



**URBAN RENEWAL AGENCY
BOARD MEETING**
Monday, April 13, 2026
Community Auditorium, 1915 Main Street

Malynda Wenzl, Chair

Angel Falconer, Director
Donna Gustafson, Director
Michael Marshall, Director

Karen Martinez, Director
Brian Schimmel, Director
Mariana Valenzuela, Director

[TVCTV Livestream](#)

[Zoom Webinar](#) Meeting ID: 850 7572 2488 Passcode: 97116

A. 9:00 Call to Order

1. Roll Call

B. Public Comment: Time provided for anyone wishing to speak to the Board on an item not on the agenda or on the agenda but not scheduled for a public hearing. Comments are limited to 2 minutes unless additional time is granted by the Chair. Zoom attendees may use the “Raise Hand” option to be called on.

C. Additions/Deletions

D. Resolutions

1. **URA RESOLUTION 2026-01 AMENDING THE BUILDING IMPROVEMENT GRANT PROGRAM AND REPEALING RESOLUTION 2025-03**
Staff: Kim Ezell, Assistant City Manager

E. 9:15 Adjournment

Americans with Disabilities Act (ADA) Notice: The City is committed to providing equal access to public meetings. Requests for accommodation can be submitted to the City Recorder at least 48 hours before the meeting at: mwoods@forestgrove-or.gov or 503-992-3235

STAFF REPORT TO URBAN RENEWAL AGENCY BOARD

TO: Urban Renewal Agency Board

FROM: Miles Glowacki, Economic Development Coordinator

CC: Jesse VanderZanden, City Manager
Kim Ezell, Assistant City Manager

MEETING DATE: April 13, 2026

SUBJECT TITLE: URA Resolution amending the Building Improvement Grant Program

ACTION REQUESTED: Ordinance Order Resolution Motion Informational

2040 VISION PLAN

2040 Goal Areas: Economy / Community Growth/ Community Connection

2040 Actions:

- 1.2 Increase volume and diversity of commercial business development
- 1.6 Strengthen partnerships with local small businesses
- 1.9 Partner with property owners to attract businesses
- 1.10 Incentive programs to support/retain small/local businesses
- 2.3 Educate landowners and/or developers on new housing options
- 2.5 Activate policies around utilizing downtown “upstairs” apartments
- 4.2 Explore opportunities to create a central community gathering space that is safe and welcoming for all ages

BACKGROUND

The Urban Renewal Plan calls for a Building Improvement Grant Program to improve aging, dilapidated, or unsound structures; increase the taxable assessed value in the Urban Renewal Agency Area; stimulate private investment; encourage preservation, conservation, and adaptive reuse of historic structures; retain and expand businesses; encourage the construction of housing and mixed-use development; and encourage private development of public amenities that support residential uses.

The URA Board established the Program with Resolution 2024-01. After the first year of the Program, as part of a periodic review process, the Board amended the Program via Resolution 2025-03 which established a 5-year Program funding cap, updated the eligibility requirements, and modified the scoring rubric. Following the second cycle of the Program, the Board held a work session on March 9, 2026, to further refine the program for the next application window.

During the March 9 work session the Board reached consensus on these changes to the Program:

- Update the scoring rubric to align with the URA Plan Goals and Objectives and Vision 2040. Some of the more notable changes to the scoring rubric include:
 - Established a 100 point scoring scale, similar to RFP scoring
 - Included weighted scoring for priority objectives
- Establish a minimum score threshold of 60 points out of 100
- Establish a minimum project threshold of \$20,000
- Make portable assets ineligible for funding
- Clearly state that funding must be used for building improvements
- Ask applicants to demonstrate financial feasibility to construct the project

Resolution 2026-01 incorporates all the changes noted above.

FISCAL IMPACT

The Building Improvement Grant Program is funded at \$350,000 in FY26/27. Resolution 2026-01 does not affect the program's budget.

RECOMMENDATION

Staff recommends that the URA Board approve Resolution 2026-01.

