

**NOTICE OF MEETING  
REGULAR MEETING AGENDA**

**1. CALL TO ORDER, PLEDGE OF ALLEGIANCE**

**2. APPROVAL OF THE AGENDA**

**3. PUBLIC COMMENT REGARDING ITEMS ON THE AGENDA**

**4. RECONSIDERATION**

**5. APPROVAL OF MINUTES**

- A. August 11, 2015 Regular Meeting Minutes **Page 3**

**6. VISITORS/PRESENTATIONS**

- A. Ken Sprague, Alaska Small Business Incubator, LLC (AKSBI)

**7. STAFF & COUNCIL REPORT/CHAMBER OF COMMERCE & MARINE TRADES ASSOCIATION  
REPORT/ COMMITTEE REPORTS/BOROUGH REPORT**

**8. PUBLIC HEARING**

**9. PENDING BUSINESS**

- A. Old Building Business Renewal / Pioneer Avenue Revitalization Project **Page 9**  
i. City of Soldotna Targeted Area and Agreement Letter  
ii. Portland Program Information  
B. Defining New Economic Engines for Homer

**10. NEW BUSINESS**

**11. INFORMATIONAL ITEMS**

- A. City Manager's Report October 12, 2015 **Page 35**  
B. Memo from Deputy City Clerk re: EDC Meeting Speakers Scheduled & Pending **Page 37**  
C. Resolution 15-076 Amending EDC Bylaws to Include Pledge of Allegiance **Page 39**  
D. Commissioner Attendance list for City Council Meetings **Page 41**

**12. COMMENTS OF THE AUDIENCE**

**13. COMMENTS OF THE CITY STAFF**

**14. COMMENTS OF THE COUNCILMEMBER (If one is assigned)**

**15. COMMENTS OF THE CHAIR**

**16. COMMENTS OF THE COMMISSION**

**17. ADJOURNMENT/NEXT REGULAR MEETING IS SCHEDULED FOR TUESDAY, NOVEMBER 10, 2015  
at 6:00 p.m.** in the City Hall Cowles Council Chambers located at 491 E. Pioneer Ave, Homer,  
Alaska.



Session 15-07 a Regular Meeting of the Economic Development Advisory Commission was called to order by Chair Brown at 6:00 p.m. on August 11, 2015 at the City Hall Cowles Council Chambers located at 491 E. Pioneer Avenue, Homer, Alaska.

PRESENT: COMMISSIONER BROWN, FRIEDLANDER, MARKS, SANSOM, STANISLAW

ABSENT: ARNO

STAFF: ASSISTANT CITY MANAGER LAWRENCE  
DEPUTY CITY CLERK JACOBSEN

### **AGENDA APPROVAL**

MARKS/STANISLAW MOVED TO APPROVE THE AGENDA.

There was no discussion.

VOTE: NON OBJECTION: UNANIMOUS CONSENT

Motion carried.

### **PUBLIC COMMENTS REGARDING ITEMS ON THE AGENDA**

### **RECONSIDERATION**

### **APPROVAL OF MINUTES**

A. Regular Meeting Minutes July 14, 2015

MARKS/SANSOM MOVED TO APPROVE THE MINUTES.

There was no discussion.

VOTE: NON OBJECTION: UNANIMOUS CONSENT

Motion carried.

### **VISITORS**

### **STAFF & COUNCIL REPORT/CHAMBER OF COMMERCE & MARINE TRADES ASSOCIATION REPORT/ COMMITTEE REPORTS/BOROUGH REPORT**

Karen Zak, Chamber of Commerce Executive Director, reported to the Commission that 9377 visitors have visited the Homer Chamber of Commerce since May. The peak month of July was 3440, and the peak day was 195 people on August 4<sup>th</sup>. The volunteers are busy talking with visitors and providing information for the businesses that can meet their needs. They have met the cruise ships and provide

maps to the busses that include businesses along the route that are members of the Chamber. They have had feedback that it has helped increase visitors to those businesses. The back of the map has information for what the cruise ship visitors can do when they come back for an extended visit. The chamber is also doing a three minute survey with visitors to gather some general statistics about their group and how they heard about Homer. The information will be provided after the season. She reported on updates to the relocation guide and information people are looking for. This year's visitor guide will be promoting all seasons and highlight events to help promote year round tourism. There are three conferences scheduled for this year and they have information set aside for those visitors. They are also working with the Borough to collect sales tax data to help track how these events impact the local economy. Mrs. Zak provided stats for 2013-2014 that guided water was up 22%, lodging up 48%, restaurants and bars up 42%, retail trade up 5.5% with a net gain of more than \$1 million. They are hearing this is one of the best summers in years and looking forward to getting the new numbers.

Mrs. Zak talked about the International Economic Development Council Annual Conference (IEDC) happening in Anchorage on October 4-7. She prepared a budget on attending as an exhibitor. The booth, lodging and travel for two people, redoing the booth design, and jump drives to distribute would be \$3500 to \$4000 to participate. The group discussed other groups that might be interested in partnering and help share the cost to attend and participate.

The Commission, staff, and Mrs. Zak touched on discussion of the city budget and the idea of a bed tax. It was suggested and the Commission agreed that the bed tax could be added to a future agenda for further discussion.

## **PUBLIC HEARINGS**

## **PENDING BUSINESS**

- A. Old Building Business Renewal
  - i. City of Soldotna Storefront Improvement Plan Guidelines

The Commission discussed whether to forward a request for direction from Council regarding this topic or whether to begin formulating a recommendation on a concept like this for the City of Homer. They agreed to discuss the topic and begin working on a recommendation for Council on the program.

They requested further information to discuss at the next meeting:

- How Soldotna funds their program
- What fund the city would use
- Who writes grants for the city
- What changes staff would recommend for the city's program

There was consensus to include this on the next agenda.

- B. Bylaw Amendment – Adding Pledge of Allegiance before roll call

BROWN/MARKS MOVED TO FORWARD THIS AMENDMENT TO INCLUDE THE PLEDGE OF ALLEGIANCE BEFORE ROLL CALL TO THE CITY COUNCIL FOR ADOPTION.

There was no further discussion.

VOTE: NON OBJECTION: UNANIMOUS CONSENT

Motion carried.

C. Draft 2016-2021 Capital Improvement Plan Review & Recommendation

Assistant City Manager Lawrence reviewed the process for the capital improvement plan, projects that relate to economic development, and answered questions about the projects. The Commissioners stated their top two projects for the CIP.

Commissioner Sansom – Seafarer’s Memorial Parking expansion, with the caveat that it’s paid parking, and Kachemak Shellfish Grower’s Association

Commissioner Friedlander - Deep Water Dock Cruise Ship Dock expansion and Marine Ways Large Vessel Haul Out facility

Commissioner Stanislaw – Jack Gist Park improvements phase 2 and Karen Hornaday Park improvements phase 2

Commissioner Marks – Ice Plant upgrade and Storm Water Master Plan

Chair Brown – Ice Plant upgrade and Barge Mooring Facility

There was no consensus of projects and discussion ensued. Projects like the Ice Plant, park improvements, Seafarer Memorial parking, and storm water planning are low cost projects that could be reachable and also bring in revenue. The Deep Water Dock and Cruise Ship dock have a completion date of 2016 and they would benefit revenue for the entire city in support services, housing, and tourist related business for example. It will also benefit the Coast Guard. The large vessel haul out will benefit the marine trade services as well.

BROWN/FRIEDLANDER MOVED THAT THE HOMER ECONOMIC DEVELOPMENT ADVISORY COMMISSION SUPPORTS THE DEEP WATER DOCK/CRUISE SHIP DOCK EXPANSION AND THE BARGE MOORING FACILITY.

There was no further discussion.

VOTE: NON OBJECTION: UNANIMOUS CONSENT

Motion carried.

**NEW BUSINESS**

A. City of Homer Marketing Plan

The Commission agreed that they will have this topic on a future agenda after they see what develops with the IEDC Conference and when Chamber Director Zak can work with the Commission.

B. Defining New Economic Engines for Homer

The Commission discussed preparing a speakers list so the Commission can hear from the groups around town and help them in developing a marketing plan. Some suggestions included:

- Patrice Krant, who worked with an Irish town who had an interested in their community and environment. She assisted the town in bringing in business that fit with the community's interest
- The Port and Harbor Director to talk to the Commission about what is happening with their improvements and goals moving forward
- The Woodard Creek Coalition

Commissioner Marks said she would provide a list to staff to be included in the packet. Staff noted the list can be included as an informational item in each packet and the Commission can add or remove speakers as they choose.

