AGENDA

COLUMBIA GATEWAY URBAN RENEWAL AGENCY BOARD
April 18, 2023
5:30 p.m.

City Hall Council Chambers
313 Court Street, The Dalles, Oregon

Via Zoom
https://us06web.zoom.us/j/86259459367?pwd=Z0Nnd3E4bkxBUVhXQkRKTkJCdEJ6QT09
Meeting ID: **862 5945 9367** Passcode: **292293**
Dial: 1-669-900-6833 or 1-253-215-8782

1. CALL TO ORDER
2. ROLL CALL / INTRODUCTIONS
3. PLEDGE OF ALLEGIANCE
4. APPROVAL OF AGENDA
5. ELECTION OF OFFICERS
6. APPROVAL OF MINUTES – March 21, 2023
7. PUBLIC COMMENT – During this portion of the meeting, anyone may speak on any subject that does not later appear on the agenda. Five minutes per person will be allowed.
8. PRESENTATION
   A. Steve Light – Steve Light, owner and operator of Freebridge Brewing, located within the historic "Mint Building" at 710 E. 2nd Street will present their plans for a long-awaited expansion of the existing brewery and pub facility.
9. ACTION ITEM
   A. Consideration and Approval of Urban Renewal Incentive Program Amendments
10. RESOLUTION
    A. Resolution No. 23-002 – A Resolution Amending the Columbia Gateway Urban Renewal Agency Incentive Program Guidelines

11. STAFF COMMENTS / PROJECT UPDATES
    A. Tony's Building
    B. League of Oregon Cities - Urban Renewal Training: May 4, 2023
12. BOARD MEMBER COMMENTS / QUESTIONS
13. ADJOURNMENT

Meeting conducted in a room in compliance with ADA standards.

Prepared by/
Paula Webb, Secretary
Community Development Department

MINUTES

COLUMBIA GATEWAY URBAN RENEWAL AGENCY BOARD MEETING
March 21, 2023
5:30 p.m.

City Hall Council Chambers
313 Court Street, The Dalles, Oregon 97058
Via Zoom / Livestream via City Website

PRESIDING: Darcy Long, Chair

BOARD PRESENT: Staci Coburn, Scott Hege, Tim McGlothlin, David Peters, and Ellen Potter, and Dan Richardson, one position vacant

BOARD ABSENT: Shanon Saldivar

STAFF PRESENT: Director and Urban Renewal Manager Joshua Chandler, City Attorney Jonathan Kara, Secretary Paula Webb

CALL TO ORDER

The meeting was called to order by Chair Long at 5:30 p.m.

PLEDGE OF ALLEGIANCE

Chair Long led the Pledge of Allegiance.

APPROVAL OF AGENDA

It was moved by Coburn and seconded by McGlothlin to approve the agenda as submitted. The motion carried 7/0; Coburn, Hege, Long, McGlothlin, Peters, Potter and Richardson voting in favor, none opposed, Saldivar absent, one position vacant.

ELECTION OF OFFICERS

Board Member McGlothlin nominated Darcy Long as Chair. Board Member Richardson seconded the nomination. The nomination carried 7/0; Coburn, Hege, Long, McGlothlin, Peters, Potter and Richardson voting in favor, none opposed, Saldivar absent, one position vacant.

Board Member Richardson nominated Tim McGlothlin as Vice Chair. Board Member Peters seconded the nomination. The nomination carried 7/0; Coburn, Hege, Long, McGlothlin, Peters, Potter and Richardson voting in favor, none opposed, Saldivar absent, one position vacant.

APPROVAL OF MINUTES

It was moved by McGlothlin and seconded by Potter to approve the minutes of February 21, 2023 as submitted. The motion carried 5/0; Coburn, Long, McGlothlin, Potter and Richardson voting in favor, none opposed, Saldivar absent, Hege and Peters abstained, one position vacant.

PUBLIC COMMENT

None.

DISCUSSION ITEM

Urban Renewal Incentive Program Amendments

Director Chandler provided an overview and suggested amendments for the Urban Renewal Incentive Program, Exhibit 1.

Director Chandler suggested removal of the funding cap ($700,000). He stated the cap is an arbitrary number. The amount is discretionary.

Board Member Potter recused herself from the discussion.

Board Member Hege left the meeting at 6:19 p.m.

City Attorney Kara stated the cap is a handcuff to the Agency, and has no purpose in law. Attorney Kara said, "I couldn't recommend removing it strongly enough." Removal of the cap provides more flexibility. He added, currently none of the applications received come near these numbers; the majority will be handled administratively by staff.

Board consensus was in favor of removing the cap.

Director Chandler requested a clarification of "mixed use." Does the Board consider it a mix of commercial and residential?

Board Member Coburn agreed that was the original intent. The Board had no objection to the definition. The addition of residential units is considered "mixed-use."

Urban Renewal Plan Updates, Summer 2023

The Urban Renewal Plan, adopted in 1990, includes 14 goals and objectives. Since that time, the Plan was amended 16 times. In the coming months, staff will review the Plan. The review will include updated project lists and goals.

Board Member Richardson stated at the Board meeting on March 15, 2022 a Federal Street Plaza was suggested. The Board should include this project in the goals.

STAFF COMMENTS / PROJECT UPDATES

Tony's Building

After months of waiting for funding from Business Oregon and the Environmental Protection Agency (EPA), it was determined the Tony's Building is ineligible for funding. The property was purchased without a Phase 1 Study, resulting in the EPA's denial of funding. An opportunity remains to secure $60,000 in funding. Staff will submit a revised application by the end of the month. The demolition will not be postponed by the revised application; those funds can be used toward the end of the project. A Request for Proposal (RFP) for abatement and demolition will be distributed by the end of March.

First Street Parking Lots

New fencing will be installed along First Street, between Court and Washington Streets, prior to Cherry Festival. Next steps will include improvements to the parking lots to increase safety and the appearance.

Budget Meeting: April 11, 2023

The budget meeting will be followed one week later by the regularly scheduled meeting (April 18, 2023).

BOARD MEMBER COMMENTS / QUESTIONS

In response to Board Member McGlothlin inquiries, Director Chandler replied:

- The Soda Works building [800 E. Second Street] was funded for demolition.
- Until the Mill Creek Greenway Project is complete, the Agency will continue to include it in the budget. Possible completion will occur in the next ten years.
- An Incentive Program application is in the queue for the Chronicle building [315 E. Third Street]. The land use application is in process.
- The Basalt Commons project [old Griffith Motors, 500 block of E. Third Street] is ongoing. The developer is working through financials and gathering materials for land use review.

Board Member McGlothlin stated he and Mayor Mays visited the Annex (200 E. Second Street, Oregon Motor Motel). Good progress has been made. McGlothlin hopes the plan for appropriate use and amount of supervision will lower community concerns.

Board Member Richardson said he would like to see some creative thinking for the Mill Creek Greenway. Ten years until completion is ludicrous. Perhaps further conversations with our Northern Wasco County Parks and Recreation (NWPRD) partners and ourselves to lay out options might be advisable.

Board Member Potter added NWPRD received approval for a Mountain Bike Skills development trail to alleviate the camping issues and improve safety in the area. The project will be completed this Spring.

Chair Long stated the Board still has one position vacant. Please submit any suggestions to Chair Long.

ADJOURNMENT

Being no further business, the meeting adjourned at 6:57 p.m.

Meeting conducted in a room in compliance with ADA standards.

Submitted by/
Paula Webb, Secretary
Community Development Department

SIGNED: ______________________	ATTEST: ______________________
Darcy Long, Chair	Paula Webb, Secretary Community Development Dept.

Columbia Gateway Urban Renewal Agency

TUESDAY, MARCH 21, 2023 | 5:30 PM

Urban Renewal Incentive Program

Background

- *Adopted: May 2022*
- *Launched: August 2022*
- *Program replaces five previously established programs*

Funding provided to date

- *$128,000 / 4 properties*
- *Two applications in queue:*
  - *One requires land use review*
  - *One requires application review and upcoming Board approval*

Shortcomings/Barriers

Staff is currently in process of fine-tuning guidelines for clarity, objectivity, and legal sufficiency

Amendments

- *Administration*
  - *Staff Responsibilities*
  - *Lien Information*
  - *Application Material and requirements*
- *Terminology*
- *Funding*
  - *Disbursement*
  - *Funding cap*
  - *Additional Funding*
- *Eligibility*

Amendments: Administration

- *Staff's Responsibilities*
- *Lien Information*
- *Application Material and requirements*

Exhibit 1

Amendments: Terminology

- *Mixed-Use: More than one use?* ***OR*** *Commercial and Residential?*
- *Like-for-Like, Maintenance, Repairs, etc.: Same standards applied to all buildings/properties, not based on years of ownership*
- *Upgrades: Overall system upgrade, more intense use*
- *Reuse: Use of previously unused area of building/property*

Amendments: Funding

- *Funding Limit*
- *Disbursement*
- *Additional Funding*

Amendments: Funding

Funding Limit

- *Currently: "No project may receive greater than $700,000 total"*
- *Agency is not obligated to fund up to the cap and has discretion on total funding for a project*
- *Funding cap limits Agency ability to fund unknown "game-changing" projects*
- *BOLI Public/Private Funding Cap*
  - *$750k*
  - *SDCs not included*

Amendments: Funding

Disbursement

- *Clearly define*
- *50% down payment available*
- *Not until project is complete*

Additional Funding

- *Only mixed-use developments with 50+ dwelling units are eligible for additional funding*
- *Commercial development expansion in the area would be limited to only $50k*
- *Should additional information be required for projects that exceed a certain amount (ex. $500k)?*

Amendments: Funding

Disbursement

- *Clearly define*
- *50% down payment available*
- *Not until project is complete*

Additional Funding

- *Only mixed-use developments with 50+ dwelling units are eligible for additional funding*
- *Commercial development expansion in the area would be limited to only $50k*
- *Should additional information be required for projects that exceed a certain amount (ex. $500k)?*

Amendments: Eligibility

"Eligible projects must comprise one or more of the following:

e. Safety and accessibility improvements in combination with other reinvestment activities adding value to the Area, such as installation of fire suppression and seismic reinforcement systems, ADA access improvements, elevator installation, and architectural lighting.

f. Infrastructure upgrades (in association with other permanent building improvements) supporting the City's environmental/sustainability goals and adding property value to the Area.

g. Quality exterior improvements or rehabilitation intended to restore or improve Area building exteriors and façade elements (such as doors, windows, porches, balconies, etc.).

h. Demolition and redevelopment of blighted properties in the Area.

i. Other permanent improvements and redevelopment aligned with Area and Agency goals as approved by Agency staff and Board.

