



## **AGENDA**

**VENETA URBAN RENEWAL AGENCY WORK SESSION**  
**MONDAY, MARCH 14, 2016, immediately following the City Council meeting**  
Veneta Administrative Center - 88184 8<sup>th</sup> Street - Veneta, Oregon

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1. **CALL TO ORDER**
2. **REDEVELOPMENT TOOL KIT MATERIALS (pgs. 3-37)**
3. **SECOND ST & THIRD ST DESIGN STANDARDS/IMPROVEMENTS (pgs. 39-44)**
4. **OTHER**
5. **ADJOURN**



# VENETA URBAN RENEWAL AGENCY

## AGENDA ITEM SUMMARY

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Title/Topic: Review of Revised Redevelopment Tool Kit Materials

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Meeting Date: March 14, 2016  
Department: Economic Development

Staff Contact: Claudia Denton  
Email: cdenton@ci.veneta.or.us  
Telephone Number: 541-935-2191 Ext. 312

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### ISSUE STATEMENT

Economic Development staff is seeking feedback on a revised Redevelopment Tool Kit (RTK). As part of the Redevelopment Tool Kit, staff has developed a program with criteria, and supporting materials for the Urban Renewal Agency and City of Veneta staff to provide grant funding for eligible applicants.

### BACKGROUND

Previous RARE AmeriCorps participants started to develop a Redevelopment Tool Kit in 2007, and in 2012-2015 the materials were revisited by staff. No materials were completed or adopted by the Agency. Over the last several years, City staff utilized some of the previous materials in support of Downtown projects.

Materials will complement other City of Veneta economic development incentives that are currently being developed, which will include a Business Assistance Fund loan program and other City-wide grant and loan incentives.

### RELATED CITY POLICIES

N/A

### AGENCY OPTIONS

Provide comments and suggest revisions to the Redevelopment Tool Kit Materials; review and adopt at a later time.

### ATTACHMENTS

- A. Redevelopment Tool Kit: Application Packet
- B. Redevelopment Tool Kit: Staff Guide



# Veneta Urban Renewal Agency Redevelopment Tool Kit Application Packet



## This packet includes:

- Information about Financial Assistance Programs
- Funding Criteria
- Application for Funds



Veneta Urban Renewal Agency

Adopted Month, Day, 2016





# Urban Renewal Agency Financial Assistance Programs

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Dear Applicant:

Please find the enclosed information regarding available financial assistance within Veneta’s Urban Renewal District. The purpose of this letter is to inform you of the process to distribute the funds allocated to our Financial Assistance Programs. The Financial Assistance Program consists of a Redevelopment Tool Kit containing multiple financial incentives focused on achieving the vision of the Urban Renewal Agency and the City of Veneta, and to further your project. Included in this packet is a description of the funding programs, funding criteria, and an application.

**Purpose**

The Redevelopment Tool Kit has been developed to assist the Urban Renewal Agency in determining whether or not to award funding toward redevelopment projects. The Urban Renewal Agency and the City of Veneta envision a downtown full of small retail and commercial development that is pedestrian oriented. To facilitate this vision, the Urban Renewal Agency has funds allocated to promote commercial and retail development, to assist projects that provide a service that is underserved or does not exist, and for the removal of urban blight.

**Application Process**

Prior to filling out the application, we request you meet with us to discuss your project and identify potential assistance options. During that meeting we can begin to identify a financial assistance option that works to facilitate the City’s downtown vision and your project. Additionally, we request you provide a short narrative on your project prior to the meeting.

Once you have met with the City Administrator and Community Development Director you are welcome to fill out an application. Once completed, mail in the application or drop it off at City Hall. Please allow up to three weeks for staff review, then the Urban Renewal Agency will approve, deny, or request more information about your application within 30 days. Urban Renewal Agency meetings normally follow City Council meetings on the 2<sup>nd</sup> Monday of each month, and all applicants are encouraged to attend.

Development in any community involves taking risks. We appreciate your innovative nature and want to facilitate your efforts in Veneta. We aim to help mitigate financial challenges to the extent we can, while creating the type of environment that our citizens want in Veneta. We look forward to meeting with you to discuss your business creation or re/development plans.