C. Commissioner Attendance at City Council Meetings

Commissioner Marks said she could attend a council meeting in September and Commissioner Friedlander said he could attend a council meeting in November.

The calendar will be included in future meeting packets so Commissioners can sign up to attend as their schedules allow.

**INFORMATIONAL ITEMS**

A. City Manager's Report July 27, 2015

Assistant City Manager Lawrence briefly reviewed the status of the beach policy updates.

**COMMENTS OF THE AUDIENCE**

None

**COMMENTS OF CITY STAFF**

None

**COMMENTS OF THE COUNCILMEMBER**

None

**COMMENTS OF THE CHAIR**

Chair Brown thanked the Commission and staff for their work.

**COMMENTS OF THE COMMISSION**

Commissioner Sansom said she appreciated the opportunity to review and give feedback on the Capital Improvement Plan projects.

Commissioner Friedlander apologized for being late and said it was a good meeting.

Commissioner Stanislaw had no comments.

Commissioner Marks commented that she was contacted by and spoke with the Homer Tribune about information from the town survey. She said the Commission hadn't had a chance to discuss it yet, but probably would in the near future. She made the comment from her own perspective that after all the discussion at the town hall meeting she appreciated the City Manager's comment that there is another piece to the puzzle besides taxes, and it is economic development.

**ADJOURN**

There being no further business to come before the Commission the meeting adjourned at 7:42 p.m. The next regular meeting is scheduled for Tuesday, September 8, 2015 at 6:00 p.m. at the City Hall Cowles Council Chambers located at 491 E. Pioneer Avenue, Homer, Alaska.

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MELISSA JACOBSEN, CMC, DEPUTY CITY CLERK

Approved: \_\_\_\_\_







# City of Homer

[www.cityofhomer-ak.gov](http://www.cityofhomer-ak.gov)

## Administration

491 East Pioneer Avenue  
Homer, Alaska 99603

(p) 907-235-8121 x2222

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## Memorandum

TO: Economic Development Advisory Commission  
FROM: Patrick Lawrence, Assistant City Manager  
DATE: September 2, 2015  
SUBJECT: Soldotna's Storefront Improvement Program

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The purpose of this memo is to provide information about the Storefront Improvement Plan (SIP) that Soldotna implemented in 2012.

The SIP was implemented by the Economic Development Director for the City of Soldotna, in 2012 and was modeled after a similar program the City of Portland OR has been using for over 20 years. The first year Soldotna had \$15,000 to distribute to qualifying projects, the second year they had to double to funds due to the overwhelming success and interest of the program the first year, and in 2014 they decided to raise the maximum grant amount from \$5,000 to \$7,500 or up to 50% of the total project cost. The SIP program has funded 3-4 projects annually and has continued to grow in popularity. Soldotna currently funds about 2/3rds of the projects submitted and all but one of the successful projects have been completed over the last 4 years.

The thought behind the program is that it improves storefront images along popular roadways which improves quality of life and encourages more business, in turn growing more tax dollars for the City.

I have attached the Portland program and more information about the Soldotna program.

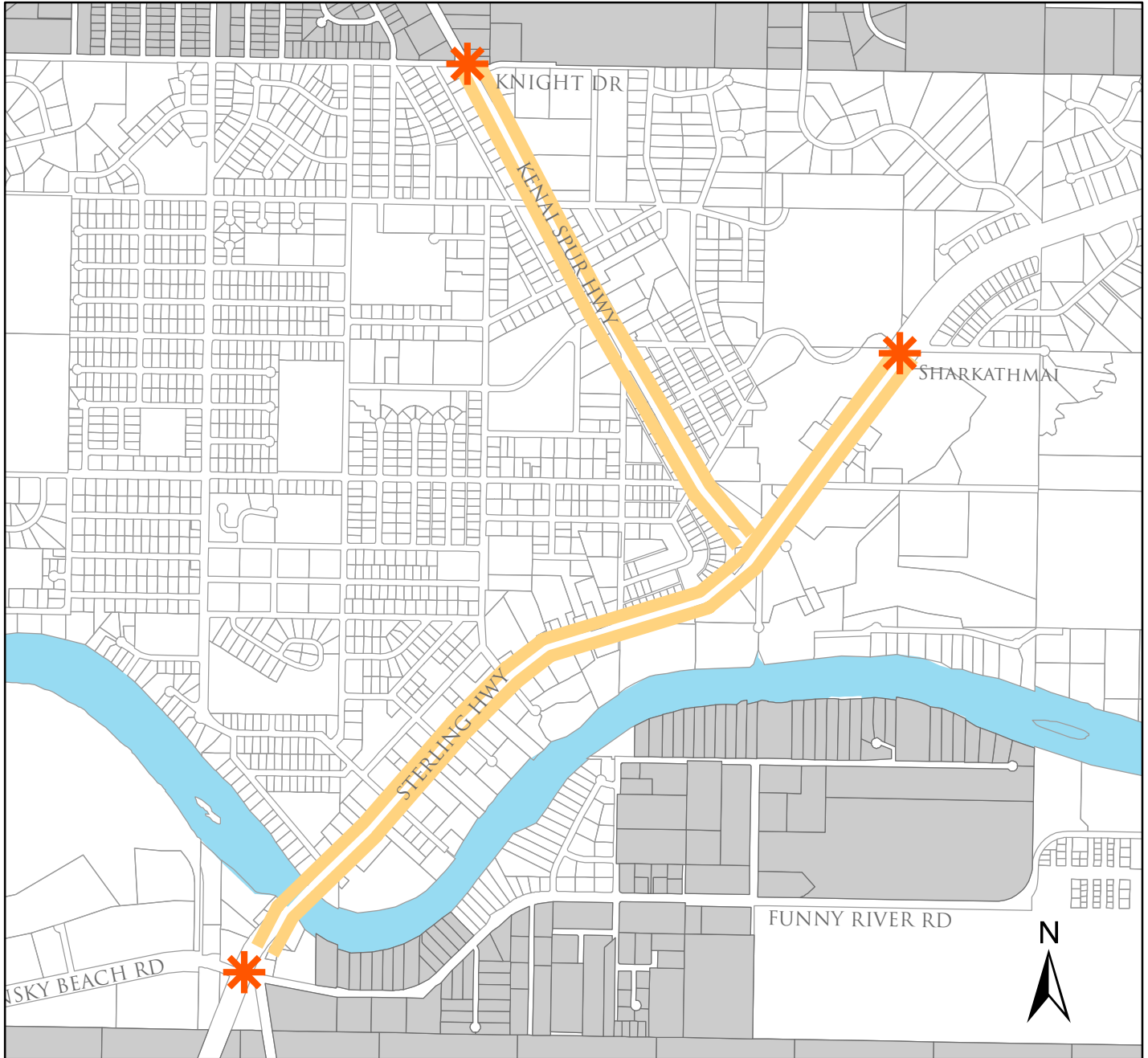
### Action:

Determine whether to develop a Homer SIP program and present to Council for consideration.



# 2012 SIP TARGET AREA

STERLING HWY  
SHARKATHMAI TO K. BEACH / FUNNY RIVER  
&  
KENAI SPUR HWY  
KNIGHT DR. TO THE "Y"



The information depicted hereon is for graphical representation only from the best available sources.

The City of Soldotna assumes no responsibility for any errors on this map.

 TARGETED AREA





**Storefront Improvement Program Letter Agreement**

This letter of agreement (this "Agreement") is entered into as of \_\_\_\_\_, 2013 (the "Effective Date") by and between the City of Soldotna ("City") and \_\_\_\_\_, ("Grantee"), and sets forth the terms and conditions under which the City has agreed to provide a Storefront Improvement Grant for Grantee's storefront rehabilitation project.

**TERMS**

Grantee: \_\_\_\_\_

Grant: The City shall reimburse 50% of the cost of improvements, up to seven thousand five hundred dollars (\$7,500), for the scope of work identified below.

Project: The improvements eligible for reimbursement are described in the application material (attached as Exhibit A), and include: installation of a new door and windows; replacing existing windows; adding columns and raised panel trim; adding soffit trim and can lighting in the eaves; and re-painting and welding additional structure on the existing freestanding sign.