Amendments: Ineligibility

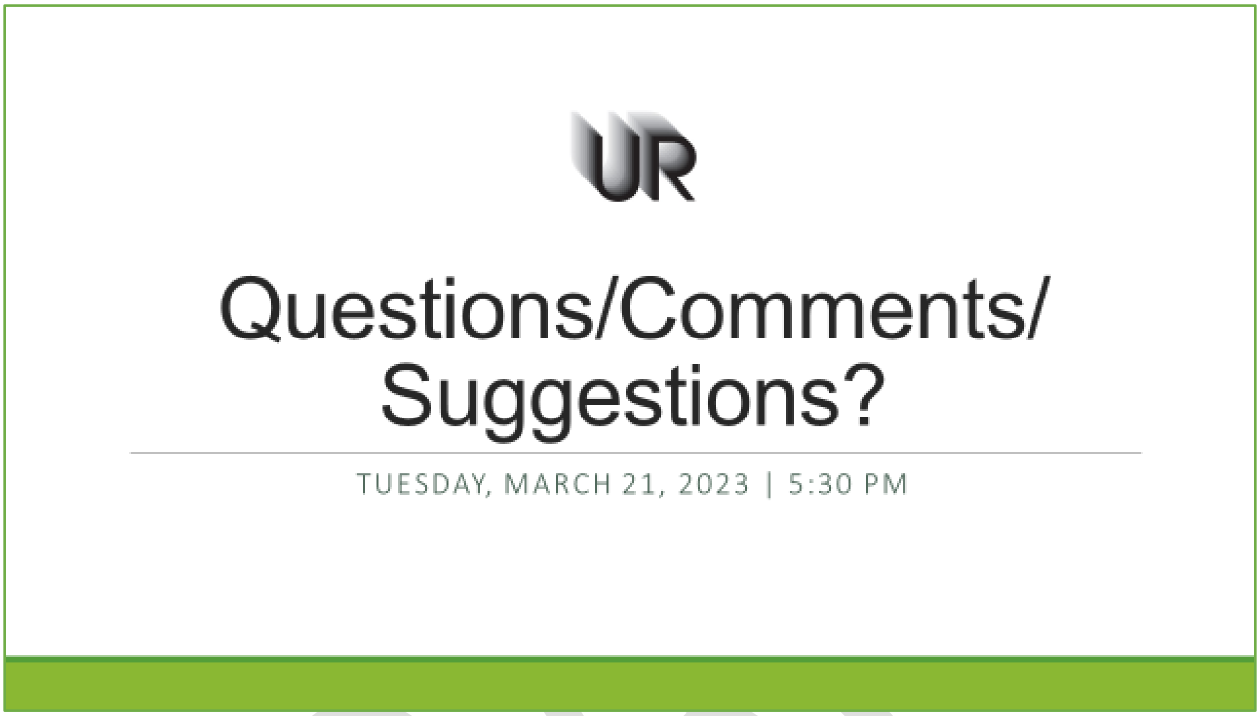
"Examples of expenditures ineligible for Incentive Program funding include:

- General cleaning and maintenance
- Replacement of building materials
- Equipment or property acquisition
- Financing costs or debt
- Similar operating expenses

Amendments: Eligibility/Ineligibility

- *Should an eligible project meet more than one of the listed "projects"?*
- *If one listed "project" is met, should the whole project be funded?*
- *Create list of specific eligible/ineligible projects*
- *Remove vague/redundant project descriptions*
- *Improvements required with development (infrastructure, utilities)*
- *Clearly define the eligible "applicant" or "property"*

Exhibit 1


UR
Questions/Comments/
Suggestions?
TUESDAY, MARCH 21, 2023 | 5:30 PM

IMPROVING OUR COMMUNITY

COLUMBIA GATEWAY URBAN RENEWAL AGENCY

CITY OF THE DALLES

AGENDA STAFF REPORT
AGENDA LOCATION: 8. A.

MEETING DATE: April 18, 2023

TO: Chair and Members of the Urban Renewal Agency Board

FROM: Joshua Chandler
Community Development Director / Urban Renewal Manager

ISSUE: Project Proposal and Funding Consideration
710 E. 2nd Street – the "Mint Building"

BACKGROUND

Steve Light, owner and operator of Freebridge Brewing, located within the historic "Mint Building" at 710 E. 2nd Street will present their plans for a long-awaited expansion of the existing brewery and pub facility.

Overall, the project will include expansion of kitchen and seating areas, exterior alley access for shipping/receiving dock, significant upgrades to the existing wastewater/sewage infrastructure, and new effluent sewage installations to include a 200-gallon grease interceptor. In addition to increased production and revenue gains, the project is expected to create eight full-time positions (six within the taproom/kitchen and two within the production brewery). The estimated cost of the project is $270,800.

As a property located within the Urban Renewal Area boundary, this project may be eligible for Urban Renewal funding.

Attachment

- **Attachment A** – Proposal for Urban Renewal Grant Funding

Proposal for Urban Renewal Grant Funding

Current property conditions.

The property at 710 East Second Street is a historic landmark with a mixed use of an occupied 2-bedroom second floor residential unit, 4 occupied first and second floor office spaces, cellular switch including rooftop signal array, 2000 square foot brewery production space, and a 1000 square foot public house (pub) including a 300 square foot commercial kitchen. Its current tenants are FLI Landscape, Strategic Financial Planning, The Dalles Main Street, US Cellular, and Freebridge Brewing.

Description of proposed project.

The proposed permitted project will create a modern 900 square foot commercial kitchen attachment, 600 square feet of additional seating, exterior "ally access" shipping and receiving dock, additional electrical upgrades to existing supply, additional upgrades to natural gas lines, significant upgrades to the existing wastewater/sewage infrastructure as well as new effluent sewage installations to include a 200-gallon grease interceptor. Existing permitted and inspected to "cover" upgrades to the current facility, relevant to this project, are an additional ADA restroom, mop closet, and a 300 square foot prep kitchen that has floor coverings, electrical, plumbing, and natural gas upgrades already installed and ready for occupancy.

Freebridge Brewing (FB) will be the direct benefactor of this project. FB has been a tenant in the building for more than 7 years and a consistent employer in the community. This project will allow FB to expand current operations as well as realize new revenue streams which will create more livable wage jobs in the community. The first phase of the project is scheduled to begin immediately which will include the upgrades to electrical, natural gas, water/sewer, and demolition/excavation for exterior wastewater/sewer infrastructure. Due to the proposed scope of the project, the second phase will be largely dependent on the first phase completion. We are expecting the first phase to be completed by June 2023. The following phase will focus in the commercial kitchen addition which includes an expansive exhaust hood with fire suppression, concrete floor repair/ epoxy treatment and the installation of significantly upgraded commercial kitchen equipment that FB has already purchased.

Budget Narrative.

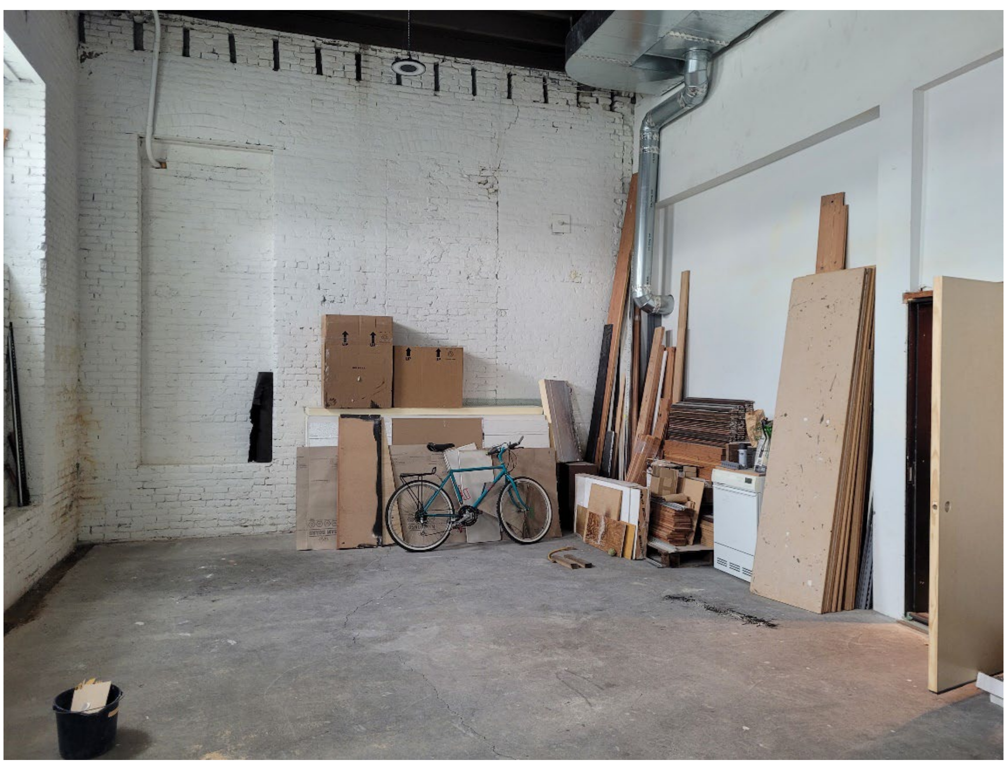
Preliminary construction cost estimates are current as of March 1, 2023. Nearly all of the contractors are from The Dalles, which is outlined in the attached project budget.

Freebridge Brewing has been preparing for this expansion since 2016. Wildfires, unimaginable winter weather, and a global pandemic created insurmountable setbacks for the project. This kitchen, plumbing infrastructure improvements, as well as nearly 1000 square feet of additional seating will allow Freebridge Brewing to realize annual revenue gains in the pub of more than 50%, production brewery revenue gains of 25%, and will require the immediate addition of 6 taproom/ kitchen staff members as well as 2 additional staff members in the production brewery. Preliminary construction cost estimates are current as of March 1, 2023. Nearly all of the contractors are from The Dalles and/or the greater Columbia Gorge region, which is outlined in the attached project budget. Steve Light, owner of Freebridge Brewing, will be the direct point of contact, on site daily, to oversee the project as well as manage the $270,000 budget.