Thank you,

Ric Ingham  
City Administrator  
ringham@ci.veneta.or.us

Kay Bork  
Community Development Director  
kbork@ci.veneta.or.us

# Redevelopment Tool Kit

## Purpose

The Redevelopment Tool Kit has been developed to assist City staff and the Urban Renewal Agency in determining whether or not to award funding toward redevelopment projects. The Urban Renewal Agency has funds allocated to promote commercial and retail development in line with the Agency's and City's vision for the downtown area, to assist projects that provide a service that is underserved or does not exist, and for the removal of urban blight.

## Location Requirements

The project must be located within Urban Renewal District, and additionally must be within the Broadway Mixed Use Area, Downtown Neighborhood Area, Territorial Commercial Area, or Transition Commercial Area. The map shown below describes the four areas eligible for funding and their location within the Urban Renewal District and Veneta City Limits.

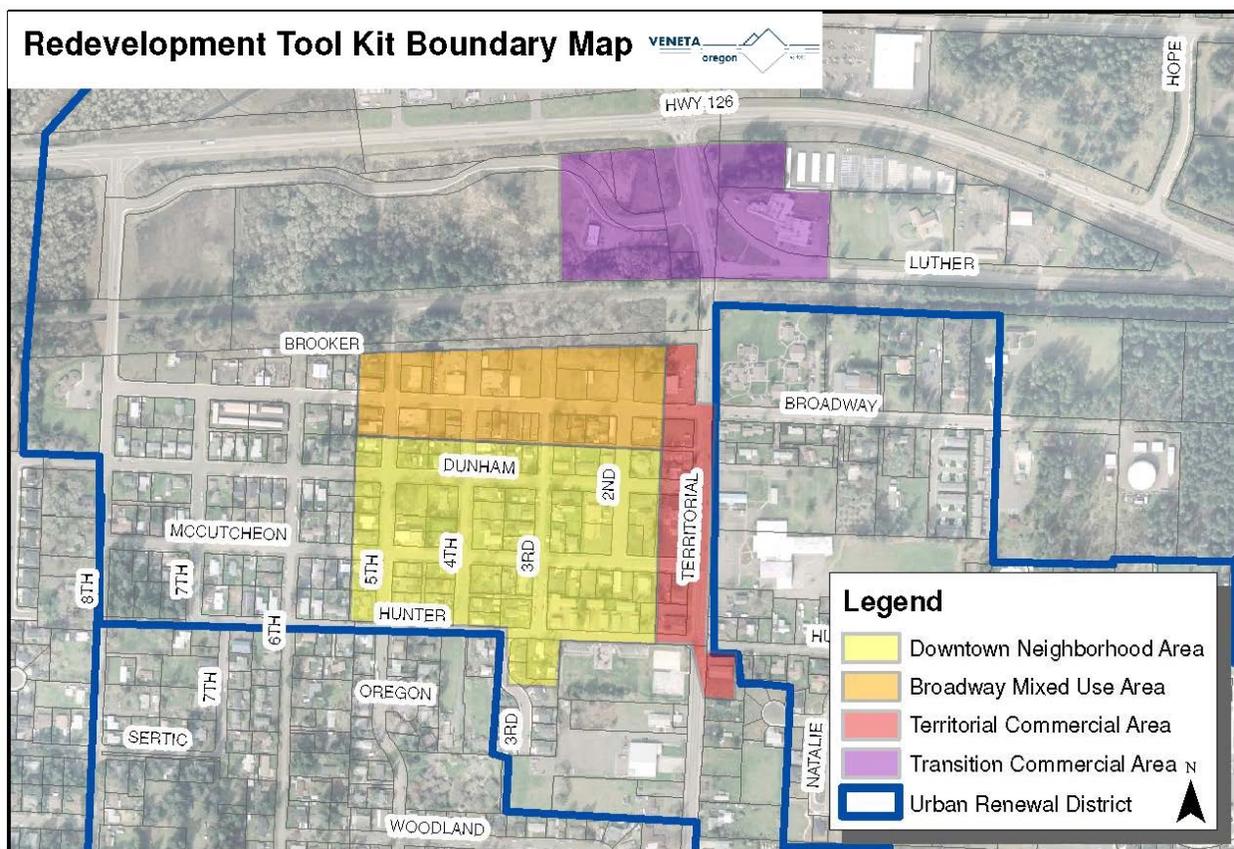


Figure 1: Redevelopment Tool Kit Boundary Map showing the four areas eligible to receive Urban Renewal Agency funding through the Redevelopment Tool Kit.

