

MRC

**MILWAUKIE
REDEVELOPMENT
COMMISSION**

**MEETING
PACKET**

City of Milwaukie, Oregon



City Hall Council Chambers, 10501 SE Main Street
 & Zoom Video Conference (www.milwaukieoregon.gov)

AGENDA
SEPTEMBER 17, 2024

The Commission will hold this meeting in-person and by video conference. The public may come to City Hall, join the Zoom webinar, or watch on the [city's YouTube channel](#) or Comcast Cable channel 30 in city limits. For Zoom login visit <https://www.milwaukieoregon.gov/bc-rc/redevelopment-commission-0>.

Written comments may be delivered to City Hall or emailed to ocr@milwaukieoregon.gov.

Note: start times are estimates and are subject.

Page #

1. **CALL TO ORDER** (8:35 p.m.)
2. **APPROVE MINUTES** (8:37 p.m.)
 - A. **September 3, 2024, Commission Meeting** **2**
3. **REGULAR BUSINESS**
 - A. **MRC Grant Program – Discussion** (8:40 p.m.) **5**
 Staff: Joseph Briglio, MRC Executive Director
4. **INFORMATION**
 The MRC executive director will provide reports on Commission business as necessary.
5. **ADJOURNMENT** (9:00 p.m.)

Meeting Accessibility Services and Americans with Disabilities Act (ADA) Notice

The city is committed to providing equal access to public meetings. To request listening and mobility assistance services contact the Office of the City Recorder at least 48 hours before the meeting by email at ocr@milwaukieoregon.gov or phone at 503-786-7502. To request Spanish language translation services email espanol@milwaukieoregon.gov at least 48 hours before the meeting. Staff will do their best to respond in a timely manner and to accommodate requests. Most Council meetings are broadcast live on the [city's YouTube channel](#) and Comcast Channel 30 in city limits.

Servicios de Accesibilidad para Reuniones y Aviso de la Ley de Estadounidenses con Discapacidades (ADA)

La ciudad se compromete a proporcionar igualdad de acceso para reuniones públicas. Para solicitar servicios de asistencia auditiva y de movilidad, favor de comunicarse a la Oficina del Registro de la Ciudad con un mínimo de 48 horas antes de la reunión por correo electrónico a ocr@milwaukieoregon.gov o llame al 503-786-7502. Para solicitar servicios de traducción al español, envíe un correo electrónico a espanol@milwaukieoregon.gov al menos 48 horas antes de la reunión. El personal hará todo lo posible para responder de manera oportuna y atender las solicitudes. La mayoría de las reuniones del Consejo de la Ciudad se transmiten en vivo en el [canal de YouTube de la ciudad](#) y el Canal 30 de Comcast dentro de los límites de la ciudad.

Executive Sessions

The City Council may meet in executive session pursuant to Oregon Revised Statute (ORS) 192.660(2); all discussions are confidential; news media representatives may attend but may not disclose any information discussed. Final decisions and actions may not be taken in executive sessions.



City Hall Council Chambers, 10501 SE Main Street
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MINUTES

SEPTEMBER 17, 2024

Present: Commissioners Will Anderson, Adam Khosroabadi, Robert Massey, Rebecca Stavenjord, and Lisa Batey

Staff: Joseph Briglio, MRC Executive Director
Justin Gericke, City Attorney

Emma Sagor, City Manager
Scott Stauffer, City Recorder

Commissioner Batey called the meeting of the Milwaukie Redevelopment Commission (MRC) to order at 9:29 p.m.

1. CALL TO ORDER

2. APPROVE MINUTES

It was moved by **Commissioner Anderson** and seconded by **Commissioner Massey** to approve the Minutes of September 3, 2024, MRC Meeting. Motion passed with the following vote: **Commissioners Khosroabadi, Massey, Anderson, Stavenjord, and Batey** voting “aye.” [5:0]

3. REGULAR BUSINESS

A. MRC Grant Program – Discussion

Briglio reported on the MRC grant assistance program, noting that four applications had been received and 12 other businesses had expressed interest.

The group discussed whether the grant program should allow businesses to seek funds to support projects completed during the previous 12-month period, instead of the 6-month period noted in the current grant application.

Councilor Anderson, Briglio, and Sagor remarked on the number of pages of the grant application form and staff suggested the form remain as-is for now.

Mayor Batey and **Briglio** noted the status of applications on file and applications expected to be submitted and noted the impact of allowing businesses to seek grant funds for projects completed in the previous 12 months. **Council President Massey** suggested the Commission only make one more change to the timeframe for grants and try not to make more changes later. **Councilor Stavenjord** believed the intent of the MRC Community Advisory Committee (MRCCAC) had been to allow businesses to include projects from the previous 12 months. The group discussed how far back businesses could seek funding for projects.

It was moved by **Commissioner Stavenjord** and seconded by **Commissioner Anderson** to set the look back period for the grant program to January 1, 2023. Motion passed with the following vote: **Commissioners Khosroabadi, Massey, Anderson, Stavenjord, and Batey** voting “aye.” [5:0]

Sagor remarked on the excitement being generated among downtown Milwaukie businesses by the MRC grant program.

4. INFORMATION

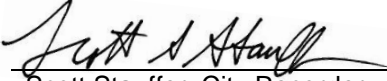
No report.