Preliminary projected Costs as of 03/27/23	Cost:	Provided by:
Loading Dock Improvements:		
Natural Gas: Relocate/New service	$1,000.00	NW Natural
Excavation and grading	$9,000.00	Craig Triechel
Truck Ramp improvements (Concrete)	$18,000.00	HD Dynamics
Steel work for stairs and railing	$5,000.00	The Dalles Ironworks
Misc. and demo	$3,000.00	estimated
Outdoor lighting and security	$4,000.00	estimated
Plumbing Modifications (Interior/Exterior)	$46,300.00	Devco Mechanical
sewer line extension		
water line extension		
200 gal. grease interceptor device.		
natural gas lines to new equipment		
Commercial Hood and associated equipment:	$36,000.00	Captiveaire
Commercial Hood and equipment installation:	$39,000.00	Devco Mechanical
Misc. HVAC and fire suppression system		
Concrete Floor Repairs and Surface protection:	$30,000.00	Cascade Flooring
Resin epoxy repairs and surfacing		
Electrical:	$19,000.00	East Cascade Electric
all rough wiring and service equipment		estimated
all wiring for new equipment and fixtures		
lighting		
Exterior Glazing 5 windows replaced	$4,000.00	
Misc.		
Core drilling for new lines	$6,000.00	estimated
Concrete cutting	$5,000.00	estimated
Carpentry	$6,000.00	estimated
Drywall and painting	$3,500.00	estimated
Wall surfacing Commercial	$3,000.00	estimated
Engineering	$3,000.00	estimated
Project management services	$20,000.00	estimated
Fire Life Safety survey	$10,000.00	Bell Engineering

Total Estimated Cost of Project: **$270,800.00**

West wall of new addition to include large appliances and exhaust hood.



North wall of new kitchen addition. Door on East wall leads to existing prep kitchen.

Looking North in existing prep kitchen rough-in.

Looking South in existing prep kitchen ingress and egress points.

Existing shipping and receiving dock and current Natural Gas utility location.

AGENDA STAFF REPORT
AGENDA LOCATION: 9. A.

MEETING DATE: April 18, 2023

TO: Chair and Members of the Urban Renewal Agency Board

FROM: Joshua Chandler
Community Development Director / Urban Renewal Manager

ISSUE: Urban Renewal Incentive Program Amendments

BACKGROUND

During the March 21, 2023 Columbia Gateway Urban Renewal Agency Board (**Board**), staff facilitated a discussion considering proposed amendments to the recently adopted Incentive Program (**Program**). The Program was created to provide funding for building and property owners seeking to improve and develop properties within the Urban Renewal Area (**Area**). The Program officially launched in August 2022 and has provided approximately $128,000 for Area projects for various capital improvements. However, in that time, Staff has identified some shortcomings of the Program that have resulted in delays in application review and unnecessary barriers to funding more Area projects.

In February 2023, Agency Staff began reviewing and revising the Program guidelines for overall efficiency and clarity, as well as improving legal authority and sufficiency. The overall intent of the Program guidelines remain intact; however, some additional fine-tuning was warranted for improved use and facilitation of the Program. A brief summary of proposed amendments is outlined below:

- Project/Applicant Eligibility. Amendments include additional requirements for project and applicant Program eligibility.
- Eligible/Ineligible Projects. Amendments include detailing specific types of eligible and ineligible projects that focus on Program priorities.

- Application and Review Process. Amendments include detailing the application review and decision process, detailed application material requirements, pre-application requirements, as well as an applicant's right to appeal the Administrator's decision to the Agency.
- Removed the Funding Limit. Amendments include removing the existing $700,000 funding cap for eligible projects.
- Terminology. Amendments include clarifying terminology used throughout the guidelines. One of these amendments includes defining "mixed-use" as projects consisting of commercial and residential, and specifically must include the addition of no less than one residential unit with the proposal.
- Funding. Amendments include additional information regarding funding for the Program.
- Program Participation Requirements. Amendments include specific requirements and obligations Applicants must follow for participation in the Program.
- Administrator and Board Authority. Amendments include clearly defining the roles of the Administrator and Board to implement, administer, and manage the Program, including authority to interpret the Program and any Program governing documents.

Staff has attached the proposed guidelines with amendments and a redline/mark-up version of the current guidelines for reference, and will provide a summary of these amendments at the April 18, 2023 meeting.

BOARD ALTERNATIVES

1. **Staff Recommendation**: ***Move to adopt URA Resolution No. 23-002, a resolution amending the Urban Renewal Incentive Program Guidelines, effective April 19, 2023, as presented***.
2. Make modifications then move to adopt URA Resolution No. 23-002, a resolution amending the Urban Renewal Incentive Program Guidelines, effective April 19, 2023, as modified.
3. Decline formal action and provide Staff additional direction.

Attachments

- **Attachment B** – Proposed Urban Renewal Incentive Program Guidelines
- **Attachment C** – Urban Renewal Incentive Program Guidelines: Redlines

URBAN RENEWAL INCENTIVE PROGRAM **GUIDELINES**

The Columbia Gateway Urban Renewal Incentive Program (**Program**) was created to provide funding for building and property owners for the purposes of improving, rehabilitating, and/or developing eligible properties located within the Gateway/Downtown Urban Renewal Area (**Area**). The Agency aims to incent redevelopment of unused and underused land and buildings to meet the goals of the Columbia Gateway/Downtown Urban Renewal Plan (**Plan**), including investments that increase property values, place underused properties into productive condition, remove blight, and bring new opportunities for business and residential growth to the area.

Generally, the Program comprises three grant types based on the nature of the proposed project:

Commercial Projects: *Up to $50,000*

- 50% match funds required

Mixed-Use Projects: *Up to $150,000*

- 70% matching grant funds required
- Must include the addition of no less than one new housing unit
- Mixed-use projects with more than 50 dwelling units may be eligible for additional funding

New Residential Projects: *$10,000 / new housing unit*

- SDC payments for new housing applied at building permit issuance
- Not to exceed $10,000 per new unit
- May be applied in combination with other new units

Program Requirements

Minimum Requirements

To be eligible for Program funds, the following minimum requirements must be met:

(1) Property must be located within the Area.

(2) Applicant must be the current owner of the subject real property. If the Applicant is not the current owner of the subject real property, the Applicant must obtain the prior written consent of the owner on the Application.

(3) Applicant must not be delinquent on any City accounts (e.g., utility accounts) and real property taxes concerning the subject real property must be paid in full at the time of Application submission and all fund disbursements. If the Applicant is not the current owner of the subject real property, both the Applicant and property owner must not be delinquent on any City accounts and be current on their real property taxes.

(4) The subject real property must not be subject to any tax abatements and/or exemption (and/or other tax credits and/or property-related subsidies), unless the real property is a development receiving abatement from The Dalles Vertical Housing Zone.

(5) The project for which Program funds are sought must be an Eligible Project meeting and seeking to advance Plan goals and objectives.

(6) Applicant must timely apply for Program funds on Agency's then-current Program application and in such manner as the Agency Manager (**Administrator**) may then prescribe.

Eligible Projects

- Development of new residential units.
- Restoration, reuse, or upgrades to historically listed buildings, including adapting historic or culturally significant existing buildings in the Area to new uses. Such improvements must first receive Historic Landmarks Commission approval prior to Application submission.
- Temperature or ventilation system upgrades (e.g., HVAC); however, *like-for-like* replacements are ineligible.
- Interior and exterior infrastructure upgrades (e.g., plumbing, mechanical, electrical, sidewalk, drive-approaches, etc.).
- Parking lot improvements.
- Permanent improvements for upper floors of existing Area buildings to make the space usable (if not currently in use).
- Demolition in conjunction with redevelopment of blighted properties.
- Safety and accessibility improvements (e.g., ADA access improvements, elevator installation, architectural lighting, seismic reinforcement systems, etc.).
- Fire suppression systems for new or reused spaces; however, fire suppression systems for existing uses are ineligible.
- Façade improvements, as follows: exterior storefront or other façade improvements on a building primarily used for commercial purposes located in the Area for which an Applicant requests funds, including: (i) restoration of masonry, brickwork, and/or wood and metal cladding; (ii) installation of new or replacement of existing replacement and/or repair of architectural features; (iii) installation of new or replacement of existing awnings; (iv) installation of new or replacement of existing exterior lighting; (v) installation of new or replacement of existing gutters and downspouts; (vi) installation of new or replacement of existing windows; (vii) entranceway modification and/or

implementation of safety features; (viii) structural support for façade only; (ix) new construction for façade treatments; (x) painting of exterior walls when repairs to siding are made or part of new construction of the façade; and/or (xi) construction and installation of bike racks.

- Design or engineering work leading to permanent and physical improvements.
- Other permanent improvements and redevelopment aligned with Area and Agency goals as approved by the Administrator or Agency Board (as applicable), unless listed as an Ineligible Project.

Ineligible Projects

- Projects completed prior to grant funding award.
- Projects on land exempt from property taxes or otherwise by an Applicant or owner exempt from property taxes (e.g., non-profit organizations).
- General cleaning.
- Maintenance and *like-for-like* replacements.
- Roof repairs or replacements.
- Fire suppression systems for existing uses.
- Real property acquisition.
- Equipment acquisition
- Financing costs or debt and other similar operating expenses.
- Flooring.
- Interior electrical and plumbing fixtures.
- Paint and painting.
- Landscaping.
- Security system upgrades.
- Other non-permanent improvements or redevelopment not aligned with Area and Agency goals as denied by the Administrator or Agency Board (as applicable).

Application and Approval Process

All Applicants are encouraged to contact Agency Staff to discuss project overview, assess eligibility, and funding availability. The general Application process and review process includes:

Step 1. ***Preliminary Review***. Each Application will be reviewed by the Administrator in order of receipt. The Administrator will complete a preliminary review of each Application and conduct whatever investigation the Administrator deems necessary or appropriate to determine whether the Application is complete, the statements made therein are true and accurate, and compliance with these Guidelines. If, after a preliminary review, the Administrator determines the Application does not include all required documentation and/or information, the Administrator will return the application and notify the Applicant, in writing, of the deficiencies. Subject to the terms and conditions contained in these Guidelines, if the Administrator determines the Application is complete, the Administrator will either (i) review the Application in accordance with **Step 3(a)** or (ii) submit the Application to the Board for review and evaluation (along with the Administrator's recommendation) in accordance with **Step 3(b)**.

Step 2. ***Application Submission***. Complete and submit an Application (available on the Agency's webpage). Each Application must contain the following:

(a) Application date and the Applicant's name, address, contact information, and signature of the Applicant's authorized representative.

(b) Project narrative.

(c) Plans and specifications.

(d) Project schedule.

(e) A project budget, including identification of the amount of funds requested and the purpose(s) for which the funds will be used. The project budget must detail the revenues and expenses for the total cost of the proposed project, including both requested funds and other revenue sources (non-program funds) and include quotes for Eligible Expenses. The budget must not include costs incurred prior to Application submission and/or costs for the Application's preparation, development, and/or submittal.