## Redevelopment Toolkit Program Descriptions

Program	Types of Uses	Match Requirement	Maximum Grant	Specific Requirements/Notes
<b>Small-project Grants</b>				
<b>Design and Physical Improvement Assistance</b>				
	For existing businesses primarily in redevelopment. This may include preliminary design, structural review, exterior color and awning selection.			
<b>Design Assistance</b>		None	6 hours of free design assistance	Design assistance provided by professional Architect.
<b>Façade Improvements</b>	Improving existing external street facing building fronts. Provides assistance to comply with design standards.	\$1 Private : \$1 URA	\$10,000	Must follow existing design standards.
<b>Signage Grant Program</b>	For new or replacement permanent signage to improve visibility, attractiveness, and/or aligning with Veneta's aesthetic vision for the area.	\$1 Private : \$1 URA	\$1,000	No plastic signs. May need to comply with Downtown Sign Code. Funds can go toward sign design, manufacturing, and installation costs.
<b>Streetscape Amenities</b>	May include benches, planters, biking/walking amenities, artwork, or similar additions that enhance the streetscape.	\$1 Private : \$1 URA	\$5,000	Must align with Downtown Master Plan and Streetscape Improvement Plan.
<b>Large-project Grants</b>				
<b>Debt Assistance</b>				
<b>Forgivable Debt</b>	For existing businesses primarily where debt charged by the City already exists, such as with permitting fees, etc.	None	\$5,000	This will only be awarded in extenuating circumstances.
<b>Loan Rate Buy Down</b>	Will reduce a current loan (regarding business creation or building re/development) by up to 3%.	Level I: \$1 Private : \$1URA Level II: \$2 Private : \$1URA (1:1 match < \$10,000, 2:1 match starting at \$10,000)	\$25,000	After receiving a loan and successfully making payments for a year, the City will accept applications to buy down the rate of future payments.
<b>Development Costs Assistance</b>				
<b>Environmental Assessment</b>	Provides funds for Phase I or part of Phase II Environmental Site Assessment.	\$1 Private : \$1 URA	\$15,000	
<b>SDC Fee Reduction</b>	Reduced Specific Development Charges to assist new development and upgrades to existing structures.	None	\$25,000	
<b>Other Assistance</b>				
<b>Redevelopment Grant</b>	Provides a grant to fill funding gaps where other programs cannot.	Level I: \$1 Private : \$1URA Level II: \$2 Private : \$1URA (1:1 match < \$15,000, 2:1 match starting at \$15,000)	\$35,000	May cover required sidewalk and street improvements or amenities. Projects in alignment with the Next Steps Strategies Redevelopment Action Plan/Downtown improvements are more likely to be approved for this grant.



## Criteria and Requirements

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The project criteria will be used to determine the applicant's eligibility to receive Urban Renewal funds from various grant programs. The criteria were established to promote the Urban Renewal Agency's interests, and to award funding to project that align with vision for the City of Veneta. When possible, creativity in meeting the criteria is encouraged.

### Small-project grants:

For small-scale projects, four different Design and Physical Improvement grant programs are available. All requirements for the requested grant program need to be met. The four grants and their requirements are:

- Design and Physical Improvement Assistance
  - **Design Assistance**
    1. Project enhances the aesthetic appeal of the area to visitors and residents.
    2. Applicant demonstrates ability to implement designs within nine months, or other agreed-upon timeline, of receiving final proposal (through other grants, private investments, or other means).
  - **Façade Improvements**
    1. Project enhances the aesthetic appeal of the area to visitors and residents.
    2. Project must align with all design standards applicable to the location.
    3. Project may include restoration of existing or historic façade, or installation of new façade components.
  - **Signage**
    1. Project enhances the aesthetic appeal of the area to visitors and residents.
    2. Signage is aesthetically pleasing, and not made of back-lit plastic.
    3. Signage is permanent (no banners or temporary signs) and must comply with City sign code.
    4. Signage is "human-scale", appropriate for vehicles **and** people walking or biking.
  - **Streetscape Improvements**
    1. Project enhances the aesthetic appeal of the area to visitors and residents.
    2. Project improves pedestrian or bike traffic (either improves conditions, amenities, or destinations, or increases traffic).
    3. Project encourages people to use sidewalks, public spaces, or public-private spaces more.