5. ADJOURNMENT

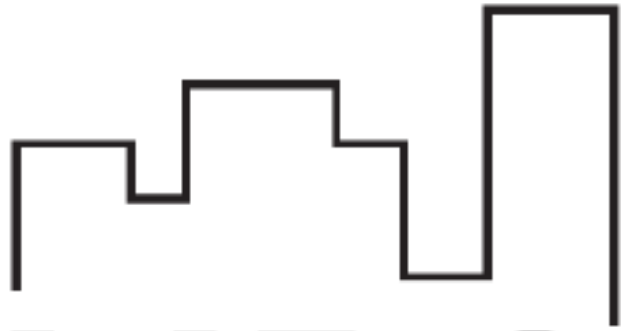
It was moved by Commissioner Anderson and seconded by Commissioner Massey to adjourn the MRC. Motion passed with the following vote: Commissioners Khosroabadi, Massey, Anderson, Stavenjord, and Batey voting “aye.” [5:0]

Commissioner Batey adjourned the meeting at 9:46 p.m.

Respectfully submitted,



Scott Stauffer, City Recorder



MRC

**MILWAUKIE
REDEVELOPMENT
COMMISSION**

Agenda Item 2.

MINUTES



MINUTES

SEPTEMBER 3, 2024

City Hall Council Chambers, 10501 SE Main Street
& Zoom Video Conference (www.milwaukieoregon.gov)

Present: Commissioners Adam Khosroabadi, Robert Massey, Will Anderson, Rebecca Stavenjord, and Lisa Batey

Staff: City Attorney Justin Gericke
City Manager Emma Sagor

City Recorder Scott Stauffer

Commissioner Batey called the meeting of the Milwaukie Redevelopment Commission (MRC) to order at 7:56 p.m.

1. CALL TO ORDER

2. APPROVE MINUTES

It was moved by **Commissioner Stavenjord** and seconded by **Commissioner Khosroabadi** to approve the Minutes of the June 4, 2024, MRC Meeting. Motion passed with the following vote: **Commissioners Khosroabadi, Massey, Anderson, Stavenjord, and Batey** voting “aye.” [5:0]

3. REGULAR BUSINESS

A. MRC Community Advisory Committee (MRCCAC) Youth Member Appointment – Resolution.

Stauffer explained that the Commission was asked to adopt a resolution appointing a youth community member to the MRCCAC.

It was moved by **Commissioner Stavenjord** and seconded by **Commissioner Khosroabadi** to approve the resolution making an appointment to the MRCCAC. Motion passed with the following vote: **Commissioners Khosroabadi, Massey, Anderson, Stavenjord, and Batey** voting “aye.” [5:0]

Resolution 3-2024:

A RESOLUTION OF THE MILWAUKIE REDEVELOPMENT COMMISSION MAKING AN APPOINTMENT TO THE MRC COMMUNITY ADVISORY COMMITTEE (MRCCAC).

B. Quarterly MRC Budget Review – Discussion

Sagor provided an overview of a proposal to use budgeted urban renewal funds to hire a staff person to support MRC activities. It was the Commission consensus that staff should proceed with the staff funding action as proposed.

4. INFORMATION

There was no executive director report.

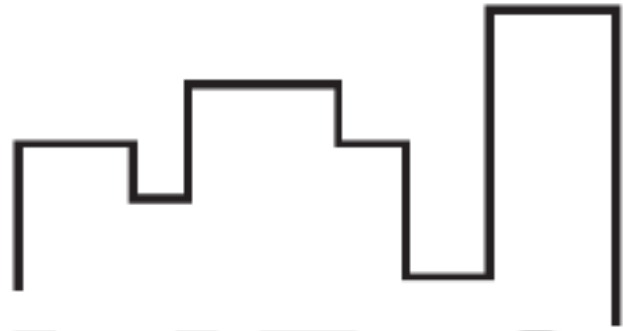
5. ADJOURNMENT

It was moved by Commissioner Stavenjord and seconded by Commissioner Khosroabadi to adjourn the MRC. Motion passed with the following vote: Commissioners Khosroabadi, Massey, Anderson, Stavenjord, and Batey voting “aye.” [5:0]

Commissioner Batey adjourned the meeting at 8:02 p.m.

Respectfully submitted,

Scott Stauffer, City Recorder



MRC

**MILWAUKIE
REDEVELOPMENT
COMMISSION**

Agenda Item 3.

REGULAR BUSINESS



STAFF REPORT

**MRC 3. A.
9/17/24**

OCR USE ONLY

To: Chair and Commissioners
Reviewed: Emma Sagor, City Manager
From: Joseph Briglio, Executive Director
Subject: **Economic Development Programs Update**

Date Written: Aug. 23, 2024

ACTION REQUESTED

The Milwaukie Redevelopment Commission (MRC) is asked to receive an update on recently launched economic development programs.

HISTORY OF PRIOR ACTIONS AND DISCUSSIONS

August 25, 2016: City Council adopted the Milwaukie Urban Renewal Plan (Ordinance 2130).

October 1, 2019: The MRC received an update on urban renewal and held their first strategic discussion about urban renewal programming.

September 1, 2020: The MRC received an update on available financial resources in the urban renewal area fund and discussed the creation and recruitment process for the MRC Community Advisory Committee (MRCCAC).

March 9, 2021: The MRC appointed members to the MRCCAC ([MRC Resolution 2-2021](#)).

October 21, 2021: The MRC received an update on the development of a five-year urban renewal action plan.

December 7, 2021: The MRC received an update on the five-year action plan.

February 8, 2022: The MRC received an update on the five-year action plan and approved MRCCAC bylaws.

June 7, 2022: The MRC adopted the MRC Five-Year Action Plan (Attachment 1).

March 19, 2024: The MRC received the MRCCAC recommended draft framework for the economic development programs.

August 1, 2024: MRC economic development programs were launched.