(f) Information concerning the subject real property, including ownership of the real property and a legal description of the real property.

(g) Title report to determine the extent of any existing liens or other encumbrances impacting the property.

(h) Certification the Applicant will comply with the provisions of these Guidelines and all other documents relating to the Program (**Program Documents**) and will, promptly after notification of an award of Program funds, execute and deliver the Program Documents to Agency in form and substance acceptable to Agency.

(i) Current property tax information.

(j) Planning, Building Department, and/or Historic Landmarks Commission Approval.

(k) All other information and/or documentation the Administrator deems necessary or appropriate to enable Agency to review the application and determine eligibility for the Program funds.

Step 3. ***Review Type.***

(a) Small Projects – Administrator Review. Applications deemed complete by the Administrator and requesting **$50,000.00 or less** will be reviewed and evaluated by the Administrator. The Administrator will determine whether to approve the application and award Program funds or deny the application. The Administrator may approve, approve with conditions, or deny an Application. Notwithstanding anything contained in these Guidelines to the contrary, the Administrator may not award Program funds in an amount exceeding $50,000.00 under any Application.

(b) Large Projects – Board Review. Applications deemed complete by the Administrator and requesting **more than $50,000.00** will be reviewed and evaluated by the Agency Board. The Agency Board will determine whether to approve the application and award Program funds or deny the application. The Agency Board may request additional documentation and/or information to render a decision on any Application. The Agency Board may approve, approve with conditions, or deny an Application.

Step 4. ***Evaluation***. Applications (and the amount of funds provided) will be evaluated based on criteria established by the Administrator or Agency Board from time to time, including, without limitation, the following:

(a) Eligible Expenses. Each Application will identify the specific expenses for which Program funds are sought and will be used. Priority may be given to certain types of expenses, including requests for Program funds to assist with land use fees, building permit fees, material and supply expenses, and such other fees, costs, and expenses concerning project development and construction.

(b) Housing. For purposes of Mixed-Use Projects and New Residential Projects, the type of housing to be constructed may be considered, including whether there exists a shortage of certain types of housing (e.g., multi-family housing) within the Area, the percentage of units contained within the subject project to be offered as affordable, or whether the project addresses Agency's housing needs as identified in Agency's or City's housing needs analysis or then-current housing goals.

(c) Applicant History. An evaluation of whether the Applicant has previously received funding under the Program and the Applicant's compliance with the provisions of these Guidelines.

(d) Public Participation. Agency may review certain applications in a public Agency Board meeting. Agency may provide weight to the public's recommendations of concerning any Application.

(e) Funding Priorities. Agency may provide preference to projects addressing more than one Agency priority, which Agency priorities are identified under **Eligible Projects**.

Step 5. ***Decision***. The Administrator or Agency Board (as the case may be) will issue a letter to the Applicant notifying them of their Application review determination. If an Application is denied (in whole or in part), the letter will identify the basis for the denial (whether in whole or in part). In connection with the Administrator's or Agency Board's Application review process, the Administrator and Agency Board will act reasonably, in compliance with all applicable federal, state, and local laws, regulations, and ordinances, and in a manner the Administrator and Agency Board reasonably believe in Agency's best interests. The decision of the Administrator and Agency Board on any given Application will not set any precedent nor bind future decisions of the Agency.

Funding

Annual Appropriation. Available Program funds will be determined and subject to appropriation each fiscal year by resolution of the Agency Board. The amount of financial assistance may be increased or decreased at any time by Agency Board resolution. The Agency Board may limit or elect not to provide funding for the Program in any fiscal year. If Program fund requests exceed available Program funding, the Administrator and/or Agency Board will determine Program participation based on what the Administrator and/or Agency Board determines to be in Agency's best interests. Financial assistance under the Program will be based on availability of funds at the time of Application submission and, if applicable, any subsequent fiscal year(s). Notwithstanding anything contained in these Guidelines to the contrary, Agency is not be obligated to provide Program funding if sufficient funding is not then available.

Grant Funding. Subject to the provisions of these Guidelines, Agency may grant Program funds to an Applicant for an Eligible Project in an amount requested in the Applicant's application. Program funds must be used for Eligible Expenses concerning Eligible Projects and for no other purposes. Notwithstanding anything contained in these Guidelines to the contrary, Agency may grant less than the fund amount requested in the subject Application if Agency deems necessary or appropriate. Agency may condition any grant award on, among other things Agency deems necessary or appropriate, the Applicant contributing matching funds or resources toward the Eligible Project.

Grant Disbursements. Notwithstanding anything contained in these Guidelines to the contrary, grant funds will be disbursed for Eligible Expenses incurred for Eligible Projects: (i) after the award is granted and approved by the Administrator or Agency Board, as applicable and (ii) all Program Documents identified in these Guidelines are fully executed in form and content acceptable to Agency. Grant funds will be disbursed on a reimbursement basis in one lump sum or installments. The Recipient is responsible for timely submitting to Agency actual receipts and verification of the Recipient's Eligible Expenses.

Matching Fund Requirements. In addition to all other eligibility requirements and/or conditions identified under these Guidelines, an Applicant must demonstrate the ability to meet these fund-matching requirements to be eligible for Program funds. Funds from any other Agency or City program will not be used to satisfy any fund-matching requirements required under these Guidelines.

- *Commercial Projects*. An Applicant must demonstrate a matching investment of **no less than 50%** of the total Eligible Expenses for a Commercial Project.

- *<u>Mixed-Use Projects</u>*. An Applicant must demonstrate a matching investment of **<u>no less than 30%</u>** of the total Eligible Expenses for a Mixed-Use Project.

Additional Funding Eligibility for Mixed-Use Projects with More than 50 Dwelling Units. At the discretion of the Agency Board, Applications for a Mixed-Use Project Grant with more than 50 dwelling units may be eligible for funding exceeding the grant cap of $150,000 (contingent upon funding availability). The Agency Board's discretion on such eligibility shall be based on whether such a project is in Agency's best interest. Interested Applicants must contact Agency Staff prior to applying for additional funding.

Program Participation Requirements

Investment Readiness. Agency may request a title report on the property subject to City Attorney review. Agency may deny Grant funding based on the title report and/or the number of liens on the property. Grant recipients are required to complete a Form W-9 as a vendor of the City/Agency and are fully responsible for all taxes associated with the Grant.

Restriction Period. As a condition to receiving Program funds, projects must continue to satisfy the eligibility requirements contained in these Guidelines, including continuing to be an Eligible Project for a period of 15 years, commencing on the date the final disbursement of Program funds occurs (**Restricted Period**).

Program Documents. In addition to any other conditions identified under these Guidelines, an Applicant must enter into and sign all then-applicable Program Documents as a condition to receiving any Program funds. Program Documents will contain terms and conditions acceptable to Agency, including: (i) disbursement procedures; (ii) conditions to disbursement of Program funds; (iii) timeframe within which funds must be expended; and (iv) Security Documents, including restrictive covenants and conditions (including deed restrictions) Agency determines necessary or appropriate to ensure the continued eligibility of the Eligible Project in accordance with these Guidelines. Program Documents will contain terms and conditions Agency determines necessary or appropriate. The Recipient must timely pay and perform all Recipient obligations under the Program Documents.

Security. If Agency deems necessary or appropriate, a Recipient's obligations to Agency under the Program Documents may be secured and/or evidenced by such trust deeds, security agreements, assignments, Uniform Commercial Code financing statements, certificates of title, subordination agreements, guaranties, and all other documents and/or instruments Agency may request and/or require from time to time (in form and substance acceptable to Agency) to grant, preserve, protect, perfect, and ensure the Recipient's performance of its obligations under the Program Documents (**Security Documents**).

Certification. During the Restricted Period, the Recipient will maintain such documentation and information necessary to demonstrate the subject project satisfies and continues to satisfy the eligibility requirements identified under these Guidelines. For all projects, the Recipient will certify to Agency, in form and content satisfactory to Agency, the project meets the eligibility requirements upon transfer, including any sale, conveyance, exchange, gift, lease (excepting a tenant lease in the ordinary course), encumbrance, and/or foreclosure of an encumbrance, regardless of whether occurring voluntarily or involuntarily, by operation of law, or because of any act or occurrence of the project and on or before January 1 of each year during the Restricted Period.

Property Tax Abatement and/or Credit Restriction. Except in the case of certain developments abated or subsidized by The Dalles Vertical Housing Zone, projects pursuing and/or otherwise subject to tax abatement are ineligible to receive Program funds, including projects pursuing Low Income Housing Tax Credits and/or abatements tied to non-profit or other tax-exempt status. For all other types of projects, owners and/or properties receiving Program funds may not receive abatements (and/or other tax credits) for the duration of the Restricted Period. The receipt of abatements (and/or other tax credits) during the Restricted Period will result in immediate disqualification under these Guidelines.

Project Completion and Final Report. Recipient will complete (or cause to be completed) the Eligible Project expeditiously and in a timely and good workmanlike manner. The Eligible Project will be completed in compliance with all applicable federal, state, and local laws, regulations, and ordinances. Within 30 days after project completion, the Recipient will provide a final report, in form and content acceptable to Agency, identifying project expenditures, outcomes, and such other information requested by Agency to verify compliance with these Guidelines.

General Conditions | Additional Details and Restrictions

Agency's Commitment. Agency Staff are committed to facilitating high-quality reinvestments in the Area by providing customer service and partnership with the development community. We welcome inquiries and can offer information and insights on elements of a successful Application.

Required Compliance. Applicant projects must comply with the City's zoning, design standards, land use and development ordinance, historic review (as applicable), and municipal code requirements. No person may simultaneously seek zoning and/or land use amendments for the property or project in question.

Disqualification. If, during the Restricted Period, a project ceases to qualify as an Eligible Project, the Recipient will repay all Program funds disbursed to Recipient by Agency immediately upon Agency's demand, plus interest at the statutory interest rate on a judgment from the date of disbursement.

Denial, Repayment, and Appeal.

(a) <u>Grounds for Denial</u>. Agency may deny an application for Program funds due to: (i) the Application is incomplete and/or fails to meet the requirements under these Guidelines; (ii) fraud, misrepresentation, and/or false statement(s) contained in the Application, willful withholding of information, and/or incomplete disclosure concerning any matter required to be furnished in connection with the subject Application; (iii) failure to satisfy the eligibility requirements under these Guidelines, including disqualification; (iv) failure to comply with any applicable federal, state, and/or local laws, regulations, and/or ordinances, and/or any agreement with Agency; or (v) any other reason determined by the Administrator or Agency Board as not reasonably in the Agency's interest to support.