ATTACHMENTS:

- URA Resolution 2026-01
- Exhibit A: Final version
- Exhibit B: Redline version

URA RESOLUTION NO. 2026-01

**RESOLUTION OF THE CITY OF FOREST GROVE URBAN RENEWAL AGENCY
AMENDING THE BUILDING IMPROVEMENT GRANT PROGRAM
AND REPEALING RESOLUTION 2025-03**

WHEREAS, the Urban Renewal Agency Board of Directors adopted the Urban Renewal Plan on June 9, 2014; and

WHEREAS, the primary purpose of the Urban Renewal Plan is to improve aging, dilapidated, or unsound structures; improve land utilization; encourage private investment and job creation; and increase the value of real estate within the urban renewal area; and

WHEREAS, the City of Forest Grove's Urban Renewal Plan calls for the establishment of an interior building improvement program; and

WHEREAS, a well-planned and executed building improvement program can have a transformative impact on a city, leading to economic growth, job creation, increased property values, and enhanced livability for residents and businesses alike; and

WHEREAS, the Urban Renewal Agency Board of Directors established the Building Improvement Program with Resolution 2024-01; and

WHEREAS, after the first year of applications, the Urban Renewal Agency Board of Directors amended the Building Improvement Program with Resolution 2025-03; and

WHEREAS, after the second year of applications, the Board held a work session on March 9, 2026, and reached consensus to make additional amendments to the Program which are incorporated into Exhibit A.

NOW, THEREFORE, BE IT RESOLVED BY THE CITY OF FOREST GROVE URBAN RENEWAL AGENCY BOARD OF DIRECTORS AS FOLLOWS:

Section 1. The Board hereby adopts the amended Building Improvement Grant Program as outlined in Exhibit A.

Section 2. Resolution 2025-03 is hereby repealed upon the effective date of this resolution.

Section 3. This resolution is effective immediately upon its enactment by the Urban Renewal Agency Board of Directors.

PRESENTED AND PASSED this 13th day of April 2026.

Jesse VanderZanden
Urban Renewal Agency Executive Director

APPROVED by the Urban Renewal Agency of the City of Forest Grove at a regular meeting on this 13th day of April 2026 and filed with the Forest Grove City Recorder this date.

Malynda H. Wenzl
Urban Renewal Agency Board Chair

CITY OF FOREST GROVE – URBAN RENEWAL AGENCY
BUILDING IMPROVEMENT GRANT PROGRAM

Section 1: Purpose

- 1.1 The purpose of the Building Improvement Grant Program (Program) is to provide financial assistance to projects within the urban renewal area that:
- increase the assessed value
 - stimulate private investment
 - create jobs
 - improve property values
 - increase the desirability for leasing
 - increase the functionality of the space
 - promote sustainable building practices
 - encourages the preservation of historic resources
 - provide needed housing and mixed-use development
 - encourage uses and amenities that promote increased residential uses
 - encourage the construction of public gathering spaces

Section 2: Programs

- 2.1 Building Improvement Design Grant: A grant of up to \$5,000 for architectural, design, and engineering services.
- 2.2 Building Improvement Grant: A matching grant (1:1) up to \$100,000 for project costs that meet the above purpose. This includes interior and exterior improvements, excluding storefront facades which are covered under the Storefront Façade Grant Program.
- 2.3 There is a cap of \$105,000 in funding from the Building Improvement Grant Program per business or property in a five-year period.

Section 3: Eligibility Requirements – Applicants must meet all of the following requirements to be eligible for consideration by the Economic Development Commission and Urban Renewal Agency Board of Directors:

- 3.1 The project must be a building improvement
- 3.2 Property must be located within the Urban Renewal Area.
- 3.3 The project will likely increase the taxable assessed value.