ANALYSIS

The MRC adopted its Five-Year Action Plan in June of 2022, which calls for the creation and implementation of several economic development focused programs, in addition to capital projects. These programs include the Storefront Improvement, Tenant Improvement, and Pre-Development Assistance programs. The Five-Year Action Plan offers the purpose for these programs in general terms; however, the actual details, criteria, and delivery were developed in coordination with the MRCCAC and MRC. The final program parameters are summarized below and in the attached marketing flyer (Attachment 1).

General Program Overview

*Storefront Improvement Grant Program (Maximum Grant Amount: \$25,000) **

- Purpose: Enhance the aesthetic appearance and façade of buildings.
- Eligible Applicants: Property owners or tenants (with owner approval) within the urban renewal area (URA).
- Eligible Activities: Improvements that improve the appearance and functionality of the ground floor retail/commercial space. Examples: windows, entrances, transoms, awnings, signs, building rehabilitation, paint, siding, and similar upgrades.
- Requires a 50% financial match of the construction cost.

*Tenant Improvement Grant Program (Maximum Grant Amount: \$25,000) **

- Purpose: Improving the interior of a building to meet various code requirements.
- Eligible Applicants: Property owners or tenants (with owner approval) within the URA.
- Eligible Activities: Interior improvements that are intended to expand or upgrade the ground floor tenant space. This program is restricted to restaurants, curated retail, and other similar uses that generate foot traffic. Examples of improvements: new kitchen equipment in the case of restaurants, or other improvements intended to accommodate desired uses, including cost of improvements required by code, such as grease traps, Americans with Disabilities Act (ADA) improvements to restrooms and exiting, etc.
- Requires a 50% financial match of the construction cost.

*An eligible applicant can pursue both the Storefront Improvement and Tenant Improvement Programs. The city will also consider reimbursement grants for eligible activities that occurred 6 months prior to the launch date of the programs.

Pre-Development Assistance Grant Program (Maximum Grant Amount: \$50,000)

- Purpose: Intended to provide funding for a wide variety of professional studies which the city deems likely to support and spur new development (either new construction or major rehabilitation) that advances the aspirations for its Downtown and URA as expressed in the Urban Renewal Plan.
- Eligible Applicants: Property Owners, as well as prospective owners or developers who can demonstrate that they are in a position to own the property in question.
- Eligible Activities: Any technical studies and services that assist in the possible redevelopment of a property.
- Requires a 50% financial match of the product cost.
- The MRC will own the work that it funds and may opt to share it with other parties.

Anti-Displacement Business Consulting (Service Based Grant – up to \$2,500 in Consulting)

- Purpose: In an attempt to prevent displacing existing businesses, this program offers professional consulting services that are intended to help businesses stay competitive and relevant in today's market. It is also intended for those businesses who are not ready or lack the means to pursue the other programs listed above.

- Eligible Applicants: Business owners in the URA who have been operating for at least two years.
- Eligible Activities: Consulting services related to interior and exterior design planning, merchandizing, branding, displays, and similar related effects.
- No match required. This program provides free professional consulting services up to a certain hourly rate.

For additional information about the parameters for each program, please refer to the Business Improvement Grant Programs Criteria and Overview (Attachment 2), as well as the application (Attachment 3).

Marketing

One month prior to launching the programs, staff notified the Hispanic Metro Chamber of Commerce, Asian Pacific American Network of Oregon, Black American Chamber, Hacienda CDC, Micro Enterprise Services of Oregon, and Native American Youth and Family Center of the upcoming grant opportunities, as well as provided the flyer (Attachment 1). This was an attempt to seek help in disseminating program information to historically underserved business communities who often learn about these incentives much later than others.

Once the programs officially launched on August 1, staff notified businesses who had previously expressed an interest, as well as shared on social media and the Pilot newsletter.

Since launching, staff have received four formal applications and have had discussions with approximately a dozen businesses.

BUDGET IMPACT

These programs received budget approval for \$600,000 during the current biennium.

WORKLOAD IMPACT

These programs are new to the city's service portfolio and will require staff resources to adjust accordingly to address new demand. The MRC approved the addition of an Economic Development Program Manager at their September 3 meeting. The city intends to recruit for that position in the fall, and when onboard, that person will help administer these grants.

EQUITY IMPACT

As mentioned above, urban renewal programs have a history of being a tool to further racially motivated displacement of people groups. In acknowledgement of this, staff has incorporated an anti-displacement consulting program to help retain existing businesses and property owners who may not have the means or ability to make significant changes to their façade or building interior. The hope is that there will be fewer negative impacts by offering low-barrier assistance to those that want it, as well as marketing to underrepresented communities first.

CLIMATE IMPACT

None.

COORDINATION, CONCURRENCE, OR DISSENT

The MRC executive director continues to coordinate with the finance department, community development department, and engineering staff on the investments outlined within the Five-Year Action and investment plan.

STAFF RECOMMENDATION

This is an informational item only.

ALTERNATIVES

None.

ATTACHMENTS

1. MRC Business Grants Flyer
2. MRC Business Grants Criteria and Overview
3. MRC Business Grants Application



Business Improvement Grants

The City of Milwaukie’s urban renewal agency—Milwaukie Redevelopment Commission—offers 50% matching grants to help offset costs associated with specific commercial construction and building projects. See grant programs and basic details below. An applicant’s business or property must be located within the Urban Renewal Area to take advantage of these programs.

STOREFRONT IMPROVEMENT GRANT PROGRAM

\$25,000*
MAXIMUM GRANT AMOUNT



Purpose: Enhance the aesthetic appearance and façade of buildings.

Eligible Applicants: Property owners or tenants (with owner approval) within the urban renewal area.