## Large-project grants:

Large scale-projects may apply for five different grant programs. For large projects, there are no individual program requirements and the application is judged as a whole. The five grant programs available to large projects are:

- Debt Assistance Programs
  - **Forgivable Debt**
  - **Loan Rate Buy Down**
- Development Costs Assistance Programs
  - **Environmental Assessment**
  - **SDC Fee Reduction**
- Other Assistance Programs
  - **Redevelopment Grant**

For large-scale projects, decisions to approve grant requests are based on a point system. There are nine criteria with a varying number of points that can be awarded for meeting that criteria. **Not all criteria need to be met, but a score of ## is required.** The criteria are that the project:

1. Promotes selling of locally made products (up to 2 points).
2. Increases pedestrian and/or bike traffic (up to 3 points).
3. Incorporates streetscape amenities (up to 5 points).
4. Fulfills a need that would reduce trips into Eugene or other communities (up to 5 points).
5. Provides the City with a complete business or strategic plan (up to 5 points).
6. Creates a catalyst or tipping project (up to 10 points).
7. Provides a gain in ground-floor retail and/or increases ready-to-occupy space (up to 10 points).
8. Creates family-wage jobs and/or increases employment base in Veneta (up to 10 points).
9. Targets a Return on Investment (ROI) ratio of 1:5 (up to 10 points).

## Definitions

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### Detailed criteria descriptions and relevant definitions:

**1. Promotes selling of locally made products: 2 points possible.**

To meet this criterion, the finished project should sell locally made products. Ideally, local products are made in Veneta or the Fern Ridge Area, but could possibly include products made in Mid- or Western Lane County. Examples of locally made products include home goods, horticulture products, and food and produce items that are produced, grown, processed, or manufactured locally.

No local products	0 points
Some local products	1 points
Majority local products	2 points

**2. Increase pedestrian and/or bike traffic: 3 points possible.**

Creativity is encouraged in meeting this criterion. Projects can include businesses, amenities, and activities that promote pedestrian or bike traffic above and beyond City requirements. Business types can include bike shops, repairs, etc. Amenities can include bike racks, dog-friendly amenities, awnings, outdoor seating, etc.

Does not increase pedestrian and/or bike traffic	0 points
Increases pedestrian and/or bike traffic	3 points

**3. Incorporates streetscape amenities: 5 points possible.**

Creativity is encouraged in meeting this criterion. Streetscape amenities enhance and define public spaces and can include lighting, benches, decorative pavers, aesthetic signage, trash receptacles, public art, bike racks, etc. Amenities should be decorative and/or innovative, and go above and beyond City requirements.

Does not incorporate streetscape amenities	0 points
Incorporates streetscape amenities	5 points

**Definition:**

- a. **Streetscape amenities** are defined as amenities within the public right of way or public-private spaces that enhance and define the area. Examples include lighting, benches, decorative pavers, trash receptacles, public art, decorative bike racks, etc.

**4. Fulfills a need that would reduce trips into Eugene or other communities: 5 points possible.**

Veneta experiences high leakage of retail and service dollars to the Eugene-Springfield Metropolitan area. Applicants can fulfill this criterion by creating opportunities for residents, visitors, businesses, or organizations to purchase products or services, or otherwise conduct business on an occasional or regular basis, that currently do not exist or are underserved in the Veneta area.

No reduction in trips	0 points
Occasional trips (Monthly or less)	3 points
Regular trips (Bi-monthly or more)	5 points

**Definitions:**

- a. A **reduction in trips** is defined as creating opportunities for residents, visitors, businesses, or organizations to purchase products or services normally purchased outside of the City of Veneta, resulting in fewer trips needed out of town. Examples include entertainment, specific retail, professional or community services, or similar that currently does not exist or is underserved in the Veneta area.

**5. Provides the City with a complete business or strategic plan: 5 points possible.**

Applicants are strongly encouraged to provide a copy of their business or strategic plan.

Does not provide the City with a complete business or strategic plan	0 points
Provides the City with a complete business or strategic plan	5 points

**6. Creates a catalyst or tipping project: 10 points possible.**

A project that is expected to precipitate more quality projects and development in the Veneta area. Projects within the Broadway Mixed Use Area or Territorial Commercial Area receive extra points.

Not a catalyst or tipping project	0 points
Catalyst or tipping project in Downtown Neighborhood Area or Transition Commercial Area	5 points
Catalyst or tipping project in Broadway Mixed Use Area or Territorial Commercial Area	10 points

**Definition:**

- a. A **catalyst or tipping project** is defined as a project that is highly likely to cause further development and/or investment of similar scale or quality in the City of Veneta. These further projects also need to be within the described boundaries of this application.

