



AGENDA

ASTORIA DEVELOPMENT COMMISSION

Tuesday, September 6, 2016
Immediately Follows Council Meeting
2nd Floor Council Chambers
1095 Duane Street · Astoria OR 97103

1. CALL TO ORDER

2. ROLL CALL

3. REPORTS OF COMMISSIONERS

4. CHANGES TO AGENDA

5. CONSENT CALENDAR

The items on the Consent Calendar are considered routine and will be adopted by one motion unless a member of the Astoria Development Commission requests to have any item considered separately. Members of the community may have an item removed if they contact the City Manager by 5:00 p.m. the day of the meeting.

- (a) ADC Minutes of 8/1/16
- (b) ADC Minutes of 8/15/16

6. REGULAR AGENDA ITEMS

All agenda items are open for public comment following deliberation by the ADC. Rather than asking for public comment after each agenda item, the Mayor asks that audience members raise their hands if they want to speak to the item and they will be recognized. In order to respect everyone's time, comments will be limited to 3 minutes.

- (a) Astor West Urban Renewal District – Storefront Improvement Program Startup and Launch (Community Development)

THIS MEETING IS ACCESSIBLE TO THE DISABLED. AN INTERPRETER FOR THE HEARING IMPAIRED MAY BE REQUESTED UNDER THE TERMS OF ORS 192.630 BY CONTACTING JULIE YUILL, CITY MANAGER'S OFFICE, 503-325-5824.



CITY OF ASTORIA
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September 2, 2016

MEMORANDUM

TO: MAYOR AND CITY COUNCIL

FROM:  BRETT ESTES, CITY MANAGER

SUBJECT: ASTORIA DEVELOPMENT COMMISSION (ADC) MEETING OF SEPTEMBER 6, 2016

Item 5(a): ADC Minutes

The minutes of the ADC meeting of August 1, 2016 are enclosed for your review. Unless there are any corrections, it is recommended that the ADC approve these minutes.

Item 5(b): ADC Minutes

The minutes of the ADC meeting of August 15, 2016 are enclosed for your review. Unless there are any corrections, it is recommended that the ADC approve these minutes.

REGULAR AGENDA ITEMS

Item 6(a): Astor West Urban Renewal District – Storefront Improvement Program Startup and Launch (Community Development)

The Astoria Development Commission (ADC) has been considering a storefront improvement program for the Astor West Urban Renewal Area (URA) since 2013. Façade improvements are a popular and widely used tool by urban renewal agencies and Main Street programs to assist property/business owners with exterior improvements to buildings. The purpose of the program is to revitalize designated commercial districts and corridors such as West Marine Drive in Uniontown, which has many inventoried historic commercial buildings.

Staff presented draft program guidelines on May 2, 2016 to the ADC. Based on these comments, staff produced a polished set of program guidelines that serve as parameters for the administration of the program. In order to launch the program, the ADC needs to review and authorize the program. The program would be administered as a grant/loan depending on the amount that is requested. For the first \$10,000, it would be a 50/50 matching grant

administered by City staff. If the amount is \$10,000-\$50,000, it would require ADC review and approval and the leverage ratio would increase to a 75/25 match grant. If the amount exceeds \$50,000, then it would require ADC approval and be underwritten as a loan through Craft3.

Once the program is ready to launch and ADC approves the program, staff is prepared to conduct outreach to Uniontown businesses. The requested planned expenditure is \$250,000 per fiscal year. The total budget for capital improvements in the Astor West URA is \$2 million for Fiscal Year 2016-17. The planned expenditures can be reviewed and adjusted each budget cycle based on the actual demand for the program. Assuming a grant amount averages \$10,000-\$25,000, there could be 10-25 projects in different stages. It is recommended that the Commission approve the program guidelines, design guidelines, and program documents to implement the new Storefront Improvement Program for the Astor West Urban Renewal Area.