Eligible Activities: Improvements that improve the appearance and functionality of the ground floor retail/commercial space. Examples: windows, entrances, transoms, awnings, signs, building rehabilitation, paint, siding, and similar upgrades.

Requires a 50% financial match of the construction cost.

TENANT IMPROVEMENT GRANT PROGRAM

\$25,000*
MAXIMUM GRANT AMOUNT



Purpose: Improving the interior of a building to meet various code requirements

Eligible Applicants: Property owners or tenants (with owner approval) within the URA

Eligible Activities: Interior improvements that are intended to expand or upgrade the ground floor tenant space. This program is restricted to restaurants, curated retail and other similar uses that generate foot traffic. Examples

of improvements: new kitchen equipment (in the case of restaurants) or other improvements intended to accommodate desired uses, including cost of improvements required by code, such as grease traps, Americans with Disabilities Act (ADA) improvements to restrooms and exiting, etc.

Requires a 50% financial match of the construction cost.

**An eligible applicant can pursue both the Storefront Improvement and Tenant Improvement Programs. The city will also consider reimbursement grants for eligible activities that occurred six months prior to the launch date of the programs.*

PRE-DEVELOPMENT ASSISTANCE GRANT PROGRAM

\$50,000

MAXIMUM GRANT
AMOUNT



Purpose: Intended to provide funding for a wide variety of professional studies, which the city deems likely to support and spur new development (either new construction or major rehabilitation) that advances the aspirations for the downtown core and urban renewal area as expressed in the Urban Renewal Plan.

Eligible Applicants: Property owners, as well as prospective owners or developers who can demonstrate that they are in a position to own the property in question.

Eligible Activities: Any technical studies and services that assist in the possible redevelopment of a property.

Requires a 50% financial match of the product cost

The Milwaukie Redevelopment Commission will own the work that it funds and may opt to share it with other parties.

ANTI-DISPLACEMENT BUSINESS CONSULTING

\$2,500

SERVICE BASED GRANT
FOR CONSULTING



Purpose: In an attempt to prevent displacing existing businesses, this program offers professional consulting services that are intended to help businesses stay competitive and relevant in today's market. It is also intended for those businesses who are not ready or lack the means to pursue the other programs listed above.

Eligible Applicants: Business owners in the urban renewal area who have been operating for at least two years

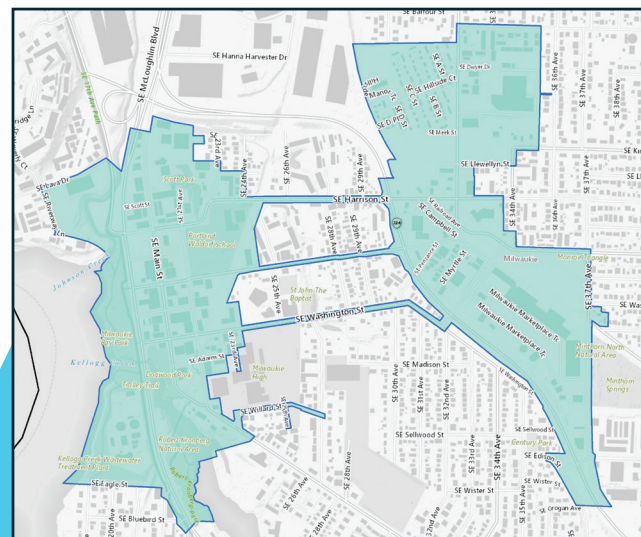
Eligible Activities: Consulting services related to interior and exterior design planning, merchandizing, branding, displays and similar related effects

No match required. This program provides free professional consulting services up to a certain hourly rate.

CONTACT

JOSEPH BRIGLIO
COMMUNITY DEVELOPMENT DIRECTOR
BRIGLIOJ@MILWAUKIEOREGON.GOV
503.786.7616

MRC 10



URBAN RENEWAL AREA

Economic Development and Business Improvement Grant Programs: Overview

The City's Redevelopment Commission (MRC) has established several economic development related programs to support businesses located within the [Urban Renewal Area \(URA\)](#). These programs include the Storefront Improvement, Tenant Improvement, and Pre-Development Assistance Grant Programs, as well as Anti-Displacement Business Consulting, which are all intended to help the City meet the goals set forth in both the [Urban Renewal Plan](#) and its [Five-Year Action Plan](#).

Program Brief

- **Storefront Improvement Grants** are intended to upgrade the exterior appearance of buildings with enhancements that are compatible with local design guidelines and building architecture. The specific use that occupies the space is of secondary concern.
- **Tenant Improvement Grants** are intended for specific businesses such as food service, curated retail, or similar uses, which are likely to enhance commerce opportunities, increase foot traffic, and attract customers from outside of the area.
- **Pre-Development Assistance Grants** are intended to help fund various professional studies that are likely to result in new development (either new construction or major rehabilitation).
- **The Anti-Displacement Business Consulting program** is intended to support businesses that have operated in the URA for at least two years and are not in a position to financially pursue the other grant programs but would benefit from professional consulting services.

Administration

Authorization of applications for these programs is at the discretion of the City's Community Development Director, or in certain specified circumstances, the MRC. Approval of funding requests through these programs should never be assumed by the applicant, even in cases of requests for improvements which fully comply with any applicable codes and program parameters. Funding is limited and assistance is based on a first come, first served basis.

Preferred Values

The City embraces the protection and advancement of historically under-represented and marginalized communities. Applicants for these grant programs will be asked to address possible benefits and risks of their proposed application in this regard. The City also encourages applicants to consider utilizing local contractors, vendors, and suppliers to perform the funded work.

