



URBAN RENEWAL AGENCY BOARD MEETING

Monday, April 22, 2024
Community Auditorium, 1915 Main Street

Malynda Wenzl, Chair

Timothy A. Rippe, Director
Donna Gustafson, Director
Michael Marshall, Director

Karen Martinez, Director
Elena Uhing, Director
Mariana Valenzuela, Director

[TVCTV Livestream](#)

[Zoom Webinar](#)

Meeting ID: 850 7572 2488 Passcode: 97116

URBAN RENEWAL AGENCY BOARD WORK SESSION

A. 8:45 Call to Order

1. Roll Call

B. Work Session:

1. 8:45 **Building Improvement Grant Program**
Staff: Bryan Pohl, Community Development Director; Miles Glowacki, Economic Development Coordinator

C. 9:15 Adjournment

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Building Improvement Grant Program

Work Session

Bryan Pohl, Community Development Director
Miles Glowacki, Economic Development Coordinator

04/22/2024

Purpose

- **Discuss a Building Improvements Program (Program).**
- **Pending consensus, staff will bring a resolution to the URA Board in May.**
- **If passed, Program would be funded in the FY 24-25 URA budget and applications would open July 1.**

History

- A Building Improvements Program is outlined in the Urban Renewal Plan.
- The Program responds to the following URA Plan Goals:
 - Goal 3: Improve the local investment climate by reducing financial barriers to development and redevelopment within the Urban Renewal area.
 - Goal 4: Promote a vibrant Forest Grove Town Center through strategic urban renewal investments.
- The Program also responds to the City Council Goal: Planning an inclusive and sustainable community.

History

- The Urban Renewal Agency (URA) paid off the debt from the Jesse Quinn on December 31, 2023.
- The URA Board held a work session on October 9, 2023. An outline of the Building Improvements Program was presented. The URA Board referred the Program to the Economic Development Commission (EDC) for review.
- The Program was presented to EDC January 11, 2024. The EDC came to a consensus and recommended that the URA Board adopt the Program.
- The Program was presented to the URA on January 22, 2024. Comments and suggestions from Council were incorporated into the program's design.

Building Improvements Program

Composed of two parts:

1. Design Grants
2. Building Improvements Grant



Design Grants

- Applicants could apply for a grant of up to \$5,000 for design services. Design services include interior design, architectural services, or engineering services.
- Design grants are intended to prepare projects for a Building Improvements Grant.
- Building owner or tenant can apply (with notarized permission from owner).
- No match is required for this grant.



Building Improvements Grant

- Applicants could apply for a grant of up to \$100,000 for building improvements.
- The building improvements must increase the assessed value of the property, increase marketability for leasing, improve functionality for current or future tenants, and/or convert the space to a more marketable usage.
- Grant monies must be used for construction.
- Building owner or tenant (with notarized permission from owner) can apply.
- A 50% match is required and the applicant must demonstrate they can meet this requirement.

Building Improvements Grant

Staff discussed with EDC the following potential conditions:

- Permit fees and SDC's are not reimbursable.
- The maximum a single property could receive in any five-year funding cycle is \$105,000.
- Non-profits that receive a city property tax exemption would not be eligible for the Program.
- To encourage local investment, national chains would not be eligible unless it was franchised to a local owner.
- Applicants are prohibited from applying for reimbursement for their own labor.

Program Roll Out

Staff proposes the following Program roll out:

- Applications open July 1, 2024. Between now and then, staff will prepare application materials and market the Program.
- Applications close December 31, 2024. This six-month period would allow businesses to apply for design grants, design their project, attain matching funding, and ready the project for submittal.
- January/February, 2025, submit all projects to EDC for review and recommendations to the URA Board.
- February 24, 2025, URA Board Work Session to consider projects.
- March 17, 2025, URA Resolution approving grant funds.

Staff recommends a defined window for applications so that all applications are received at the same time, can be compared against the program criteria as well as other projects, and grant funds can be distributed to the most impactful projects.

Approval Process

Design Grant

- Approved at the staff level

Building Improvements Grant

- Staff reviews application for completeness and congruity with Program.
- Application conference: the applicant meets with City staff from various departments (Engineering, Planning, etc.) to go over the project and identify any potential issues.
- Economic Development Commission (EDC) reviews the application and forwards a recommendation to the Urban Renewal Agency Board.
- The Board reviews, approves or denies the application.

Metrics



Number of grants distributed



Total grant dollars distributed



Total matching dollars



Total square footage renovated



Number of projects completed



Increase in assessed value

Staff will track the metrics and prepare an annual report of the program for the Urban Renewal Agency Board to review.

Discussion Items:

- Is there a consensus on a two-part program consisting of 1) Design grants and 2) Building Improvements?
- Is there a consensus to fund Design grants up to \$5,000 with no match and Building Improvements up to \$100,000 with a 50% match?
- Is there a consensus on a defined application period with the following timeframe: 1) Open applications July 1, 2024; 2) Close applications December 31, 2024; 3) EDC and URA Board consider applications by March 17, 2025?
- Is there a consensus on the Program requirements and conditions (slide 8)?