Purpose of the Grant: To provide partial financing for the rehabilitation of the Grantee's storefront on the property located at \_\_\_\_\_. The Project is estimated to cost \_\_\_\_\_ for the work described above, with an estimated \_\_\_\_\_ for work to be completed at a later date (and not part of the Grant). Grantee is responsible for all Project costs in excess of the Grant.

Disbursement: Subject to the disbursement conditions set forth below, Grant funds shall be used to reimburse Grantee for eligible work only after work has been completed and the contractor paid in accordance with the approved plans. The project shall not be eligible for reimbursement until the entire scope of work is installed.

**DISBURSEMENT CONDITIONS**

All of the following conditions must be met and items submitted to the City, prior to disbursement of the grant funds:

1. W-9: Grantee must complete, sign, and submit a W-9 to the City.
2. Approval by Building Owner: If Grantee is not the owner of the building, the Grantee must obtain the prior written approval of the Project from the building owner and provide a copy of the approval to the City.
3. Other Approvals: The Grantee must obtain necessary regulatory approvals (e.g., City of Soldotna building permits or site plan review, if required).
4. Inspection by Planning Staff: Applicant must inform the City when work is completed and ready for inspection prior to final disbursement to Grantee. Funds shall not be disbursed if the work has not been completed to the satisfaction of the City.

- 5. Proof of Payment: Grantee shall submit a Disbursement Request in the form attached hereto as Exhibit B and incorporated herein by this reference, accompanied by proof of payment to each contractor, for whose work Grantee is seeking reimbursement. Proof of payment shall be in the form of a receipt from the contractor or another form of evidence acceptable to the City.

**GENERAL CONDITIONS**

Payment: The City shall not reimburse more than 50% of all submitted receipts, and in no case will the City pay more than the Grant amount.

Completion, Permits and Inspections: If required, all work shall be done under a building permit issued by the City of Soldotna. Upon completion of the work, the property shall be inspected and certified in compliance with all applicable City codes and ordinances. All contractors shall be registered and bonded by the State of Alaska to perform construction work.

Maintenance: Applicant will maintain the improvements funded by the grant in good order for a period of at least five years and be dutiful about removal of graffiti and repair of vandalism.

Publicity: The Grantee agrees to allow the City to develop materials related to the Project and highlight the Grantee’s participation including, but not limited to, web sites, brochures, reports or newsletters.

Agreement Acceptance: This agreement must be accepted by signing below no later than 30 days from the effective date. If you do not accept the agreement by this date, the City’s offer to make this Grant expires and the funds may be allocated to other eligible projects.

Schedule of Performance: Grantee agrees to achieve completion of Project construction on or before June 15, 2014.

Agreement Expiration: This Agreement will remain in force until June 30, 2014 (the “Grant Expiration Date”). Grantee must submit the final request for payment no later than 15 days before the Grant Expiration Date.

This Agreement constitutes a grant commitment subject to satisfaction of and compliance with the above-described conditions. **Please indicate your acceptance of these conditions by signing this letter, and returning it to Stephanie Queen in the Planning Department, prior to the acceptance deadline.**

**Approved By:**

**Accepted By:**

\_\_\_\_\_  
Mark Dixson,  
City Manager

\_\_\_\_\_  
Date

\_\_\_\_\_  
Grantee

\_\_\_\_\_  
Date

**Exhibit B**



CITY  
OF  
SOLDOTNA

**GRANT  
DISBURSEMENT REQUEST**

<b>GRANT PROJECT</b>	
<b>GRANTEE / BORROWER</b>	
<b>PROJECT ADDRESS</b>	
<b>GRANT / LOAN PROGRAM</b>	Storefront Improvement Program

**1. TO BE COMPLETED BY GRANTEE OR BORROWER REQUESTING DISBURSEMENT**

<b>Description of work performed:</b>	<b>Payment amount requested: \$</b>						
<p>Payee is: <input checked="" type="checkbox"/> Grantee / Borrower</p> <p>Payee info:</p> <table border="1"> <tr> <td>Name:</td> <td>&lt;Company&gt;</td> </tr> <tr> <td>Mailing address:</td> <td>&lt;Adrrs&gt;</td> </tr> <tr> <td>City, State, Zip:</td> <td>&lt;City&gt;, &lt;State&gt; &lt;ZIP&gt;</td> </tr> </table> <p>The undersigned requests disbursement in the amount shown above. The Grantee certifies that such payment is in accordance with the terms and conditions of the documents executed in connection with the above referenced grant.</p> <p>Grantee or Borrower signature: _____ Date: _____</p>		Name:	<Company>	Mailing address:	<Adrrs>	City, State, Zip:	<City>, <State> <ZIP>
Name:	<Company>						
Mailing address:	<Adrrs>						
City, State, Zip:	<City>, <State> <ZIP>						

**2. TO BE COMPLETED BY STAFF**

<b>Payee vendor # :</b>	Amount requested: \$	Final disbursement? <input type="checkbox"/> Yes
<b>REQUIRED INFORMATION ATTACHED FOR PROCESSING (attach all that apply):</b>		
<input type="checkbox"/> <u>Invoices from grantee</u>	<input type="checkbox"/> <u>W-9</u>	







## **Storefront Improvement Program: Guidelines and Requirements**

*The Storefront Improvement Program assists commercial property and business owners in rehabilitating their storefronts, to revitalize neighborhood commercial areas, eliminate blight and enhance the livability of surrounding neighborhoods.*

### **APPLICATION**

You must submit a written application. PDC staff will then work with you to help you meet program conditions that are required for a commitment of funds.

### **ELIGIBILITY**

Eligible work: Rehabilitation of building facades visible to the street, including storefronts; cornices; gutters and downspouts; signs and graphics; exterior lighting; canopies and awnings; painting and masonry cleaning; and limited security and accessibility improvements. Permit and design review fees can be reimbursed through the program.

The following repairs are allowed as long as they are part of work which directly affects the façade: landscaping; fences; seal coating and re-stripping of parking lots; bike racks; and interior window display lighting.

Ineligible work: Roofs; structural foundations; billboards; security systems; non-permanent fixtures; interior window coverings; vinyl awnings; personal property and equipment; security bars; razor/barbed wire fencing; sidewalks and paving.

Eligible participants include both commercial property owners and business lessees with written authorization of the property owner.

#### Ineligible participants:

- National franchises/for profit corporations with multiple locations outside of Portland, unless the corporation is headquartered in Portland;
- Buildings in excess of 80,000 square feet; except those in the three downtown URAs;
- Government offices and agencies (non-governmental tenants are eligible);
- Businesses that exclude minors; except those in the three downtown URAs;
- Properties primarily in residential use;
- New construction, less than 5 years old

### **LETTER OF CONDITIONS**

Accepted applicants receive a Letter of Conditions which must be met prior to commitment of grant funds.

### **DESIGN**

PDC has several pre-qualified architects on retainer to provide up to 30 hours of free design assistance per project for rehabilitation of exterior building facades and storefronts. The architect will help you put together a final concept and the requirements for design review approval from the city (which applies in most areas in the central city), should it be necessary.

If you choose to use your own architect, and include the PDC Storefront Coordinator in the design process, you may be partially reimbursed, up to a maximum of \$1,850. This amount is paid in addition to the grant funds awarded in the Commitment Letter as a reimbursable project expense. Reimbursement for outside design assistance will only take place if the improvements occur under the Storefront Program.

### **APPROVALS**

PDC has the sole authority to determine eligibility of proposed work and confirmation of completed work. Certain work may be required or precluded as a condition of funding. Participants will be responsible for obtaining necessary regulatory

approvals, including those of the City Design and Landmark Commissions where applicable, the State Historic Preservation Office, the City of Portland building permits and any other necessary permits. All work must comply with city, state and federal regulations.

### **BIDDING**

PDC requires that you get 1 bid for each type of work you are doing. We will commit to paying up to 75 percent of the total bid(s) up to \$20,000.

If the applicant is a licensed contractor, an additional bid must be submitted to validate the applicants bid. Contractor fees and overhead for applicant owners will not be reimbursed. All contractors must be licensed by the State of Oregon. All construction contracts will be between the applicant and contractor.

### **MWESB**

Applicants are encouraged to hire minority, women-owned, emerging small business (MWESB) certified contractors. If you need assistance locating an MWESB certified contractor please visit <http://egov.oregon.gov/DCBS/OMWESB/>.