Application & Approval Process

1. While not a requirement, potential applicants are encouraged to meet with City staff prior to applying.
2. Applicants must fill out the application form linked [here](#).
3. Awarding of funds under any program doesn't replace the applicant's obligations to fulfill all required permits and processes – zoning approvals, building permits, licenses, etc.
4. Once the City has received an application, it will review the application within 30 days to determine completeness and it adequately demonstrates compliance with program parameters.
5. The City may choose to approve funding for a project provided it determines the following:
 - a. The application has been determined complete and compliant with relevant parameters.
 - b. The City has determined that the project is consistent with the City's goals for the URA.
 - c. The City has sufficient budgeted funds.
6. The City may elect to only partially award projects if it deems that some aspects of the proposal are inconsistent with the City's goals for the URA or has insufficient funds to award all of the requests that it has received.
7. In the event of competition for funds under any program, the City will prefer projects that express the preferred values stated above and are more likely to generate additional local benefits. Local benefits include a commitment to local hiring and contracting, commitment to diversity and equity, creation of new jobs, community placemaking, the likelihood of significant foot traffic generation, and any similar benefit.
8. For awarded projects, the City shall enter into a grant agreement with the applicant.
9. All work to be funded by the City must be completed within 12 months of the execution of the contract between the City and the applicant.



Storefront Grants – Parameters

Eligible Area: The program is available to businesses and properties located within the Urban Renewal Area.

Eligible Applicants: Current or future businesses of “street-fronting” tenant spaces, or property owners, in existing buildings. Applicants must be current on their property taxes and business license, as applicable. Generally, non-profits are ineligible, unless the Community Development Director determines that the use itself will contribute to the vitality of the Urban Renewal Area, notwithstanding the fact that the property may be tax-exempt (examples might include a non-profit art facility or business incubator). National chains are not eligible. Small local chains (combined annual revenues of all stores in the chain don’t exceed \$5,000,000) may be considered on a case-by-case basis. Also ineligible: applicants who have utilized the program in the prior five years, unless the Community Development Director determines that extraordinary circumstances warrant a briefer timeline (e.g. fire damage).

Eligible Activities: Exterior improvements which enhance the appearance or functionality of ground floor retail/commercial spaces and contribute to the aesthetic qualities of the building architecture. *Examples:* New windows, entrances, transoms, awnings, signs, sidewalks (when ancillary to the project, but not as stand-alone sidewalk upgrades), building rehabilitation, and new siding. The City will also consider funding of any necessary fees, including building permits and System Development Charges (SDCs), as well as any off-site improvements (sidewalks, public infrastructure) when ancillary to the project.

Ineligible Activities: Residential uses. Upper floor improvements, except for roof-top bars or dining areas. Ordinary repair and maintenance, except when incidental to storefront upgrades.

Maximum Grant Amount: \$25,000. Note that this cap applies to each business entity within a building that has multiple ground floor tenant spaces. Depending on funding availability, the Community Development Director may consider larger grant requests.

Minimum Applicant Match Requirement: 50%, but only 25% for “small grants” of up to \$5,000. The Community Development Director may also reduce the 50% match requirements for projects that cost more than \$5,000, in the case of businesses with limited resources, language barriers, socio-economic status, and projects that benefit smaller businesses.

Application Cycle: Applicants may seek funds at any time. Funding is limited and awards will be made on a first come, first served basis.

Duration of Improvement: Improvements funded by these grant programs must remain in place for a minimum of five years. If the improvements are removed within five years, the applicant must reimburse the City on a pro rata basis (20% of grant funds for every year remaining in the five-year duration period). However, projects which entail grant funding of \$5,000 or less are not subject to this requirement.



Tenant Improvement Grants - Parameters

Eligible Area: The program is available to businesses and properties located within the Urban Renewal Area.

Eligible Applicants: Current or future tenants for businesses in existing or new/proposed buildings that help to establish Downtown Milwaukee, and the greater URA, as a destination. Office uses are ineligible, as this program is restricted to restaurants, curated retail, and similar uses that generate foot traffic. Both existing and new/proposed buildings are eligible. Applicants must be current on their property taxes and business license, as applicable. Generally, non-profits are ineligible, unless the Community Development Director determines that the use itself will contribute to the vitality and goals of the URA, notwithstanding the fact that the property may be tax-exempt (examples might include a non-profit art facility or business startup incubator). National chains are not eligible. Small local chains (combined annual revenues of all stores in the chain don't exceed \$5,000,000) may be considered on a case-by-case basis. Also ineligible: applicants who have utilized the program in the prior five years, unless the Community Development Director determines that extraordinary circumstances warrant a briefer timeline (e.g. fire damage).

Eligible Activities: This program is restricted to supporting interior improvements of restaurants (locally owned eateries), curated retail, and other similar uses that are explicitly intended to generate foot traffic and help create a "destination." *Examples:* Furniture, Fixtures, and Equipment (FFE), such as new kitchen equipment in the case of restaurants, or other improvements intended to accommodate desired uses; improvements required by code, such as grease trap interceptors, fire and life safety, ADA accessibility, etc. The City will also consider funding any necessary fees, including building permits and System Development Charges (SDCs), as well as any off-site improvements (sidewalks, public infrastructure) when ancillary to the project.

Ineligible Activities: Residential and office uses. Upper floor improvements, except for roof-top bars or dining areas. Ordinary repair and maintenance (except when incidental to tenant improvement upgrades)

Maximum Grant Amount: \$25,000. Note that this cap applies to each business within a building with multiple ground floor tenant spaces. Depending on funding availability, the Community Development Director will consider larger grant requests.