- 3.4 Property must be used in whole or in part for commercial purposes.
- 3.5 Funding cannot be used for portable assets.
- 3.6 Applicant must be a building owner or tenant and must provide a signed and notarized authorization letter from the building owner.
- 3.7 Business must be locally owned or a locally owned franchise. National franchises not locally owned are ineligible.
- 3.8 Business must be for profit or a non-profit that does not receive a city property tax exemption.
- 3.9 Minimum project threshold is \$20,000
- 3.10 The total project cost must not exceed the maximum amount of funding a single property can receive in a five-year cycle of \$105,000.
- 3.11 Applicant must attest they will not use grant funds for their own labor.
- 3.12 Applicant must attest they will not use grant funds for any governmental permit, system development charge (SDCs), and/or application fee.
- 3.13 Project must comply with all local, state, and federal rules and regulations.
- 3.14 Applicant must provide a signed and notarized Hold Harmless Letter.
- 3.15 Applicant must answer all questions on the application to be eligible for consideration.
- 3.16 Application must demonstrate financial feasibility through a letter of credit, other written confirmation that a matching investment has been secured, or a funding plan for how the applicant intends to secure a matching investment.

Section 4: Application and Approval Process

- 4.1 Building Improvement Design Grant: applications are reviewed and approved by staff if the application demonstrates the project is consistent with the purpose of the program and the applicant is prepared to implement building improvements that meet or exceed \$20,000.
- 4.2 Building Improvement Grant Program: applications are screened by staff for completeness and program eligibility consistent with the purpose, requirements, and restrictions of the program. If the project application is eligible and complete, a conference is scheduled with the applicant to review

the project and clarify any questions. The application is then forwarded to the Economic Development Commission (EDC) to make recommendations to the Urban Renewal Agency Board (Board) who will make the final decision on each application. All grantees will be required to enter into a Grant Acceptance Agreement outlining the roles and responsibilities of each party.

4.2.1 Project must score an average of 60 points minimum to be considered for funding.

4.3 Award of grant monies is contingent upon funding availability

Section 5: Distribution of Funds

5.1 Both the Design Grant and Building Improvement Grant are reimbursable upon submittance of qualifying and certified receipts.

5.2 Design Grant reimbursements are one-time and upon submittance of final design.

5.3 Building Improvement Grant reimbursements: Payments will be made semi-annually upon certification of qualifying receipts or upon completion of the project.

Section 6: Scoring Rubric

OBJECTIVE	Points
<p>Encourage construction of housing and mixed-use development</p> <p>Score will be based on:</p> <ul style="list-style-type: none"> - # of housing units - If project includes a conversion of “upstairs” or other vacant space to housing 	25
<p>Retain and expand businesses</p> <p>Score will be based on:</p> <ul style="list-style-type: none"> - # of permanent jobs created - If the project includes an addition of commercial space - If the project increases business capacity, e.g. converts from low to higher employment/production space - If the project were to retain a business that would otherwise consider leaving Forest Grove 	20
<p>Increase the Taxable Assessed Value (TAV)</p> <p>Score will be based on:</p>	15

<ul style="list-style-type: none"> - If the improvements are likely to increase the TAV - The percentage of the improvement that are likely to increase the TAV 	
<p>Stimulate private investment</p> <p>Score will be based on:</p> <ul style="list-style-type: none"> - City to other investment ratio (match percentage) - Total dollar value of investment 	15
<p>Improve aging, dilapidated, or unsound structures</p> <p>Score will be based on if the project:</p> <ul style="list-style-type: none"> - Improves safety - Addresses deterioration - Corrects inadequate facilities - Improves building utilization 	15
<p>Encourage private development of public amenities that support residential uses</p> <p>Yes/No scoring criteria determined by if the project includes a public walking path, green space, public gathering area, or other public amenity</p>	5
<p>Encourage preservation, conservation, and adaptive reuse of historic structures</p> <p>Yes/No scoring criteria determined by if the project improves a building registered or recognized as a historic resource</p>	5

CITY OF FOREST GROVE – URBAN RENEWAL AGENCY
BUILDING IMPROVEMENT GRANT PROGRAM

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- 2.1 Building Improvement Design Grant: A grant of up to \$5,000 for architectural, design, and engineering services.
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- 2.3 There is a cap of \$105,000 in funding from the Building Improvement Grant Program per business or property in a five-year period.

Section 3: Eligibility Requirements – Applicants must meet all of the following requirements to be eligible for consideration by the Economic Development Commission and Urban Renewal Agency Board of Directors:

- 3.1-3.1 The project must be a building improvement
- 3.2 Property must be located within the Urban Renewal Area.
- 3.23 The project will likely increase the taxable assessed value.