### **COMMITMENT OF FUNDS**

*As part of the City of Portland economic stimulus package a 75/25 matching storefront grant is currently available in select areas for a limited time.* The grant available for each building is up to 75 percent of the cost of eligible improvements, up to \$20,000. Matching grants are paid upon completion of pre-approved, applicant-paid work. Under no circumstance will grant funds be disbursed for work completed before a Commitment Letter is provided. Funds are limited; grants are awarded on a first come, first served basis.

PDC will review and approve proposed work and insure all other conditions are met prior to issuing a Commitment Letter and allocating funds to the project. The Commitment Letter will outline additional terms and conditions of the matching grant, and will serve as the legal commitment of both parties as to the scope and quality of work and the amount of funds committed.

### **GENERAL CONDITIONS**

The following general conditions will apply to all projects:

- Improvements funded by the grant will be maintained in good order for a period of at least five years; graffiti and vandalism will be dutifully repaired during this time period.
- Property taxes must be current, and participants may have no debts in arrears to the City when the Commitment Letter is issued.
- For grants over \$5,000, upon completion of improvements, the Applicant shall provide a Certificate of Property Insurance evidencing property coverage for "improvements" in an amount not less than the value of the improvements
- Eligible buildings qualify for a maximum of \$20,000. You may apply more than once as long as the building doesn't exceed the maximum grant. The maximum grant will be available again after a five-year time frame. If a building is sold and the new owner wishes to apply for the grant, the five-year time frame still applies. The five-year time frame begins at the date the improvements are completed.
- Compliance with the City of Portland Business License is required.
- The Applicant must complete, sign and submit a W-9 in order for disbursement of funds.
- All projects will display signage indicating PDC's involvement in the improvement work.
- Building must be at least five years old.

### **REIMBURSEMENT OF FUNDS**

Prior to reimbursement of funds, all completed work will be reviewed by PDC staff as to compliance with the Letter of Commitment. In the case of projects that are larger than the required match, the final \$5,000 disbursement of funds will be held until the exterior of the building is "picture ready" and consider complete by the Storefront Coordinator.

The PDC Loan Committee may make minor exceptions to the program guidelines. Application forms and maps that will help you determine if your building is in an eligible area are also available at [www.pdc.us/storefront](http://www.pdc.us/storefront).

For more information, please call Dana DeKlyen at (503) 823-3312, Pam Johnson at (503) 823-3334 or Sherry Lenard at (503)823-3582.

# STOREFRONT IMPROVEMENT PROGRAM



# Basic Storefront Program Guidelines

## BACKGROUND

The City of Portland is known nationally for its many attractive neighborhoods anchored by vital business hubs. But over the years, some key business corridors have lost their vitality.

As part of its commitment to community revitalization, PDC has developed strategies to rebuild business districts and enhance surrounding neighborhoods. PDC administers the Storefront Improvement Program, a major piece of the city's revitalization efforts.

The Storefront Improvement Program provides grants and design assistance to business and property owners in eligible neighborhoods. Recipients can use the grant for a variety of improvements, ranging from repainting to purchase of new windows and awnings.

The Storefront Improvement Program has a notable track record. In neighborhoods across the city, the program has:

- ◆ Helped new and established businesses attract customers
- ◆ Leveraged private investment from current owners and inspired improvements to neighboring buildings
- ◆ Enhanced the appearance and charm of commercial areas while building a safer street environment, and
- ◆ Re-established pride in some of Portland's oldest and best-loved neighborhoods.

From 1989, when the program began, to 2000, PDC has made 250 grants in 15 Portland neighborhoods — ranging from outer Southeast Portland to St. Johns to sections of downtown. Those numbers are growing as businesses and residents learn about the value of storefront improvements to their business, and to their neighborhoods.

## HOW DOES THE STOREFRONT IMPROVEMENT PROGRAM WORK?

The Storefront Improvement Program is a convenient, direct way for local businesses and property owners to receive help with exterior renovations.

## THE STOREFRONT IMPROVEMENT PROGRAM

- ◆ Awards grants up to \$20,000 to a property owner or a business owner;
- ◆ Provides up to 30 hours of free design assistance from an architect to help with design work and regulatory compliance.

The grant recipient is required to match the grant dollar for dollar using private funds — generally a conventional loan, or working capital. Applicants also must agree to certain maintenance and insurance requirements.

Participants like the Storefront Improvement Program because it is easy to apply for, with a minimum of red tape. Having an architect determine design concepts and suggest specifications for lighting and awnings is a tremendous benefit. Many find that the design assistance has helped move their projects along more quickly and efficiently than they had anticipated, particularly in dealing with the City's design review process.

## THE BUILDING LIGHTING ENHANCEMENT PROGRAM

Portland has the advantage of having many historic buildings still intact in the Central City. These monuments of terra cotta glazing, cast iron, stone, and masonry contribute to the livability and charm of the city. In the day time these buildings frame the street environment, while after sunset they recede into the night sky, revealing little more than the ground floor uses. Lighting the ornamental architectural features helps create a lively nighttime place where people feel comfortable to shop, dine, and stroll. Lit signage creates ambiance and character to areas of downtown that are known for their nightlife.

Ideally Portland's nightscape will be as lively as our daytime urban experience. To that end, our lighting program provides additional incentive to help create this environment. Architectural lighting which enhances these characteristics, unique signage, special feature lighting, display lighting all contribute to the guiding principles of our lighting program.

The lighting program is a \$7500 matching grant available to property and business owners to incent them to highlight these features. The program is only available in certain parts of downtown and is an excellent complement to the Storefront Improvement Program. The Building Lighting Enhancement Program is available in:

- ◆ Sections of North Downtown, including the Skidmore/Old Town and Chinatown Historic Districts.
- ◆ West End: Generally SW Broadway and the I-405 freeway to SW Salmon and West Burnside.

## WORKING TOGETHER FOR BETTER NEIGHBORHOODS

Storefront Improvement Grants can contribute substantially to ongoing neighborhood efforts, other PDC projects, and the work of other city agencies.

For example, community-based non-profits and a number of city and state agencies are focusing resources on parts of NE Albina and NE Martin Luther King, Jr., Blvd. Projects include street and sidewalk improvements, technical assistance with redevelopment, small business loans and much more. Storefront Improvement Grants have helped existing businesses strengthen their customer base and attract new patrons as the neighborhood becomes safer, more attractive and more stable.

A Storefront Improvement Grant can finance a minor change — such as repainting — or can be part of a larger renovation project. Storefront grants generally leverage two dollars for every dollar of public funds. Many grants result in property owners investing much larger sums of money on their business sites.

## TO FIND OUT MORE . . .

Contact PDC at (503) 823-3200. We can tell you if your business is eligible for the program and how to apply for assistance under the Storefront Improvement Program.

For the story of storefront, read on...





BEFORE



AFTER

Lents Body Shop, Inc.

# Lents Body Shop, Inc.

Is this really a body shop?

"People stop by all the time and ask, 'Is this really a body shop?' It's without a doubt the best-looking collision repair business I've seen," said Randy Dagel, owner of Lents Auto Body.

Randy participated in the Storefront Improvement Program as part of a major renovation of his site at 9038 SE Foster Road. He remodeled the original structure, built in 1941 as a Safeway store, and added an adjacent building where a used car lot once stood.

"We wanted the new building to blend in with the old, and at the same time we wanted to enhance the original features of the older building. We think we were really successful — it's a show-piece," Randy said.

"I would have done the project under any circumstances. The Storefront Improvement Project made it possible for me to do more in the way of landscaping and improved signage than I would have done otherwise," he said.

"The result of the project is that people actively want to do business with us," he said. "Before, on hearing that we had a backlog, a potential customer might have gone somewhere else. With our new, highly professional appearance, they're willing to accept some delay just to make sure that we're the ones to work on their cars."

AFTER



BEFORE



## N<sup>2</sup> Templeton Building

Joanne Ferraro faced a dilemma...

She wanted to restore the historic building she owned on East Burnside to enhance the structure's original architecture. But she also wanted to protect the merchandise — automotive parts — warehoused inside. In a neighborhood with a history of vandalism, she feared that restoring the original glass windows would encourage breakage — and theft.

When the Portland Development Commission's (PDC) Storefront Improvement Program became available in the Central Eastside Industrial Area, Joanne jumped at the chance to participate. PDC's technical team, combined with a grant, helped Joanne resolve her conflicting needs and restore the building's exterior to its original beauty.

"PDC assigned me an architect who found a way to preserve historic design and protect my business," Joanne said. Today, the break-proof windows and other building renovations made possible in part through the Storefront Improvement Program, are inspiring new investment in the Central Eastside.