Minimum Applicant Match Requirement: 50%, but only 25% for "small grants" of up to \$5,000. The Community Development Director may also reduce the 50% match requirements for projects that cost more than \$5000, in the case of businesses with limited resources, language barriers, socio-economic status, small businesses, and projects that benefit smaller businesses.

Application Cycle: Applicants may seek funds at any time. Funding is limited and awards will be made on a first come, first served basis.

Duration of Improvement: Improvements funded by the grant program must remain in place for a minimum of five years; if the URA-funded improvements are removed in less than five years, the applicant must reimburse the City on a pro rata basis (20% of grant funds for every year remaining in the five-year duration period). However, projects which entail grant funding of \$5,000 or less are not subject to this requirement.



Pre-Development Grants - Parameters

Eligible Area: The program is available to properties located within the Urban Renewal Area.

Eligible Applicants: Property Owners, as well as prospective owners or developers who can demonstrate to the City's Community Development Director satisfaction that they are in the position to control the development of the property in question (i.e. an Earnest Money Agreement to acquire the site, an Option to purchase, a Joint Venture Agreement with the owner, or other documentation as deemed appropriate by the Community Development Director). In general, the ultimate redevelopment of the property should generate Tax Increment Financing (TIF); however, the Community Development Director will consider requests to fund pre-development efforts for projects that may be exempt from property taxes, but support City and URA goals. Applicants must be current on their property taxes and business license, as applicable.

Eligible Activities: Any professional studies associated with possible redevelopment of a property (either new construction or major rehabilitation). The redevelopment must be for a use or uses that support City goals for its downtown and URA as described in the [Urban Renewal Plan](#). Professional studies may include, but are not limited to, conceptual design, market/feasibility analysis, appraisal, environmental assessment, geo-technical study, property survey, and other similar reports.

Maximum Grant Amount: \$50,000, but the Milwaukie Redevelopment Commission may authorize larger grant amounts for significant, catalytic projects (large scale, major redevelopment). For catalytic projects, the City will thoroughly review the proposal's expected return on investment as measured in terms of future tax revenue generation, added housing, new uses that increase foot traffic and economic activity, offer a "sense of place," and provide additional community benefits that are addressed by the applicant. The City may request additional information to verify a project's intended economic and social impact.

Minimum Applicant Match Requirement: The applicant must contribute a minimum of 50% of the pre-development cost.

Application Cycle: Applicants may seek funds at any time. Funding is limited and awards will be made on a first come, first served basis.

Decision Authority: For grants of up to \$50,000, the Community Development Director has approval authority and will base their decision on compliance with these parameters, as well as determine that the project will serve to advance the goals of the URA Plan and is reasonably likely to be built in the next five years. Requests in excess of \$50,000 (catalytic projects) will require authorization by the Milwaukie Redevelopment Commission



Work Product Ownership: The City will own the work that it funds and may opt to share that work with other parties as the City deems appropriate including future owners or developers of the property.

Anti-Displacement Business Consulting - Parameters

In an attempt to prevent the displacement of existing businesses, this program offers professional consulting services that are intended to help businesses stay competitive and relevant in today's market. It is also intended to support businesses that are not ready, or lack the means, to pursue the other grant programs listed above.

Eligible Area: The program is available to properties located within the Urban Renewal Area.

Eligible Applicants: Business owners in the urban renewal area who have been operating for at least two years.

Eligible Activities: Consulting services related to interior and exterior design planning, merchandising, branding, displays and similar related effects. The consultant will provide the applicant with written reports that provide customized findings and recommendations for each business's unique goals.

Maximum Grant Amount: This is a service-based program. There is no financial award. The consultant will provide free professional consulting services equal to \$2,500 of value.

Minimum Applicant Match Requirement: No match required.

Application Cycle: Applicants may seek funds at any time. Funding is limited and awards will be made on a first come, first served basis.

Economic Development & Business Improvement Grant Programs

Overview

The City of Milwaukie and the [Milwaukie Redevelopment Commission \(MRC\)](#) help businesses and property owners improve the appearance and functionality of their buildings by providing financial assistance through economic development-based grants. Grants are only available to properties within the City's [Urban Renewal Area](#).

Specific program areas include **pre-development**, **tenant improvement**, and **storefront improvement**. There is additional assistance available for existing businesses who are unable to pursue the grants mentioned above but are in need of **professional consulting services** via the Anti-Displacement Business Consulting Program.

Support:

If you require assistance completing this application, please contact Joseph Briglio, Community Development Director, by phone at 503-786-7616 or by email at briglioj@milwaukieoregon.gov.

Application Terms:

By submitting this form, you certify that you are authorized to complete and submit this application on behalf of the Applicant. Any submission becomes part of the public record, and your request and affiliation with the property may become public information on or after the date of your application. You understand that the City of Milwaukie (City) will review the scope of your project and must approve the project prior to committing grant funds. Certain changes or modifications to your project may be required by the City prior to final approval.

You understand that funds will not be committed before the City has received the necessary information (i.e., bids, invoices, payments, etc.) for approved work. Costs related to eligible activities and work you begin on your project before signing a Grant Agreement issued by the City are potentially eligible for reimbursement, subject to agreement and approval by the City. The City allows projects and business owners to apply for retroactive grant funds if the work occurred **after** January 1, 2024.

If any work is completed without permits before or after signing a Grant Agreement, unpermitted work must be remedied. Further, any changes in scope or new project items added during construction must be pre-approved by the Community Development Director for the cost of those items to be eligible.