3.34 Property must be used in whole or in part for commercial purposes.

3.43.5 Funding cannot be used for portable assets.

3.6 Applicant must be a building owner or tenant and must provide a signed and notarized authorization letter from the building owner.

3.57 Business must be locally owned or a locally owned franchise. National franchises not locally owned are ineligible.

3.68 Business must be for profit or a non-profit that does not receive a city property tax exemption.

3.73.9 Minimum project threshold is \$20,000

3.10 The total project cost must not exceed the maximum amount of funding a single property can receive in a five-year cycle of \$105,000.

3.811 Applicant must attest they will not use grant funds for their own labor.

3.912 Applicant must attest they will not use grant funds for any governmental permit, system development charge (SDCs), and/or application fee.

3.4013 Project must comply with all local, state, and federal rules and regulations.

3.4114 Applicant must provide a signed and notarized Hold Harmless Letter.

3.4215 Applicant must answer all questions on the application to be eligible for consideration.

3.16 Application must demonstrate financial feasibility through a letter of credit, other written confirmation that a matching investment has been secured, or a funding plan for how the applicant intends to secure a matching investment.

Section 4: Application and Approval Process

4.1 Building Improvement Design Grant: applications are reviewed and approved by staff if the application demonstrates the project is consistent with the purpose of the program and the applicant is prepared to implement building improvements that meet or exceed \$2520,000.

4.2 Building Improvement Grant Program: applications are screened by staff for completeness and program eligibility consistent with the purpose, requirements, and restrictions of the program. If the project application is eligible and complete, a conference is scheduled with the applicant to review

the project and clarify any questions. The application is then forwarded to the Economic Development Commission (EDC) to ~~be scored using the Scoring Rubric in Section 7. Pending scoring, the EDC will to~~ make recommendations to the Urban Renewal Agency Board (Board) who will make the final decision on each application. All grantees will be required to enter into a Grant Acceptance Agreement outlining the roles and responsibilities of each party.

4.2.1 Project must score an average of 60 points minimum to be considered for funding.

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5.1 Both the Design Grant and Building Improvement Grant are reimbursable upon submittance of qualifying and certified receipts.

5.2 Design Grant reimbursements are one-time and upon submittance of final design.

5.3 Building Improvement Grant reimbursements:

~~5.3.1 For projects less than \$25,000 in grant funds, payments will be made upon completion of the project.~~

~~5.3.2 For projects exceeding \$25,000 in grant funds, payments~~ Payments will be made semi-annually upon certification of qualifying receipts or upon completion of the project.

Section 6: Scoring Rubric

Criteria	Eligible Points	Score
<p>Project stimulates private investment</p> <ul style="list-style-type: none"> Applications with a higher ratio of match to grant and potential impact to assessed value would receive a higher score. 	5	
<p>Project would create or retain jobs</p> <ul style="list-style-type: none"> Applications are scored based on type and number of jobs created. 	5	
<p>Project would increase the desirability of the space for leasing or increase gathering spaces</p> <ul style="list-style-type: none"> Projects that increase desirability for leasing or increase the use of the 	5	

<i>space as a “third place” (public gathering space) would receive a higher score.</i>		
<p>Project would increase th functionality of the space for leasing</p> <ul style="list-style-type: none"> •—<i>Projects that increase the functionality of the space, i.e., HVAC/plumbing/electrical improvements, for current or future tenants, including aesthetics, access, and ADA compliance, would receive a higher score.</i> 	5	
<p>Project would improve the operating, preservation, and/or environmental sustainability of the space</p> <ul style="list-style-type: none"> •—<i>Projects that improve the operative, preservation, and/or environmental efficiency of the building would receive a higher score</i> 	5	
	Total Score:	

OBJECTIVE	Points
<p>Encourage construction of housing and mixed-use development</p> <p>Score will be based on:</p> <ul style="list-style-type: none"> - # of housing units - If project includes a conversion of “upstairs” or other vacant space to housing 	25
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