Templeton Building

2

2



BEFORE



AFTER

3

### La Sirenita

## La Sirenita

Making a difference in a popular neighborhood eatery—now the outside looks as good as the food tastes inside

When Eric Wentland bought a building at 28th and NE Alberta that housed the popular “La Sirenita” restaurant, he applied for assistance from the Storefront Improvement Program. This was his second experience with the program. His first helped renovate a building on Alberta into an exciting commercial storefront. Today the building houses Chez What Café, two galleries and a beauty salon.

His second time around was equally successful.

“I’m really proud of the La Sirenita remodel,” he said. “We wanted to create a clean, appealing storefront while retaining some of the ‘atmosphere’ that characterized the restaurant’s entryway.”

Today, a new awning protects sidewalk tables from the direct sun — replacing the blue plastic tarp that used to be pulled out during summer lunches. Twelve-inch Mexican tiles decorate the building front, the porch has been rebuilt, and new doors encourage visitors to enter.

“We completed the restoration about the same time that Sunset Magazine listed La Sirenita as one of its favorite taquerias. I know that had we not made the front look so inviting, some of the Sunset readers would have gotten as far as the front door — then turned around and fled.

“Good food is essential — but appearance is very important, too.”

AFTER



2

BEFORE



## Urban Fauna

Now a new improved storefront lured the doggie daycare to Old Town.

“The wonderful renovation caught my eye as I drove past, and when I saw the sign saying it was available for lease, I called immediately,” said Suzanne Losh. She now rents the renovated space at NW 6th and Flanders for her unique business, Urban Fauna. Each day, Suzanne offers doggy day-care for up to 24 pets in this Old Town/ Chinatown storefront.

Owner Art Demuro of Venerable Properties purchased the old building that had been used as a warehouse. “We knew that underneath the modifications made over the years lay a beautiful building. The Storefront Improvement Program was an incentive to make the most of the building.”

The location is excellent, according to Suzanne, making it easy for clients who work downtown to drop off their pets on the way to the office. “I’m able to lease more space for the money than in other parts of the Central City. Yet the building is so attractive that it contributes to customer confidence in my business,” she said.





BEFORE



AFTER

Hankin's Hardware

# Hankin's Hardware

From a boarded up eyesore to a historically inspired renovation

Ben and Lois Hankins were looking for a place to open a second hardware store. As they drove along NE Martin Luther King, Jr. Blvd., they noticed a building with a "for lease" sign. When it turned out that the owner had just decided to sell it, the Hankins were prepared to make the move.

The former Weimers Hardware building is located in the Oregon Convention Center Urban Renewal District, and is in a part of the city that is receiving a lot of public support for community economic development. The Hankins were working with PDC to help finance purchase of the building when they learned of the Storefront Improvement Program.

"We totally removed the facade and rebuilt it. We have three sets of new windows and steel canopies welded into steel posts in front," Ben said. Today, the building is an excellent example of an up-to-date overhaul that draws on the building's historic charm.

"I think this program is helping to encourage new investment in this neighborhood," Ben said. "We see businesses around us taking advantage of the program, and things are looking better all the time."

AFTER

Federal Distributing



4

2

BEFORE



# Federal Distributing Co.

Helping keep family-owned, local business in the central city - and looking good.

In 1929, Norm Crow's grandfather started a service station and auto part supply house at 205 SE Martin Luther King, Jr. Blvd. Over the years, the business' focus changed.

Today, it's called Federal Distributing, supplying automotive and industrial supplies to wholesalers throughout the Northwest. But while the business made great improvements, the Crow family had little time to upgrade the building's exterior.

Norm knew he wanted to do something about the outside appearance, but the decommissioning of gas and oil tanks, plus installation of a new roof, used up a lot of his cash reserves. So the Storefront Improvement Program came along at just the right time.

"We replaced the windows, removed an old-fashioned overhang, painted, replaced the stucco and added new signage. It's really attractive, really eye-catching," Norm said. "Plus, it makes it a nicer place to work...its not so dark and it's more inviting. I've had customers go out of their way to compliment us."



BEFORE



AFTER

5

## Sylvia's Class Act

# Sylvia's Italian Restaurant and Class Act Dinner Theatre

A beloved neighborhood institution gets better with age... and a little help from PDC!

"For 40 years, we were the big red building on the corner of Sandy and 51st. Then one day, a little child came with his parents and called it 'the big purple building.' We knew it was time for a change," said Roberta Barger, who, along with her sister Patti Cosser, owns Sylvia's Italian Restaurant and Class Act Dinner Theatre.

Sylvia and Robert Posedel, Patti and Roberta's parents, opened their restaurant in 1957. It soon became a Hollywood neighborhood landmark. They gradually expanded, opening the dinner theater in 1985.

"When we started the renovation, we wanted to emphasize the theater aspects of our business. People come from all over the Northwest to visit this dinner theater — we wanted it to stand out," Roberta said.

The renovation highlights the building's old world style. They added arches, a texturized façade and new signage. "We hear a lot of people saying, 'You're not red any more, but we like it!'" Roberta said.

"The storefront program has been great for the Hollywood neighborhood. It's helping to create the type of atmosphere that draws people from all over the city. That's a big plus for every business in the neighborhood."

## Roslyn's Garden Coffee House

A once vacant storefront now contributes to the vitality of a neighborhood.

Roslyn Hill is a modern pioneer on NE Alberta Street. She remembered visiting Alberta St. as a child, visiting movie theaters and restaurants with friends and family. Roslyn had faith that the neighborhood could once again support a lively commercial center, replacing the abandoned storefronts so common on NE Alberta.

When Roslyn purchased the building that now holds Roslyn's Garden Coffee House, she wasn't able to find financing for building renovation. She used Storefront Improvement funds to replace windows, siding, gutters and fencing, and to install attractive signage on the building.

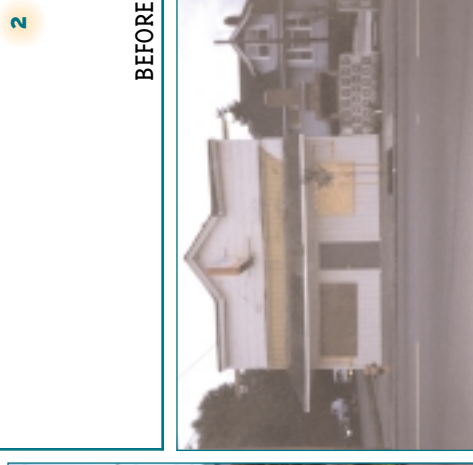
Roslyn was able to package several financing sources administered by PDC. A DOS (Development Opportunities Strategies) grant brought her technical assistance to envision the concept of a garden coffeehouse and determine the feasibility to transform an old house into a lovely coffee shop bordered by a spectacular flower garden. A small business loan helped her make the café into a solid business venture. The loan also assisted Roslyn in financing portions of the project that the grant did not cover.

Roslyn worked with PDC and other merchants to extend the Storefront Program to a broader area of NE Alberta. The result has been tremendous investment by property owners — those new to the neighborhood and those who have owned buildings for years. Attractions like her Garden Coffee House serve nearby residents and bring new visitors to the area every day.

## Roslyn's Garden Coffee House



AFTER



BEFORE

2





BEFORE



AFTER

Berbati's Pan

## Berbati's Pan

Renovation and storefront improvement help create a new use for a run-down corner in Old Town. Now it's one of Portland's hottest venues.

Berbati's began 12 years ago as a small Greek restaurant on SW 2nd Avenue, in Portland's Skidmore/Old Town neighborhood. The building is owned by John Beardsley, who also owns the property immediately behind — and connecting to — the restaurant. Berbati's owner, Ted Papaioannou, saw the opportunity to connect the two buildings and expand his business. The result is Berbati's Pan, one of the city's most successful nightspots.

Over three years, the owner used the Storefront Improvement and Building Lighting Enhancement Programs to make the outside of Berbati's as exciting as the inside entertainment.

Improvements include a band of Tivoli lights around the top of the commercial space, replacement of the original storefront windows on Third and Ankeny that had long been blocked off, installation of transom glass around windows and doors, and new signage that highlights the building's unique uses.

"Creation of a new corner entrance allowed Berbati's to expand with a brand new business. Counter service at Third and Ankeny serves an entire array of Greek and American meals, perfect for office worker lunches or a quick meal before a show," owner John Beardsley said. "Willamette Week just recommended it as a great place to eat. And that business probably wouldn't exist today without the Storefront Improvement Program."