If the Applicant is not the owner of the property (Owner), or if the Applicant is not the sole Owner, the Applicant agrees that they must submit a completed Owner Authorization Form and attach it as a supporting document with this application. Once the City has received a completed application, the Applicant agrees to assist the City in verifying any of the information contained in the application from any available source.

By accepting these terms and submitting this application, Applicant certifies that all information in this application, and all information furnished in support of this application, is given for the purpose of obtaining a grant as part of the MRC Economic Development Programs and that the information is true and complete to the best of Applicant's knowledge.

Application Checklist:

Before you submit your application, review this checklist to ensure you have the required items.

- Application (including signature and Federal Tax ID number)
- Copy of Business License, if you are a business owner
- Written permission for improvements from building owner, if you are not the owner
- Conceptual design, scope of work, and/or pictorial depiction of the proposed design of improvements, as applicable
- Description of materials and colors, as applicable
- Estimated project costs/budget
- Statement and proof of source for private match funding
- Other required information outlined in the program guidelines, as applicable (i.e., W-9)

How to Submit this Application:

Once you have completed this application, email your completed form to Joseph Briglio, at briglioj@milwaukieoregon.gov or submit the form by mail to:

City of Milwaukie
Attn: Joseph Briglio, Community Development Director
10501 SE Main St
Milwaukie, OR 97222

Electronic submittal is preferred.

Grant application

Date: _____

Eligibility Confirmation:

Complete this section to confirm your project is eligible to receive an MRC Economic Development & Business Improvement Grant. If a question refers to "the business," consider the business that currently occupies the space, or will occupy the building, that may receive grant-funded improvements.

Tenant Space/Address:

Is the address located within the City's [Urban Renewal Area](#)?

- Yes
- No (Not eligible for funding. Discontinue the application process)

Please indicate which of the following grant programs are you applying for:

- Tenant improvement* (Only curated retail, food service, or similar uses are eligible)
- Storefront improvement*
- Pre-development
- Business consulting (Only for businesses in operation for at least 2-years and not applying for other programs)

** An eligible applicant can pursue both the Storefront Improvement and Tenant Improvement Programs.*

Has this property or tenant space received funds from the MRC Grant in the last 5 years?

- I don't know
- We have not received funds from any of these programs in the last 5 years
- We have received funding from these programs in the last 5 years

Please check all applicable project elements:

- Tenant Improvements (Only retail, food service, or similar uses are eligible)
 - Seismic Retrofit Structural Reinforcement
 - HVAC, Plumbing, or Electrical Repair
 - Accessibility/ADA Upgrades
 - Food Service Upgrades
 - Fire Code Upgrades
 - Rooftop Bar or Food Service
 - FFE (Furniture, Fixtures, and Equipment)
 - Kitchen Equipment
 - Associated Fees and Permit Charges
 - Other _____
- Storefront Improvements
 - Façade Improvements – Storefront, Windows, Entrances, Transoms
 - Siding Repair
 - Exterior Paint
 - Awnings
 - Sign Restoration
 - Infrastructure Repair (sidewalks and public infrastructure when ancillary to the primary project)
 - Associated Fees and Permit Charges
 - Other _____
- Pre-Development
 - Conceptual Design
 - Market/Feasibility Analysis
 - Appraisal
 - Environmental Assessment
 - Geo-Technical Study
 - Property Survey
 - Other _____

How will the building or tenant space be used after this project has been completed?
Only Permitted Land Uses identified in [Title 19 of the Milwaukie Municipal Code](#) are eligible for grants, unless other grant restrictions apply.

- Restaurant
- Personal Service
- Professional Service
- Office
- Retail
- Other _____

Is the primary occupant of the building a National Chain (a franchise and/or for-profit corporation not headquartered in Oregon or Clackamas County)?

Grants may not be awarded to properties where the primary occupant is a National Chain. If the answer to this question is 'yes' then the project is not eligible for funding.

___ Yes ___ No

Property Information:

Address: _____

Property Taxlot ID #: _____

Property Owner (if different from Applicant):

Contact Name: _____

Contact Address: _____

Contact Phone: _____ Contact Email: _____

Relationship of applicant to property owner* (unless applicant is property owner):

When was the building originally built? _____

Please enter the year the building was originally built, to the best of your knowledge.

What is the square footage of the building or tenant space where this project will take place?

**Applicants who don't own the property may be required to document their relationship to the property owner — this could be a signed statement from the property owner designating the applicant as their agent, or an Earnest Money Agreement, or an option to purchase, etc.*

Applicant Information:

Name: _____

Address: _____

Phone: _____ Email: _____

What is the best way to reach you? _____ Phone _____ Email

What is the applicant's role in this project?

Note that if you are not the property owner, you are required to submit a completed Owner Authorization Form with this application.

- Applicant is a business owner, and leases their space from someone else
- Applicant is both the property owner and business owner, and their business occupies the entire building
- Applicant is both the property owner and a business owner who occupies one space in the building, and leases the other spaces to other businesses
- Applicant is the Property Owner, and leases all spaces in the building to businesses

Please describe your experience (and, if relevant, the experience of your team members), particularly as it relates to the current project for which you are seeking funds.

Business Information (Only if Applicant is the Business Owner):

Business Contact Name: _____

Business Name: _____

Business Contact Phone: _____ Email: _____

What year was this business established? _____ Federal Tax ID #: _____

If this business is a subsidiary of an existing company, a new location for an existing business, or a franchise, please share the year the greater/parent company was established.

How many other locations does this business have? _____

If this will be the business's only location, enter "0." If this is a franchise, enter the number of locations owned by this franchisee. If the franchisee owns only this location, enter "0." If this is a new corporate store or the first location of a new concept by an existing corporation, enter the number of locations owned by the parent corporation.