(b) Remedies. In addition to any other remedy available to Agency, Agency reserves the right to demand immediate repayment of all Program funds (or any portion thereof) disbursed if the Recipient violates the provisions of these Guidelines and/or any Program Documents. The remedies provided here are not exclusive and will not prevent Agency from exercising any other rights and/or remedies available. Agency will be entitled to collect from any Recipient violating and/or otherwise failing to comply with these Guidelines and/or Program Documents Agency's attorney fees and all other fees, costs, and expenses incurred by Agency to carry out these Guidelines.

(c) Appeal. Any Applicant may appeal to the Agency the Administrator's decision to deny grant funding if (i) the Application is deemed complete, (ii) the Administrator denies (in whole or in part) the requested grant funds, and (iii) the appeal is filed in writing with the Administrator within 10 days of the denial. The Administrator will submit the appeal to the Agency Board at its then-next regular meeting and the Agency Board will review the Application *de novo* but the Administrator will present a Staff Report with the basis for the Administrator's denial of the Application. The Agency Board's decision (on appeal or otherwise) is Agency's final decision.

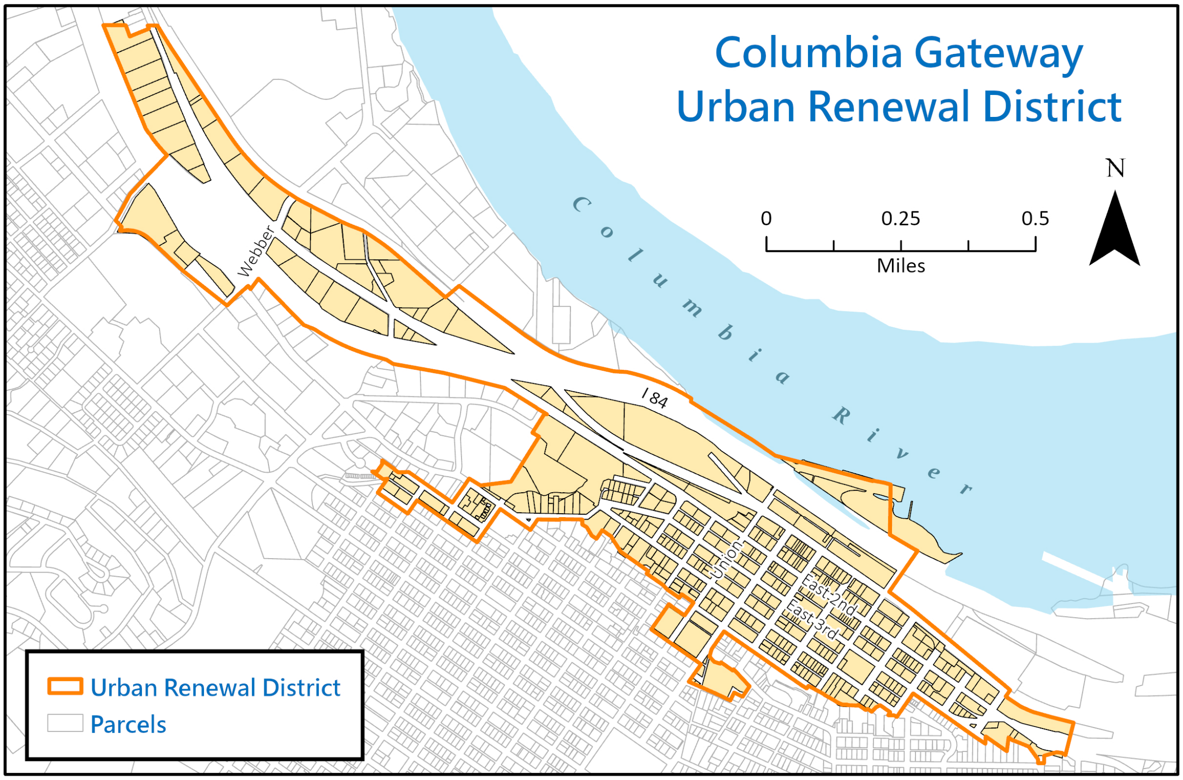
Miscellaneous

Interpretation. All pronouns contained in this Resolution and any variations thereof will be deemed to refer to the masculine, feminine, or neutral, singular or plural, as the identity of the parties may require. The singular includes the plural and the plural includes the singular. The word *or* is not exclusive. The words *include*, *includes*, and *including* are not limiting. Any reference to the Plan, these Guidelines, or a particular law, statute, rule, regulation, code, or ordinance includes the law, statute, rule, regulation, code, or ordinance as now in force and hereafter amended. The Plan will control if a conflict between these Guidelines and the Plan occurs.

Amendment, Severability, and Errors. These Guidelines amend, replace, and supersede the all previous iterations of these Guidelines in their entirety, and supersede and replace all ordinances, resolutions, and/or policies in conflict with these Guidelines. The provisions of this Guidelines are severable. If any section, subsection, sentence, clause, and/or portion of these Guidelines is for any reason held invalid, unenforceable, and/or unconstitutional, such invalid, unenforceable, and/or unconstitutional section, subsection, sentence, clause, and/or portion will (i) yield to a construction permitting enforcement to the maximum extent permitted by applicable law and (ii) not affect the validity, enforceability, and/or constitutionality of the remaining portion of these Guidelines. These Guidelines will be in full force and effect from and after its approval and adoption.

Area Map

Properties within the Columbia Gateway / Downtown Urban Renewal Area are eligible for consideration.



URBAN RENEWAL INCENTIVE PROGRAM **GUIDELINES**

The ~~Dalles~~Columbia Gateway Urban Renewal ~~Agency has~~Incentive Program (**Program**) was created to provide funding ~~available~~ for building and property owners ~~seeking to meet community goals through~~ for the purposes of improving, rehabilitating, and/or developing eligible properties located within the ~~Columbia~~ Gateway/Downtown Urban Renewal Area (~~refer to Map of Eligible~~ **Area**). The Agency aims to incent redevelopment of unused and underused land and buildings to meet the goals of the ~~Columbia Gateway/Downtown Urban Renewal Plan,~~Columbia Gateway/Downtown Urban Renewal Plan (**Plan**), including investments that increase property values, place underused properties into productive condition, remove blight, and bring new opportunities for business and residential growth to the area.

~~Incentive Program Grants~~

~~Commercial Projects~~	~~Mixed-Use Projects~~	~~New Residential Projects~~
~~up to $50,000~~	~~up to $150,000*~~	~~$10,000 / new housing unit~~
~~50% matching grants to fund smaller building upgrades, tenant improvements, and similar types of rehabilitation projects building community vitality and prosperity.~~	~~70% matching grants to fund transformational mixed-use redevelopment and reinvestment in underused or vacant properties.~~	~~SDC credits to assist with costs of building new housing.~~
~~For smaller property rehabilitation projects constructing of real physical improvements and meeting Agency priorities, Plan goals, and Incentive Program eligibility specifications.~~	~~For larger and more transformational mixed-use projects constructing real physical improvements and meeting Agency priorities, Plan goals, and Incentive Program eligibility specifications.~~	~~The Agency will pay Systems Development Charges (SDCs) for projects adding new housing units (net increase), up to $10,000 per new unit.~~
	~~*Mixed-use projects with more than 50 dwelling units may be eligible for additional funding.~~	~~Approved SDC credits will be applied at building permit issuance and will have the same terms and expiration date.~~

~~Eligible Projects~~

Generally, the Program comprises three grant types based on the nature of the proposed project:

Commercial Projects: *Up to $50,000*

- 50% match funds required

Mixed-Use Projects: *Up to $150,000*

- 70% matching grant funds required
- Must include the addition of no less than one new housing unit
- Mixed-use projects with more than 50 dwelling units may be eligible for additional funding

New Residential Projects: *$10,000 / new housing unit*

- SDC payments for new housing applied at building permit issuance
- Not to exceed $10,000 per new unit
- May be applied in combination with other new units

Program Requirements

Minimum Requirements

To be ~~considered~~eligible for ~~Incentive Grant funding, projects~~Program funds, the following minimum requirements must~~:~~ be met:

~~(1) Meet Urban Renewal Plan goals (refer to Plan section 401).~~

~~(2) Propose to rehabilitate Area buildings, reinvesting in Area property, and/or redevelop the Area.~~

~~(3) Satisfy at least one of the Incentive Funding Priorities noted below are eligible to apply and may receive an Incentive Program Grant. The Agency may prefer to fund eligible projects addressing more than one Incentive Funding Priority with a greater likelihood of Grant award.~~

~~**Incentive Funding Priorities**~~

~~In addition to the Urban Renewal Plan goals, the Agency established the 2022-2023 Incentive Funding Priorities. Projects that include one or more of the Funding Priorities noted below are eligible to apply and may receive an Incentive Program Grant. The Agency may prefer to fund eligible projects addressing more than one Incentive Funding Priority with a greater likelihood of Grant award.~~

~~Eligible projects must comprise one or more of the following:~~

(1) Property must be located within the Area.

(2) Applicant must be the current owner of the subject real property. If the Applicant is not the current owner of the subject real property, the Applicant must obtain the prior written consent of the owner on the Application.

(3) Applicant must not be delinquent on any City accounts (e.g., utility accounts) and real property taxes concerning the subject real property must be paid in full at the time of Application submission and all fund disbursements. If the Applicant is not the current owner of the subject real property, both the Applicant and property owner must not be delinquent on any City accounts and be current on their real property taxes.

(4) The subject real property must not be subject to any tax abatements and/or exemption (and/or other tax credits and/or property-related subsidies), unless the real property is a development receiving abatement from The Dalles Vertical Housing Zone.

(5) The project for which Program funds are sought must be an Eligible Project meeting and seeking to advance Plan goals and objectives.

(6) Applicant must timely apply for Program funds on Agency's then-current Program application and in such manner as the Agency Manager (**Administrator**) may then prescribe.

Eligible Projects

Development of new residential units.

- Restoration, reuse, or upgrades to ~~historic~~historically listed buildings, including adapting historic or culturally significant existing buildings in the Area to new uses. Such improvements must first receive Historic Landmarks Commission approval prior to Application submission.
- Temperature or ventilation system upgrades (e.g., HVAC); however, *like-for-like* replacements are ineligible. ~~Improvements leading to use and activation of ground-floor storefronts in the Area, which may include tenant improvements/build out, and core building~~
- Interior and exterior infrastructure upgrades (e.g., plumbing, mechanical, electrical, sidewalk, drive-approaches, etc.).
- Parking lot improvements.
- Permanent improvements for upper floors of existing Area buildings to make the space usable (if not currently in use~~) or to allow for a higher and more valuable use.~~).