AFTER

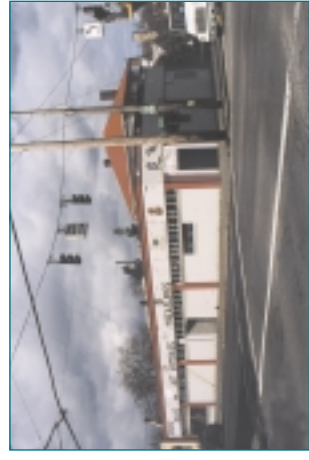


Rancho Deluxe

6

2

BEFORE



## Rancho Deluxe

Storefront grant money helped do the job right.

Jenni Lockwood started her used furniture business, Rancho Deluxe, in a building of an age that would appeal to her customers — people who appreciate classic, seasoned woodwork. But the 1908 structure, quaint as it was, definitely looked its age.

"I wanted to make the building look as good as it deserves, but I didn't have enough money to do it right. The prep work for the paint job was going to cost a lot," Jenni said. "I had water leakage. I needed the paint stripped and a good job of priming. It just wasn't in my budget."

A Storefront Improvement Grant helped Jenni's painting budget go farther. She was able to get the job done — and done right.

"It seemed to make a difference right away," she said. "After the painters had completed the first base coat — even before we had any signs up — I had a booming business day. The improvements seemed to grab people's attention."

# STOREFRONT PROGRAM • BEFORES & AFTERS 1989 THROUGH 2000



**CLUTCH DOCTORS**

Project Cost: \$31, 266  
Architect: Richard Brown



**CATALINA'S RESTAURANT**

Project Cost: \$133,000  
Architect: Browning/Shono



**SMALL PARTS MANUFACTURING**

Project Cost: \$750,000  
Architect: Carleton Hart



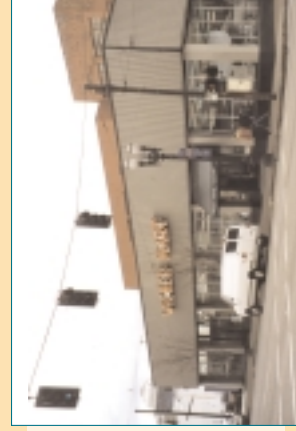
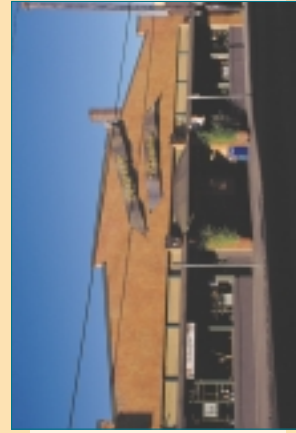
**ATLASTA LOCK**

Project Cost: \$40,619  
Architect: Bill Hawkins



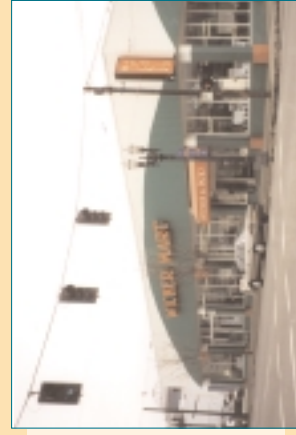
**THEATER THEATRE**

Project Cost: \$33,000  
Architect: Thia Bankey



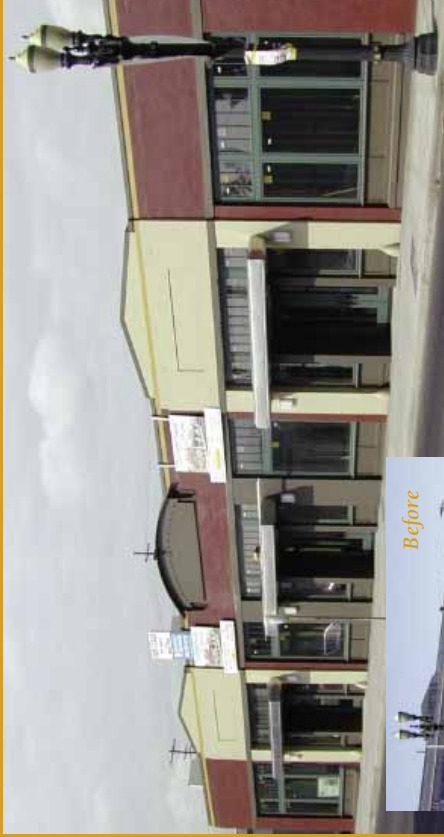
**WICKER MART**

Project Cost: \$25,000  
Architect: Browning/Shono





**STOREFRONT IMPROVEMENT PROGRAM**



After - Central Eastside URA

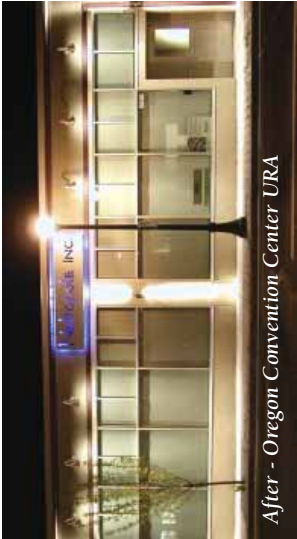
An incentive program for  
new and growing businesses

**PORTLAND**

*Investing in Portland's Future*

**PDC**

**PORTLAND DEVELOPMENT COMMISSION**



After - Oregon Convention Center URA



Before



Before



After - River District URA

PORTLAND DEVELOPMENT COMMISSION  
222 NW Fifth Avenue  
Portland, OR 97209

tel: 503.823.3200 • fax: 503.823.3368

[www.pdc.us](http://www.pdc.us)

The City of Portland is known nationally for its many attractive neighborhoods, anchored by vital business hubs. As part of its continuing commitment to community vitality, Portland has developed strategies to rebuild lackluster business districts and enhance surrounding neighborhoods. One of several incentive programs to help smooth the way for new and growing business is the Storefront Improvement Program, administered by the Portland Development Commission (PDC).

The Storefront Improvement Program is a major component of the city's revitalization efforts, providing cash grants and technical assistance to business and property owners in eligible neighborhoods. Recipients can use the support for a variety of improvements, ranging from repainting to purchase of new windows and awnings.

The Storefront Improvement Program has a notable track record. In neighborhoods across the city, the program has:

- Helped new and established businesses attract customers;
- Leveraged private investment from current owners and inspired improvements to neighboring buildings;
- Enhanced the appearance and charm of commercial areas while building safer, more attractive, more stable neighborhoods;
- Reestablished pride in some of Portland's oldest and best-loved neighborhoods.

### HOW DOES THE STOREFRONT IMPROVEMENT PROGRAM WORK?

The Storefront Improvement Program is supported by a variety of public funding sources and, as a result, is focused in designated target areas throughout the city. The program is a convenient, direct way for local businesses and commercial property owners in these target areas to receive help with exterior renovations.

### THE PROGRAM:

- The grant recipient is required to provide 50 percent matching funds;
- Awards grants up to \$20,000 to a property owner or business owner;
- Provides, where available, free design assistance from an architect to help with design work and regulatory compliance.

The program is easy to apply for, with a minimum of red tape. The availability of an architect to determine design concepts and suggest specifications for lighting and awnings is a tremendous benefit in selected areas. Participants find that the design assistance helps move their projects along quickly and efficiently, and is particularly helpful with respect to the city's design review process.

The following are *not* eligible for the Storefront Improvement Program:

- National franchises/for-profit corporations with multiple locations outside of Portland, unless the corporation is headquartered in Portland;
- Buildings in excess of 80,000 square feet, except those in the three downtown URAs;
- Government offices and agencies;
- Businesses that exclude minors, except those in the three downtown URAs;
- Properties primarily in residential use.

### WE WORK WITH YOU TO SMOOTH THE WAY

PDC staff work closely with prospective clients throughout the process, from application to design to commitment of funds and final reimbursement.

*Please note that you must have a formal Commitment of Funds before improvement work can proceed.*



To find out more, contact PDC at 503-823-3200,

or visit [www.pdc.us/storefront](http://www.pdc.us/storefront).

We can tell you if your business is eligible for the program, and how to apply for assistance under the Storefront Improvement Program.