Does your business identify as, or is your business registered as any of the following?

- BIPOC (Black, Indigenous, and/or Person of Color) Owned
- LGBTQ+ Owned
- Woman Owned

How many employees does this business have? _____

Enter the total number of people employed (full and/or part time) by the business, including locations other than this one and/or outside of Milwaukie. If you are a franchisee, count other locations you own. If you are a new business and do not have any employees yet, enter "0."

Please describe the business for which funding assistance is requested. (Applicant can add their answers as an attachment, if they wish)

- Is this a current business or proposed new business?
- What is the nature of the business?
- How will the business satisfy the requirements set forth in the Program Overview?
- Describe how this business in particular will establish/reinforce the appeal of Downtown Milwaukie and/or Urban Renewal Area, making it more attractive to customers from a larger geography.

Property Owner Narrative (Only if Applicant is the Property Owner):

Describe your experience owning property and interacting with residential and/or commercial tenants who lease space from you:

Your response to this question will help us understand your perspective as a landlord. We encourage you to provide a thoughtful response that is 1-2 sentences in length.

How do you typically respond to concerns or requests from commercial tenants in the building?

For example, do you communicate with tenants directly or have a property management company?

Your response to this question will help us understand your perspective as a landlord. We encourage you to provide a thoughtful response that is 1-2 sentences in length.

What is the biggest challenge you face when it comes to leasing space to people and/or businesses?

Your response to this question will help us understand your perspective as a landlord. We encourage you to provide a thoughtful response that is 1-2 sentences in length.

If your project entails tenant improvements, will the work take place in a tenant space that is currently occupied?

Yes No N/A

(If the space is occupied) Has the tenant complained about the condition or their tenant space due to the need to perform this work, are they paying no rent or a reduced rent, and/or have they expressed a desire to break their lease because of the need to perform this work?

Your response to this question will help us understand the need to perform this work. We encourage you to provide a thoughtful response that is 1-2 sentences in length.

Grant & Project Information:

This [is](#) a competitive grant program with limited funding. Unfortunately, not all applications will be selected to receive grant funds. Your answers to the questions below will inform Application Reviewers' decisions when considering your request.

Please share a short summary of your project.

Describe how your project outcomes support and align with Milwaukie's URA Program Goals, [linked here](#).

If you represent a non-profit entity, and/or if the ultimate anticipated development will not be generating property tax revenue due to its ownership or tenants, please describe how the project nonetheless serves the City's goals and purposes.

Please describe how the project will potentially impact historically under-represented and marginalized communities? How might the various phases of the project benefit these communities? How might any potential negative impacts be mitigated?

If you are seeking any variation from the requirements set forth in the Grant Program Overview ([here](#)), please describe those variations, and why you seek them. This includes, for instance, any request for early release of grant funds

Help us understand why a grant is needed for this project:

- I have funds that I could use for this project, but I would prefer to get a grant so those funds can be used for other expenses.
- I do not have the funds to do this project currently, but I could save up to do it myself later.
- I cannot do this work now or in the future without a grant.

Please provide the dollar amount in grant funds that you are requesting: \$ _____

If a grant is awarded, what is the maximum amount you would be able to contribute towards the cost of this project? \$ _____

Please describe any insurance claims that have been filed to-date, and what coverage is or may be available:

(If your project can be supported wholly or in part by insurance)

How would this work benefit your business and/or building?

Your response to this question will help us determine the value provided by a grant. We encourage you to provide a thoughtful response that is 1-2 sentences in length.

Please describe how the project will benefit the community, in terms of:

- Jobs created;
- Local contracting/vendors/suppliers;
- Tax revenues generated for the URA;
- Number of residential units (if known/if applicable);
- Income range for any such housing units (if known/if applicable);
- Other related economic impacts and placemaking support.

What types of funding will you use to match funds provided by the City of Milwaukee? (Select all that apply.)

- Loan from a Bank or Credit Union
- Gift
- Business Savings
- Grant Funding from Another Source
- Personal Savings
- Loan from a Friend or Family Member
- Other Funding: _____

If you are requesting more than the maximum grant funding amount, please describe how the project is “catalytic”; what notable benefits it is likely to generate for the city, its businesses and residents.

Note that some funding requests will require MRC review and approval and will entail a more thorough analysis of the benefits and “Return on Investment” to the URA.

Project Budget:

Enter your project budget information here. Even if you provide a cost estimate with your application, this table must be completed. Feel free to include additional costs as well as the cost of your contractor such as architecture fees and permit fees.

Activity	Contractor or Service Provider	Estimate
TOTAL BUDGET:		\$

Please include copies of fee proposals for any work proposed for funding, if available.

(Optional) Demographics & Data:

Your responses in this section will help us better understand who is applying for funding and ways to improve this program. Responses in this section are not considered when scoring your application and have no bearing on funding determinations. If you prefer not to answer these questions, you may leave them blank.

How did you hear about this grant program?

- From a friend or business owner (word of mouth)
- From City of Milwaukie staff (Community Development)
- From City of Milwaukie staff (In-Person Outreach)
- City of Milwaukie promotional material
- At a public meeting or community info session From a community organization or agency
- Other: _____

With which racial or ethnic group does the Applicant identify?

Check all that apply. The City of Milwaukie is committed to ensuring that our commercial areas are inclusive places for racially diverse communities.

- American Indian or Alaska Native
- Black or African American
- Asian
- Hispanic or Latino
- Middle Eastern or North African
- Native Hawaiian and Pacific Islander
- White
- Other (Please fill in): _____