~~a. New mixed-use development incorporating residential units into the Area.~~

~~b. Addition of new residential units into the Area.~~

- Demolition in conjunction with redevelopment of blighted properties.
- Safety and accessibility improvements ~~in combination with other reinvestment activities adding value to the Area, such as installation of fire suppression and seismic reinforcement systems,~~ (e.g., ADA access improvements, elevator installation, architectural lighting, seismic reinforcement systems, etc.).
- Fire suppression systems for new or reused spaces; however, fire suppression systems for existing uses are ineligible.
- Façade improvements, as follows: exterior storefront or other façade improvements on a building primarily used for commercial purposes located in the Area for which an Applicant requests funds, including: (i) restoration of masonry, brickwork, and/or wood and ~~architectural lighting~~metal cladding; (ii) installation of new or replacement of existing replacement and/or repair of architectural features; (iii) installation of new or replacement of existing awnings; (iv) installation of new or replacement of existing exterior lighting; (v) installation of new or replacement of existing gutters and downspouts; (vi) installation of new or replacement of existing windows; (vii) entranceway modification and/or implementation of safety features; (viii) structural support for façade only; (ix) new construction for façade treatments; (x) painting of exterior walls when repairs to siding are made or part of new construction of the façade; and/or (xi) construction and installation of bike racks.

~~c. Infrastructure upgrades (in association with other permanent building improvements) supporting the City's environmental/sustainability goals and adding property value to the Area.~~

~~d. Quality exterior improvements or rehabilitation intended to restore or improve Area building exteriors and façade elements (such as doors, windows, porches, balconies, etc.).~~

~~e. Demolition and redevelopment of blighted properties in the Area.~~

- Design or engineering work leading to permanent and physical improvements.

~~f.~~ Other permanent improvements and redevelopment aligned with Area and Agency goals as approved by the Administrator or Agency ~~staff and~~ Board~~.~~

- (as applicable), unless listed as an Ineligible ~~**improvements**~~Project.

~~Incentive Program funds must be applied toward permanent and physical improvements or design or engineering work leading to permanent and physical improvements. Examples of expenditures ineligible for Incentive Program~~ **Ineligible Projects**

- Projects completed prior to grant funding ~~include~~ award.
- Projects on land exempt from property taxes or otherwise by an Applicant or owner exempt from property taxes (e.g., non-profit organizations).
- General cleaning ~~and maintenance,~~.
- Maintenance and *like-for-like* replacements.
- Roof repairs or replacements.

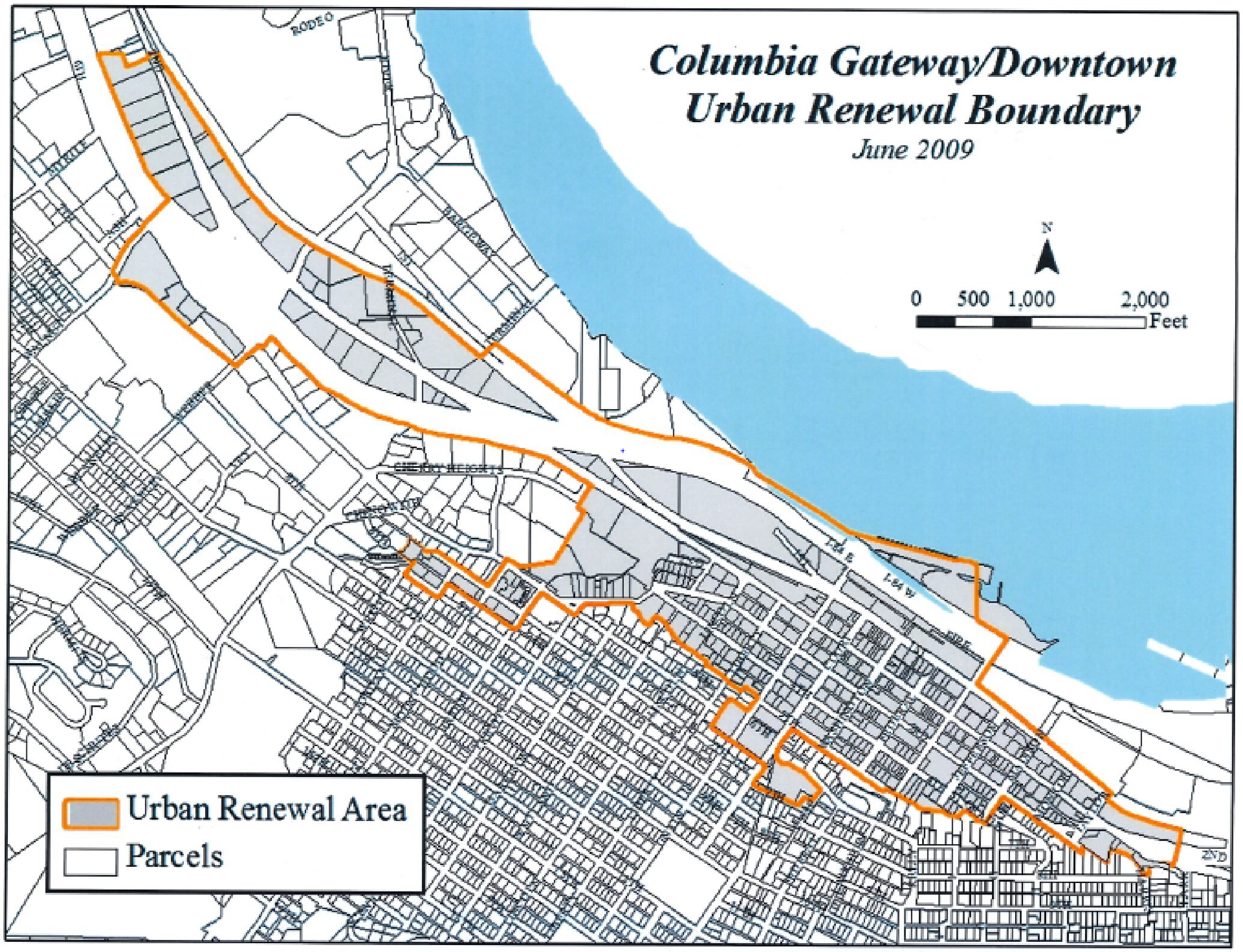
- Fire suppression systems for existing uses.
- Real property acquisition~~,~~.
- Equipment acquisition
- Financing costs or debt~~,~~ and other similar operating expenses.

~~Eligible Applicants~~

- ~~Owners of property within the Area who are current on their property taxes are eligible to apply for an Incentive Program Grant.~~
- ~~If the primary Applicant is not the current property owner of record pursuant to Wasco County real property records, the Application must also be signed by the property owner to indicate their consent for the Applicant to proceed.~~
- ~~Projects pursuing or otherwise already subject to property tax abatements, tax or other credits, or other property-related subsidies (Abatements) are ineligible to apply, except developments receiving abatement from The Dalles Vertical Housing Zone are also eligible for any of the Incentive Program Grants outlined herein.~~

~~Map of Eligible Area~~

~~Properties within the Columbia Gateway / Downtown Urban Renewal Area are eligible for consideration.~~


Columbia Gateway/Downtown
Urban Renewal Boundary
June 2009
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Feet
Urban Renewal Area
Parcels
RODEO
CHERRY HEIGHTS
I-84 E
I-84 W
2ND

~~Questions?~~

~~CDD@ci.the-dalles.or.us~~

~~541-370-1240~~

- Flooring.
- Interior electrical and plumbing fixtures.
- Paint and painting.
- Landscaping.
- Security system upgrades.
- Other non-permanent improvements or redevelopment not aligned with A[...] Agency goals as denied by the Administrator or Agency Board (as applicab[...]

Application and Approval Process

~~The Agency anticipates screening, reviewing, and scoring within 30 days of receiving a complete application package. Applications requiring public review at an Agency Board meeting are intended to be reviewed and scored within 60 days of receipt.~~

All Applicants are encouraged to contact Agency Staff to ~~first~~discuss project overview, assess eligibility, and funding availability~~then to discuss the potential project.~~. The general Application process and review process includes:

~~Step 1. Identify overall development program, project elements, scope of work, and estimated costs.~~

Step 1. ***Preliminary Review***. Each Application will be reviewed by the Administrator in order of receipt. The Administrator will complete a preliminary review of each Application and conduct whatever investigation the Administrator deems necessary or appropriate to determine whether the Application is complete, the statements made therein are true and accurate, and compliance with these Guidelines. If, after a preliminary review, the Administrator determines the Application does not include all required documentation and/or information, the Administrator will return the application and notify the Applicant, in writing, of the deficiencies. Subject to the terms and conditions contained in these Guidelines, if the Administrator determines the Application is complete, the Administrator will either (i) review the Application in accordance with **Step 3(a)** or (ii) submit the Application to the Board for review and evaluation (along with the Administrator's recommendation) in accordance with **Step 3(b)**.

Step 2. ***Application Submission***. Complete and submit ~~the Application package~~an Application (available on the Agency's webpage). Each Application must contain the following:

(a) Application date and the Applicant's name, address, contact information, and signature of the Applicant's authorized representative.

(b) Project narrative.

(c) Plans and specifications.

(d) Project schedule.

(e) A project budget, including identification of the amount of funds requested and the purpose(s) for which the funds will be used. The project budget must detail the revenues and expenses for the total cost of the proposed project, including both requested funds and other revenue sources (non-program funds) and include quotes for Eligible Expenses. The budget must not include costs incurred prior to Application submission and/or costs for the Application's preparation, development, and/or submittal.

(f) Information concerning the subject real property, including ownership of the real property and a legal description of the real property.

(g) Title report to determine the extent of any existing liens or other encumbrances impacting the property.

~~(a)~~(h) Certification the Applicant will comply with the provisions of these Guidelines and all other documents relating to the Program (**Program Documents**) and will, promptly after notification of an award of Program funds, execute and deliver the Program Documents to Agency ~~staff.~~ in form and substance acceptable to Agency.

(i) ~~Agency staff will screen for~~Current property tax information.

(j) Planning, Building Department, and/or Historic Landmarks Commission Approval.

(k) All other information and/or documentation the Administrator deems necessary or appropriate to enable Agency to review the application and determine ~~the Applicant's official~~ eligibility for ~~an Incentive~~the Program ~~Grant and clarity and completeness of the submitted~~funds.