*Investing in Portland's Future*

**PDC**

PORTLAND DEVELOPMENT COMMISSION



PORTLAND DEVELOPMENT COMMISSION

## APPLICATION

### 1. APPLICANT

Name: \_\_\_\_\_

Address: \_\_\_\_\_

\_\_\_\_\_ Zip Code: \_\_\_\_\_

Contact Name: \_\_\_\_\_ Phone Number: \_\_\_\_\_

Fax Number: \_\_\_\_\_ Email Address: \_\_\_\_\_

Legal Form: Sole Proprietorship  Partnership

Corporation: Profit  Non-Profit

In which State are the incorporation and/or organization documents filed? \_\_\_\_\_

Social Security Number/Tax Identification Number: \_\_\_\_\_

### 2. OWNER OF PROPERTY (if not applicant)

Name: \_\_\_\_\_

Contact Name: \_\_\_\_\_

Address: \_\_\_\_\_

\_\_\_\_\_ Zip Code: \_\_\_\_\_

Phone Number(s): \_\_\_\_\_

### 3. BUILDING/BUSINESS TO BE REHABILITATED

Name: \_\_\_\_\_

Address: \_\_\_\_\_ Zip Code: \_\_\_\_\_

Property Tax Account Number: R- \_\_\_\_\_

### 4. RETENTION/RECRUITMENT OF JOBS:

Current number of local employees: \_\_\_\_\_ Current number of company-wide employees: \_\_\_\_\_

### 5. BRIEF DESCRIPTION OF PROPOSED EXTERIOR STOREFRONT IMPROVEMENTS:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_



6. **DO YOU HAVE AN ARCHITECT OR OTHER REAL ESTATE / DESIGN PROFESSIONAL(S) WORKING ON THE PROJECT?** Yes  No  **IF YES, WHO?**\_\_\_\_\_

7. **ARE YOU INTERESTED IN HAVING, FREE, 30 HOURS OF AN ARCHITECT ON CONTRACT WITH PDC?** Yes  No

8. **ESTIMATED COST OF STOREFRONT IMPROVEMENTS:** \$\_\_\_\_\_

9. **IN ADDITION TO THE PROPOSED STOREFRONT IMPROVEMENTS, IS INTERIOR OR OTHER WORK ALSO PROPOSED?** Yes  No

Estimated cost of other work: \$\_\_\_\_\_

Total estimated cost of all work: \$\_\_\_\_\_

10. **PORTLAND BUSINESS LICENSE:**

a) Are you required to have a City of Portland Business License? Yes  No

b) If yes, please enclose a copy of the License.

c) If no, please explain why not:\_\_\_\_\_

\_\_\_\_\_

11. **APPROVALS**

The applicant understands that the Portland Development Commission as well as other local agencies and commissions must approve the proposed exterior storefront improvements. Certain changes or modifications may be required by these agencies or by the Portland Development Commission prior to final approval. A commitment of funds will not be processed prior to PDC's receipt and approval of necessary bids for the approved work. Any work commenced prior to a commitment letter being issued will not be eligible for reimbursement, and any work deviating from the approved work must be *pre-approved* by PDC in order for the work to be eligible for reimbursement.

12. **SOURCE OF FUNDS**

The Storefront Improvement Program is a reimbursement-based grant program. Applicant is responsible for initial payments and might be asked to produce evidence of sufficient funds to cover the work proposed.

**CERTIFICATION BY APPLICANT**

The applicant certifies that all information in this application, and all information furnished in support of this application, is given for the purpose of obtaining up to a 75% storefront improvement grant and is true and complete to the best of the applicant’s knowledge and belief.

If the applicant is not the owner of the property to be rehabilitated, or if the applicant is not the sole owner of the property, the applicant certifies that s/he has the authority to sign and enter into an agreement to perform the rehabilitation work on the property. Evidence of this authority must be attached.

**As part of the City of Portland economic stimulus package, a 75/25 matching storefront grant is currently available in select areas for a limited time.**

*The Portland Development Commission is dedicated to and promotes diversity in contracting on the projects and programs that it supports or funds. Successful applicants and/or recipients of Storefront Improvement Program assistance are encouraged to contact contractors that are certified by the Oregon Office of Minority, Women, and Emerging Small Business to provide them the opportunity to participate in the Storefront improvement jobs.*

Verification of any of the information contained in this application may be obtained by PDC from any available source.

_____	_____	_____
Applicant Signature	Print Name	Date
_____	_____	_____
Property Owner Signature (if not Applicant)	Print Name	Date

**PLEASE RETURN APPLICATION TO YOUR PROGRAM COORDINATOR TOGETHER WITH A COPY OF THE CURRENT CITY OF PORTLAND BUSINESS LICENSE:**

**Dana DeKlyen**  
*Target Area*  
503-823-3312 – Telephone  
503-865-3642 – Fax  
DeKlyenD@pdc.us – e-mail

**Pam Johnson**  
*Downtown Waterfront, River District, South Park Blocks, Central Eastside and Oregon Convention Center (Lloyd District)*  
503-823-3334 – Telephone  
503-865-3692 – Fax  
JohnsonP@pdc.us – e-mail

**Sherry Lenard**  
*Interstate, Gateway, Lents and Oregon Convention Center (Alberta and Martin Luther King, Jr Boulevard)*  
503-823-3582 – Telephone  
503-865-3710 – Fax  
LenardS@pdc.us – e-mail

**Portland Development Commission  
222 NW 5<sup>th</sup> Avenue  
Portland, OR 97209-3859**





# Storefront Improvement Program Application

## APPLICANT *(Please complete a W-9 and submit it with this application)*

Name: *(Person authorized to sign the grant)* \_\_\_\_\_

Company Name: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ Zip Code: \_\_\_\_\_

Project Contact Name: \_\_\_\_\_ Phone Number: \_\_\_\_\_

Mobile Number: \_\_\_\_\_ Fax Number: \_\_\_\_\_

Email Address: \_\_\_\_\_ Website: \_\_\_\_\_

Is your company a franchise? Yes  No

How many locations are in the City of Portland: \_\_\_\_\_

City of Portland Business License number: \_\_\_\_\_

*You are required to have a City of Portland Business License or proof of exemption to apply for this program.*

Jobs: \_\_\_\_\_ Current # company-wide: \_\_\_\_\_ Current # at site: \_\_\_\_\_ Expected # at site in 2 years \_\_\_\_\_

## BRIEF DESCRIPTION OF YOUR COMPANY

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

## PROPERTY OWNER

*If applicant is not the owner of the property, PDC Program requires additional authorization. The property owner will need to co-sign the Storefront Application.*

Company Name: \_\_\_\_\_

Name: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ Zip Code: \_\_\_\_\_

Phone Number: \_\_\_\_\_

## BUILDING/BUSINESS TO BE REHABILITATED

Project Name: \_\_\_\_\_

Project Contact Name: \_\_\_\_\_

Address: \_\_\_\_\_ Zip Code: \_\_\_\_\_

Property Tax Account Number: R- \_\_\_\_\_

## STOREFRONT IMPROVEMENTS

Brief description of proposed exterior improvements: \_\_\_\_\_

\_\_\_\_\_

Is other work being proposed in addition to the above description? Yes  No

Estimated cost of the storefront improvements: \$ \_\_\_\_\_

Estimated cost of other work (if applicable): \$ \_\_\_\_\_

Total estimated cost of all work: \$ \_\_\_\_\_

## DESIGN

Do you have an architect working on the project: Yes  No

If yes, please provide the architect firm name: \_\_\_\_\_

Are you interested in having 30 hours of free architectural assistance with an architect on contract with PDC?

Yes  No

## APPROVALS

The applicant understands that the Portland Development Commission as well as other local agencies and commissions must approve the proposed exterior storefront improvements. Certain changes or modifications may be required by these agencies or by the Portland Development Commission prior to final approval. A commitment of funds will not be processed prior to PDC's receipt and approval of necessary bids for the approved work. Any work commenced prior to a commitment letter being issued will not be eligible for reimbursement, and any work deviating from the approved work must be *pre-approved* by PDC in order for the work to be eligible for reimbursement.

## SOURCE OF FUNDS

The Storefront Improvement Program is a reimbursement-based grant program. Applicant is responsible for initial payments and might be asked to produce evidence of sufficient funds to cover the work proposed.

## CERTIFICATION BY APPLICANT

The applicant certifies that all information in this application, and all information furnished in support of this application, is given for the purpose of obtaining up to a 75% storefront improvement grant and is true and complete to the best of the applicant's knowledge and belief.

