS: \_\_\_\_\_

TELEPHONE #: \_\_\_\_\_

AGENT NAME (IF DIFFERENT THAN OWNER): Lisa Jones

AGENT'S ADDRESS: \_\_\_\_\_ TELEPHONE #: \_\_\_\_\_

THE FOLLOWING INFORMATION IS REQUIRED FOR ALL SIGN PERMIT APPLICATIONS:

1. SITE PLAN DRAWN TO SCALE WHICH INDICATES LOCATION OF EXISTING BUILDINGS AND LOCATION OF PROPOSED SIGN; SETBACKS FROM PROPOSED SIGN TO PROPERTY LINES, LOCATION AND SQUARE FOOTAGE OF ALL EXISTING SIGNS, AND LINEAR FOOTAGE OF STREET FRONTAGE.
2. DRAWING TO SCALE OF SIGN FACE AND SUPPORT SYSTEM, WHICH INDICATES THE WIDTH AND HEIGHT OF THE SIGN.

*Replacement Sign*

I CERTIFY THAT THE ABOVE INFORMATION IS ACCURATE, TO THE BEST OF MY KNOWLEDGE.

Wayne Niehaus  
PROPERTY OWNER'S SIGNATURE AND DATE

\*\*\*\*\*

TO BE USED BY PLANNING DEPARTMENT

COMPLETE APPLICATION: Y X N \_\_\_\_\_  
PERMITTED SIGN IN ZONE: Y X N \_\_\_\_\_  
SQ. FT. OF EXISTING SIGNS: 32 ft<sup>2</sup>  
BUILDING PERMIT REQUIRED: Y \_\_\_\_\_ N X

ZONING: DD  
STREET FRONTAGE: \_\_\_\_\_  
SQ. FT. OF PROPOSED SIGNS: 32 ft<sup>2</sup>

SIGN PERMIT APPLICATION IS HEREBY APPROVED: [Signature]  
CITY PLANNER *for Larry Lewis*