~~Step 2. *Less than $50,000:* For all eligible Applications seeking less than $50,000 in Grant funding, the Agency Manager shall review and score each Application before making a final approval or denial.~~

~~*$50,000 or more:* Eligible Applications seeking $50,000 or more in Grant funding will be reviewed publicly at a regular meeting of the Agency Board where the Agency Board shall score and make a final approval or denial.~~

Step 3. ~~Successful Applicants will receive a Letter of Grant Award and Grant Agreement establishing the Grant amount, performance~~***Review Type.***

(a) Small Projects – Administrator Review. Applications deemed complete by the Administrator and requesting **$50,000.00 or less** will be reviewed and evaluated by the Administrator. The Administrator will determine whether to approve the application and award Program funds or deny the application. The Administrator may approve, approve with conditions, or deny an Application. Notwithstanding anything contained in these Guidelines to the contrary, the Administrator may not award Program funds in an amount exceeding $50,000.00 under any Application.

(b) Large Projects – Board Review. Applications deemed complete by the Administrator and requesting **more than $50,000.00** will be reviewed and evaluated by the Agency Board. The Agency Board will determine whether to approve the application and award Program funds or deny the application. The Agency Board may request additional documentation and/or information to render a decision on any Application. The Agency Board may approve, approve with conditions, or deny an Application.

Step 4. ***Evaluation***. Applications (and the amount of funds provided) will be evaluated based on criteria established by the Administrator or Agency Board from time to time, including, without limitation, the following:

(a) Eligible Expenses. Each Application will identify the specific expenses for which Program funds are sought and will be used. Priority may be given to certain types of expenses, including requests for Program funds to assist with land use fees, building permit fees, material and supply expenses, and such other fees, costs, and expenses concerning project development and construction.

(b) Housing. For purposes of Mixed-Use Projects and New Residential Projects, the type of housing to be constructed may be considered, including whether there exists a shortage of certain types of housing (e.g., multi-family housing) within the Area, the percentage of units contained within the subject project to be offered as affordable, or whether the project addresses Agency's housing needs as identified in Agency's or City's housing needs analysis or then-current housing goals.

(c) Applicant History. An evaluation of whether the Applicant has previously received funding under the Program and the Applicant's compliance with the provisions of these Guidelines.

(d) Public Participation. Agency may review certain applications in a public Agency Board meeting. Agency may provide weight to the public's recommendations of concerning any Application.

(e) Funding Priorities. Agency may provide preference to projects addressing more than one Agency priority, which Agency priorities are identified under **Eligible Projects**.

Step 5. ***Decision***. The Administrator or Agency Board (as the case may be) will issue a letter to the Applicant notifying them of their Application review determination. If an Application is denied (in whole or in part), the letter will identify the basis for the denial (whether in whole or in part). In connection with the Administrator's or Agency Board's Application review process, the Administrator and Agency Board will act reasonably, in compliance with all applicable federal, state, and local laws, regulations, and ordinances, and in a manner the Administrator and Agency Board reasonably believe in Agency's best interests. The decision of the Administrator and Agency Board on any given Application will not set any precedent nor bind future decisions of the Agency.

Funding

Annual Appropriation. Available Program funds will be determined and subject to appropriation each fiscal year by resolution of the Agency Board. The amount of financial assistance may be increased or decreased at any time by Agency Board resolution. The Agency Board may limit or elect not to provide funding for the Program in any fiscal year. If Program fund requests exceed available Program funding, the Administrator and/or Agency Board will determine Program participation based on what the Administrator and/or Agency Board determines to be in Agency's best interests. Financial assistance under the Program will be based on availability of funds at the time of Application submission and, if applicable, any subsequent fiscal year(s). Notwithstanding anything contained in these Guidelines to the contrary, Agency is not be obligated to provide Program funding if sufficient funding is not then available.

Grant Funding. Subject to the provisions of these Guidelines, Agency may grant Program funds to an Applicant for an Eligible Project in an amount requested in the Applicant's application. Program funds must be used for Eligible Expenses concerning Eligible Projects and for no other purposes. Notwithstanding anything contained in these Guidelines to the contrary, Agency may grant less than the fund amount requested in the subject Application if Agency deems necessary or appropriate. Agency may condition any grant award on, among other things Agency deems necessary or appropriate, the Applicant contributing matching funds or resources toward the Eligible Project.

Grant Disbursements. Notwithstanding anything contained in these Guidelines to the contrary, grant funds will be disbursed for Eligible Expenses incurred for Eligible Projects: (i) after the award is granted and approved by the Administrator or Agency Board, as applicable and (ii) all Program Documents identified in these Guidelines are fully executed in form and content acceptable to Agency. Grant funds will be disbursed on a reimbursement basis in one lump sum or installments. The Recipient is responsible for timely submitting to Agency actual receipts and verification of the Recipient's Eligible Expenses.

~~Step 3.~~ **Matching Fund Requirements**. In addition to all other eligibility requirements~~, specific conditions,~~ and/or conditions identified under these Guidelines, an Applicant must demonstrate the ability to meet these fund-matching requirements ~~for reimbursement or SDC credit, and the anticipated Grant disbursement schedule.~~

~~✱ Please read prior to applying~~

~~General Conditions | Additional Details and Restrictions~~

~~**Agency's commitment to service**. Agency staff are committed to facilitating high-quality reinvestments in the Area by providing customer service and partnership with the development community. We welcome inquiries and can offer information and insights on elements of a successful Application.~~

~~**Funding availability**. Incentive Program Grants will be available on a first come, first served basis. The Agency will publish the annual budget for the Incentive Program no later than July 1 of each year. The Agency reserves the right to withhold release of some of or all the available funding until later in the fiscal year.~~

~~**Funding limits**. Incentive Program funds may be combined with other public programs; provided, however, no project may receive greater than $700,000.00 total in funding or Abatements from both the City of the Dalles and the Agency.~~to be eligible for Program funds. Funds from any other Agency or City program ~~may~~will not be used to satisfy ~~the~~any fund-matching ~~requirement for Commercial Project and Mixed-Use Project Grants~~requirements required under these Guidelines.

~~**Match required for Commercial Project and Mixed-Use Project Grants**. Projects awarded Incentive Program Grants for Commercial Projects and Mixed-Use Projects require the Applicant to invest at least 50% of the improvement costs for Commercial Project Grants and at least 30% for Mixed-Use Projects Grants.~~

- *Commercial Projects*. An Applicant must demonstrate a matching investment of **no less than 50%** of the total Eligible Expenses for a Commercial Project.
- *Mixed-Use Projects*. An Applicant must demonstrate a matching investment of **no less than 30%** of the total Eligible Expenses for a Mixed-Use Project.

Additional Funding Eligibility for Mixed-Use Projects with More than 50 Dwelling Units. At the discretion of the Agency Board, Applications for a Mixed-Use Project Grant with more than 50 dwelling units may be eligible for funding exceeding the grant cap of $150,000 (contingent upon funding availability). The Agency Board's discretion on such eligibility shall be based on ~~the degree herein.~~whether such a project is in Agency's best interest. Interested Applicants must contact Agency Staff prior to applying for additional funding.

~~**Reimbursement basis**. Incentive Program funds may only be used for costs incurred (1) after the Grant is awarded and (2) the Grant Agreement is executed by the Agency and Applicant; any costs incurred prior to meeting the aforementioned criteria are ineligible for reimbursement.~~

~~**15-year restriction on property tax abatements or credits**. Except~~

Program Participation Requirements

Investment Readiness. Agency may request a title report on the property subject to City Attorney review. Agency may deny Grant funding based on the title report and/or the number of liens on the property. Grant recipients are required to complete a Form W-9 as a vendor of the City/Agency and are fully responsible for all taxes associated with the Grant.

Restriction Period. As a condition to receiving Program funds, projects must continue to satisfy the eligibility requirements contained in these Guidelines, including continuing to be an Eligible Project for a period of 15 years, commencing on the date the final disbursement of Program funds occurs (**Restricted Period**).

Program Documents. In addition to any other conditions identified under these Guidelines, an Applicant must enter into and sign all then-applicable Program Documents as a condition to receiving any Program funds. Program Documents will contain terms and conditions acceptable to Agency, including: (i) disbursement procedures; (ii) conditions to disbursement of Program funds; (iii) timeframe within which funds must be expended; and (iv) Security Documents, including restrictive covenants and conditions (including deed restrictions) Agency determines necessary or appropriate to ensure the continued eligibility of the Eligible Project in accordance with these Guidelines. Program Documents will contain terms and conditions Agency determines necessary or appropriate. The Recipient must timely pay and perform all Recipient obligations under the Program Documents.

Security. If Agency deems necessary or appropriate, a Recipient's obligations to Agency under the Program Documents may be secured and/or evidenced by such trust deeds, security agreements, assignments, Uniform Commercial Code financing statements, certificates of title, subordination agreements, guaranties, and all other documents and/or instruments Agency may request and/or require from time to time (in form and substance acceptable to Agency) to grant, preserve, protect, perfect, and ensure the Recipient's performance of its obligations under the Program Documents (**Security Documents**).

Certification. During the Restricted Period, the Recipient will maintain such documentation and information necessary to demonstrate the subject project satisfies and continues to satisfy the eligibility requirements identified under these Guidelines. For all projects, the Recipient will certify to Agency, in form and content satisfactory to Agency, the project meets the eligibility requirements upon transfer, including any sale, conveyance, exchange, gift, lease (excepting a tenant lease in the ordinary course), encumbrance, and/or foreclosure of an encumbrance, regardless of whether occurring voluntarily or involuntarily, by operation of law, or because of any act or occurrence of the project and on or before January 1 of each year during the Restricted Period.

Property Tax Abatement and/or Credit Restriction. Except in the case of certain developments abated or subsidized by The Dalles Vertical Housing Zone, projects pursuing and/or otherwise ~~already~~ subject to ~~Abatements~~tax abatement are ineligible ~~for the Incentive~~to receive Program funds, including projects pursuing Low Income Housing Tax Credits and/or abatements tied to non-profit or other tax-exempt status ~~of users~~. For all other types of ~~development, any~~ projects, owners and/or properties receiving ~~Incentive Program funding are restricted from receiving Abatements for 15 years after Grant funds are disbursed. Concurrent with paying out Grant funds, the City will assess a lien against the property for the Grant amount. The Applicant will refund the Agency the full amount of Grant funding disbursed if the property receives an~~

~~Abatement within the 15-year restriction period. Payment will be due and payable to the Agency immediately upon~~ Program funds may not receive abatements (and/or other tax credits) for the duration of the Restricted Period. The receipt of ~~the Abatement notification. The lien will be released 15 years~~abatements (and/or other tax credits) during the Restricted Period will result in immediate disqualification under these Guidelines.