If the applicant is not the owner of the property to be rehabilitated, or if the applicant is not the sole owner of the property, the applicant certifies that s/he has the authority to sign and enter into an agreement to perform the rehabilitation work on the property. Evidence of this authority must be attached.

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Verification of any of the information contained in this application may be obtained by PDC from any available source.

\_\_\_\_\_  
Applicant Signature

\_\_\_\_\_  
Print Name

\_\_\_\_\_  
Date

## PROPERTY OWNER AUTHORIZATION

The property owner hereby authorizes the above applicant to make exterior improvements to the building listed above and take advantage of the Storefront Improvement Grant Program.

\_\_\_\_\_  
Property Owner Signature (if not Applicant)

\_\_\_\_\_  
Print Name

\_\_\_\_\_  
Date

## PLEASE RETURN APPLICATION TO YOUR PROGRAM COORDINATOR WITH A COMPLETED AND SIGNED W9

### Dana DeKlyen

Interstate and Oregon Convention Center  
(Alberta and Martin Luther King Jr. Boulevard)  
503-823-3312 – Telephone  
503-865-3642 – Fax  
DeKlyenD@pdc.us – email

### Pam Johnson

Downtown Waterfront, River District, South Park Block, Central  
Eastside and Oregon Convention Center (Lloyd District)  
503-823-3334 – Telephone  
503-865-3692 – Fax  
JohnsonP@pdc.us – email

### Amy Fleck-Rosete

Gateway, Lents  
503-823-9036 – Telephone  
503-865-3878 – Fax  
Fleck-roseteA@pdc.us – email

Portland Development Commission  
222 NW 5<sup>th</sup> Avenue  
Portland, OR 97209-3859



# City of Homer

[www.cityofhomer-ak.gov](http://www.cityofhomer-ak.gov)

Office of the City Manager

491 East Pioneer Avenue  
Homer, Alaska 99603

[citymanager@cityofhomer-ak.gov](mailto:citymanager@cityofhomer-ak.gov)

(p) 907-235-8121 x2222

(f) 907-235-3148

## City Manager's Report

TO: Honorable Mayor Wythe and Homer City Council  
FROM: Katie Koester, City Manager  
DATE: October 12, 2015  
SUBJECT: City Manager's Report

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A short City Manager's report this meeting reflects the amount of time and effort budget preparations have consumed. Staff has been swamped with preparing budget, leaving little time for other pursuits and City business.

### **Accolades for Homer Public Library Staff**

Children's Librarian Claudia Haines has been asked to co-author a book about media mentorship. It will follow up the recent publication of the Association of Library Service to Children white paper "Media Mentorship in Libraries Serving Youth" (which she co-authored) and give librarians solid examples of what media mentorship can look like and ideas for ways to take on the role of media mentor in their communities. The book will be published by ALA Editions (American Library Association) in 2016.

Claudia has also been invited to speak at an event, "Supporting Diverse Families With Media," at Stanford University on October 30. Though she is using personal time to participate, the City is proud that Claudia's contributions to childhood literacy extend far beyond Homer.

### **Natural Gas Payments**

At the last Council meeting we discussed extending the grace period for payment of the Natural Gas HSAD to October 6. This over 30-day grace period would allow people to pay after they received their Permanent Fund Dividend. The Finance Department sent out delinquency notices to almost 600 lot owners who had not made a payment. About half of those lot owners made a payment: we are left with 308 lots that have not paid, received a deferral or exemption. Without interest, this represents over \$1 million dollars (total value of assessments). Per Resolution 15-081(S) and 15-017, a 10% fine (\$326.58) will be added to their amount due and the interest rate will increase from 4% to 10.5%. There are a few parcels that we are still working though issues with. For example, AKDOT&PF has refused to pay on 8 of their lots and I am asking them for either payment for benefited parcels or to bring an official request for exemption to the Council.

ENC:  
Homer Foundation quarterly report





# City of Homer

[www.cityofhomer-ak.gov](http://www.cityofhomer-ak.gov)

Office of the City Clerk

491 East Pioneer Avenue  
Homer, Alaska 99603

[clerk@cityofhomer-ak.gov](mailto:clerk@cityofhomer-ak.gov)

(p) 907-235-3130

(f) 907-235-3143

## Memorandum

TO: CHAIR BROWN AND THE ECONOMIC DEVELOPMENT COMMISSION  
FROM: MELISSA JACOBSEN, CMC, DEPUTY CITY CLERK  
DATE: OCTOBER 8, 2015  
SUBJECT: EDC MEETING SPEAKERS

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### **The following speakers have been confirmed:**

October: Ken Sprague - Alaska Small Business Incubator, LLC (AKSBI)

November: Bryan Hawkins, Port Director/Harbormaster - Port and Harbor Update

December: Adele Person - Pioneer Avenue Revitalization Project

### **Suggested future speakers and topics:**

Patrice Krant - How business can come into a new community that is aware of and protective of their environment and quality of life

Marine Trades Association – Long Range Plans

Woodard Creek Coalition/ Homer Council on the Arts, Peggy Paver; Possibly Asia with Bunnell Street Art Gallery.

Option B; Ask Robert Archibald. He is very involved with Woodard Creek, and might have a good handle on who would be good to speak with the EDC.

Carol Swartz, Kachemak Bay Campus

Derotha Ferraro, South Peninsula Hospital

Community Mental Health

Local Business owners - Loopy Lupine, Spit w Spots

Local Contractor and Realtor



1 **CITY OF HOMER**  
2 **HOMER, ALASKA**

3 City Clerk/Economic Development  
4 Advisory Commission

5 **RESOLUTION 15-076**

6  
7 A RESOLUTION OF THE CITY COUNCIL OF HOMER, ALASKA,  
8 AMENDING THE ECONOMIC DEVELOPMENT ADVISORY  
9 COMMISSION BYLAWS TO INCLUDE THE PLEDGE OF ALLEGIANCE  
10 ON THE COMMISSION'S AGENDA.

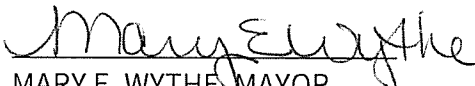
11  
12 WHEREAS, The Commission determined it would be appropriate to open their regular  
13 and special meetings with the Pledge of Allegiance; and

14  
15 WHEREAS, The Commission introduced the amendment at their July 14, 2015 regular  
16 meeting and approved their amendment at a second meeting on August 11, 2015 in  
17 accordance with their bylaws.

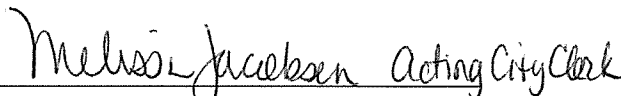
18  
19 NOW, THEREFORE, BE IT RESOLVED that the Homer City Council hereby amends the  
20 Economic Development Advisory Commission Bylaws to include the Pledge of Allegiance on  
21 the Commission's agenda.

22  
23 PASSED AND ADOPTED by the Homer City Council this 24<sup>TH</sup> day of August, 2015.

24  
25 CITY OF HOMER

26  
27  
28   
29 MARY E. WYTHE, MAYOR

30  
31 ATTEST:

32  
33   
34 Melissa Jacobsen Acting City Clerk  
35 JO JOHNSON, MMC, CITY CLERK

36  
37 Fiscal Note: N/A







2015 Homer City Council Meetings  
Economic Development Advisory Commission Attendance

It is a goal of the Commission to have a member speak regularly to the City Council at council meetings. There is a special place on the council's agenda specifically for this. After the Council approves the consent agenda, there is a spot for visitors, and then agenda item number seven, announcements, reports from Commissions, the Borough, etc. That is when you would jump up and speak. If the mayor moves on to public hearings, you have waited too long! Typically if there is no visitor or special presentation, you would be talking within the first half hour (or less) of the Council meeting. The Regular meeting start time is 6:00 p.m.

Each commissioner is assigned a month and is responsible for attending one of the two council meetings, ***OR finding another commissioner to do it in their place*** if they will not be attending the meeting.

<u>Meeting Date</u>	<u>Commissioner</u>
August 10, 24	_____
September 14, 28	_____ Marks _____
October 12, 26	_____
November 9, 23	_____
December 7	_____

Budget is given to department heads in July, August to return to city manager for first presentation to council on September.

Budget related council meetings, check schedule at that time: October, November, December

The regular December meeting is when the Budget is finally approved by City Council.

Any Special Meetings are usually schedule the first Monday of the month.