Project Completion and Final Report. Recipient will complete (or cause to be completed) the Eligible Project expeditiously and in a timely and good workmanlike manner. The Eligible Project will be completed in compliance with all applicable federal, state, and local laws, regulations, and ordinances. Within 30 days after project completion~~ and written notice delivered to the Agency Manager by the property owner~~, the Recipient will provide a final report, in form and content acceptable to Agency, identifying project expenditures, outcomes, and such other information requested by Agency to verify compliance with these Guidelines.

~~**Ineligible improvements**: Incentive Program funds must be applied toward permanent and physical improvements or design or engineering work leading to permanent and physical improvements. Examples of expenditures ineligible for Incentive Program funding include general cleaning and maintenance, property acquisition, financing costs or debt, and other similar operating expenses.~~

General Conditions | Additional Details and Restrictions

Agency's Commitment. Agency Staff are committed to facilitating high-quality reinvestments in the Area by providing customer service and partnership with the development community. We welcome inquiries and can offer information and insights on elements of a successful Application.

Required Compliance ~~**with land use and building codes**~~. Applicant projects must comply with the City's zoning, design standards, land use and development ordinance, historic review (as applicable), and municipal code requirements. No person may simultaneously seek zoning and/or land use amendments for the property or project in question.

~~**Investment readiness**. Property owners/Applicants must be current on their property taxes to be eligible for Incentive Program Grants. The Agency may request a title report on the property subject to City Attorney review. The Agency may deny Grant funding based on the title report and/or the number of liens on the property. Grant recipients are required to complete a W-9 form as a vendor of the City/Agency and are fully responsible for all taxes associated with the Grant.~~

Disqualification. If, during the Restricted Period, a project ceases to qualify as an Eligible Project, the Recipient will repay all Program funds disbursed to Recipient by Agency immediately upon Agency's demand, plus interest at the statutory interest rate on a judgment from the date of disbursement.

Denial, Repayment, and Appeal.

(a) Grounds for Denial. Agency may deny an application for Program funds due to: (i) the Application is incomplete and/or fails to meet the requirements under these Guidelines; (ii) fraud, misrepresentation, and/or false statement(s) contained in the Application, willful withholding of information, and/or incomplete disclosure concerning any matter required to be furnished in connection with the subject Application; (iii) failure to satisfy the eligibility requirements under these Guidelines, including disqualification; (iv) failure to comply with any applicable federal, state, and/or local laws, regulations, and/or ordinances, and/or any agreement with Agency; or (v) any other reason determined by the Administrator or Agency Board as not reasonably in the Agency's interest to support.

(b) Remedies. In addition to any other remedy available to Agency, Agency reserves the right to demand immediate repayment of all Program funds (or any portion thereof) disbursed if the Recipient violates the provisions of these Guidelines and/or any Program Documents. The remedies provided here are not exclusive and will not prevent Agency from exercising any other rights and/or remedies available. Agency will be entitled to collect from any Recipient violating and/or otherwise failing to comply with these Guidelines and/or Program Documents Agency's attorney fees and all other fees, costs, and expenses incurred by Agency to carry out these Guidelines.

(c) Appeal. Any Applicant may appeal to the Agency the Administrator's decision to deny grant funding if (i) the Application is deemed complete, (ii) the Administrator denies (in whole or in part) the requested grant funds, and (iii) the appeal is filed in writing with the Administrator within 10 days of the denial. The Administrator will submit the appeal to the Agency Board at its then-next regular meeting and the Agency Board will review the Application *de novo* but the Administrator will present a Staff Report with the basis for the Administrator's denial of the Application. The Agency Board's decision (on appeal or otherwise) is Agency's final decision.

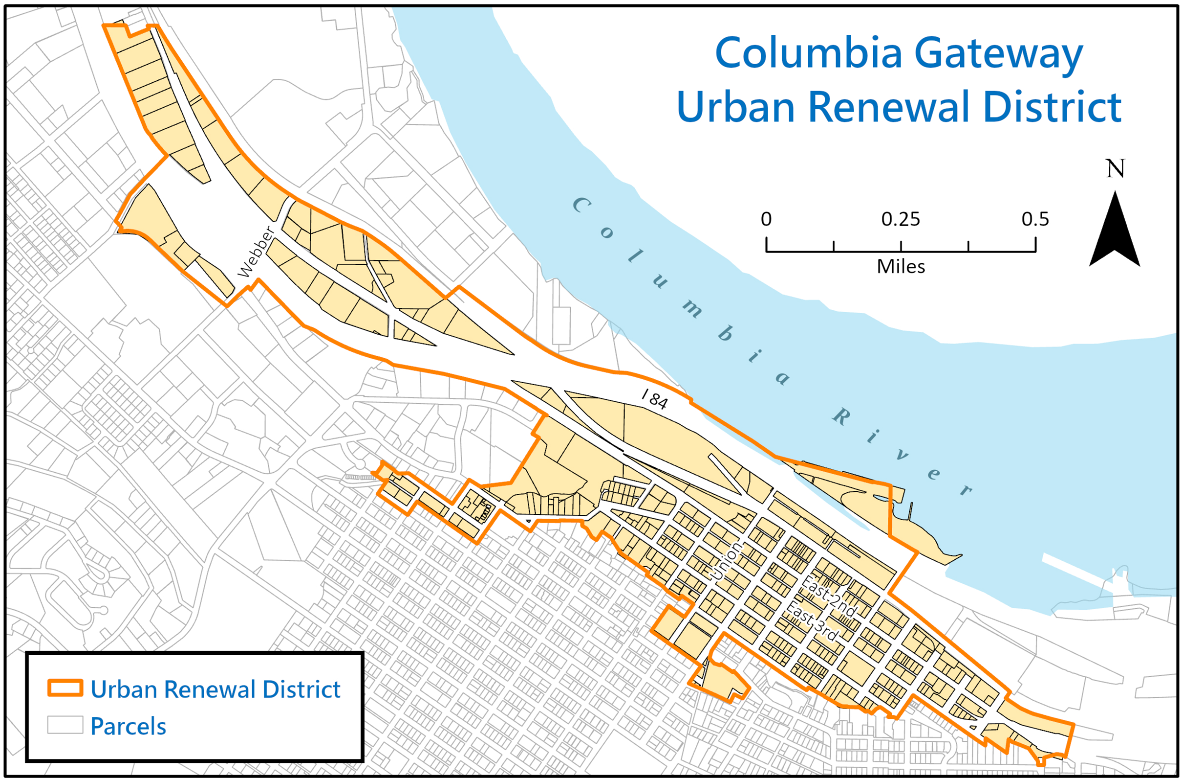
Miscellaneous

Interpretation. All pronouns contained in this Resolution and any variations thereof will be deemed to refer to the masculine, feminine, or neutral, singular or plural, as the identity of the parties may require. The singular includes the plural and the plural includes the singular. The word *or* is not exclusive. The words *include*, *includes*, and *including* are not limiting. Any reference to the Plan, these Guidelines, or a particular law, statute, rule, regulation, code, or ordinance includes the law, statute, rule, regulation, code, or ordinance as now in force and hereafter amended. The Plan will control if a conflict between these Guidelines and the Plan occurs.

Amendment, Severability, and Errors. These Guidelines amend, replace, and supersede the all previous iterations of these Guidelines in their entirety, and supersede and replace all ordinances, resolutions, and/or policies in conflict with these Guidelines. The provisions of this Guidelines are severable. If any section, subsection, sentence, clause, and/or portion of these Guidelines is for any reason held invalid, unenforceable, and/or unconstitutional, such invalid, unenforceable, and/or unconstitutional section, subsection, sentence, clause, and/or portion will (i) yield to a construction permitting enforcement to the maximum extent permitted by applicable law and (ii) not affect the validity, enforceability, and/or constitutionality of the remaining portion of these Guidelines. These Guidelines will be in full force and effect from and after its approval and adoption.

Area Map

Properties within the Columbia Gateway / Downtown Urban Renewal Area are eligible for consideration.


Columbia Gateway
Urban Renewal District
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Miles
Columbia River
I 84
Webber
Union
East 2nd
East 3rd
Urban Renewal District
Parcels

RESOLUTION NO. 23-002

A RESOLUTION AMENDING THE COLUMBIA GATEWAY URBAN RENEWAL AGENCY INCENTIVE PROGRAM GUIDELINES (EFFECTIVE APRIL 19, 2023)

WHEREAS, ORS 457.180 provides the Agency's powers include establishing regulations concerning the repair, rehabilitation, demolition, and removal of buildings and improvements;

WHEREAS, in 2022, the Agency introduced the Urban Renewal Incentive Program (**Program**) to incent redevelopment of the Urban Renewal Area consistent with ORS 457.180 and adopted the Urban Renewal Incentive Program Guidelines (**Guidelines**) to regulate the Program's administration;

WHEREAS, the Guidelines establish the administrative framework for Agency review of applications submitted for projects potentially eligible to receive Program funding and the terms and conditions under which applicants may apply for and receive Program funding for qualified projects; and

WHEREAS, the Agency now desires to amend, replace, and supersede the Guidelines effective upon this Resolution's adoption.

NOW, THEREFORE, THE COLUMBIA GATEWAY URBAN RENEWAL AGENCY BOARD RESOLVES AS FOLLOWS:

1. Amended Guidelines Adopted. The Urban Renewal Incentive Program Guidelines (*Effective April 19, 2023*) attached to and made part of this Resolution as **Exhibit A** are hereby approved and adopted as the Agency's regulations concerning Program funding for the repair, rehabilitation, demolition, and removal of buildings and improvements.

2. Previous Regulations Repealed. All previous or inconsistent Agency regulations concerning Program funding are hereby replaced or repealed.

3. Amendments Applied. The Agency Manager shall apply all changes implemented by Exhibit A to all relevant aspects of the Program and its administration, including the Program's application and form grant agreement.

Continues on next page.

4. Effective Date. This Resolution shall be effective upon adoption.

PASSED AND ADOPTED THIS 18TH DAY OF APRIL, 2023,

Voting Yes	Board Members:	______________________________
Voting No	Board Members:	______________________________
Abstaining	Board Members:	______________________________
Absent	Board Members:	______________________________

AND APPROVED BY THE CHAIR OF THE BOARD THIS 18TH DAY OF APRIL, 2023.

SIGNED:

____
Darcy Long, Chair

ATTEST:

____
Paula Webb, CDD Secretary