**7. Provides a gain in ready-to-occupy space: 10 points possible.**

Veneta currently lacks available, quality commercial and office space. Providing a gain in ready-to-occupy space is highly sought after. Projects within the Broadway Mixed Use Area or Territorial Commercial Area receive extra points.

Does not provide a gain in ready-to-occupy space	0 points
Space gain in Downtown Neighborhood Area or Transition Commercial Area	5 points
Space gain in Broadway Mixed Use Area or Territorial Commercial Area	10 points

**Definition:**

- a. **Ready-to-occupy space** is defined as commercial or office space that needs minimal improvements before being ready to use by an occupant.

**8. Creates family-wage jobs and/or increases employment base in Veneta: 10 points possible.**

Increasing the employment base in Veneta is one of the primary economic development objectives of the City of Veneta. Creating an increase in the employment base and/or an increase in family-wage jobs is important to the Urban Renewal Agency and the City of Veneta, and is highly beneficial in your application to receive Urban Renewal funds.

No new jobs or family wage jobs	0 points
1-4 new jobs or family wage jobs	4 points
5-10 new jobs or family wage jobs	7 points
11+ new jobs or family wage jobs	10 points

**Definitions:**

- a. **Family wage jobs** are defined as the most recently calculated median wage (50<sup>th</sup> Percentile Wage) for Lane County, Oregon as published by the State of Oregon Employment Department (ex: \$16.37/hour, \$34,049.60/year in 2015). *This criterion can be met by taking an existing lower-wage job and increasing the wage. The position would not need to be the same position.*
- b. An **increase in employment base** is defined as a net increase in jobs in Veneta city limits. Jobs can not be transferred from another location inside city Limits.

**9. Targets a Return on Investment (ROI) ratio of 1 to 5: 10 points possible.**

To meet this criterion, the project will leverage \$5 worth of investment for every Urban Renewal dollar spent. This will be calculated on your application. Projects with higher investments, ratios higher than 1 to 5 (*rounded to the nearest half point*), receive extra points.

No target ROI provided or less than 1:5	0 points
1:5 ROI (rounded)	5 points
ROI of more than 1:5 (rounded)	10 points

## **Application Checklist**

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### **Before submitting an application:**

\_\_\_\_\_ Schedule a meeting with staff to discuss the project, providing a project narrative.

### **Materials required for submitting an application:**

\_\_\_\_\_ Completed application form.

\_\_\_\_\_ Project description, including cost estimates.

\_\_\_\_\_ Completed criteria narrative.

\_\_\_\_\_ Requested materials are attached, such as business plan, additional pages, etc.



# APPLICATION FOR ASSISTANCE CITY OF VENETA URBAN RENEWAL AGENCY

PO Box 458 \* Veneta, OR 97487 \* 541-935-2191 \* Fax 541-935-1838 \* www.venetaoregon.gov

<b>BUILDING/PROPERTY TO BE ASSISTED</b>			
Address(es):			
Business(es) or Organization(s):			
Assessor's Map Number:		Taxlot(s):	
<b>PROPERTY OWNER</b>			
Name of Property Owner(s):			
Contact Person:			
Mailing Address:		Apt./Unit #:	
City:		State:	ZIP:
Phone:		Fax:	
E-mail Address:			
<b>APPLICANT INFORMATION</b> <i>(If different than property owner)*</i>			
Name:			
Mailing Address:		Apt./Unit #:	
City:		State:	ZIP:
Phone:		Fax:	
E-mail Address:			
<i>* Documentation of property owner approval is required if the applicant is not the property owner.</i>			
<b>ASSISTANCE REQUESTED</b> <i>(See Redevelopment Toolkit Program Descriptions)</i>			
What assistance do you need to proceed with redevelopment plans? Please check all that apply.			
<input type="checkbox"/>	Design Assistance	Amount:	hrs.
<input type="checkbox"/>	Façade Improvements	Amount:	\$
<input type="checkbox"/>	Signage Grant	Amount:	\$
<input type="checkbox"/>	Streetscape Improvements	Amount:	\$
<input type="checkbox"/>	Forgivable Debt	Amount:	\$
<input type="checkbox"/>	Loan Rate Buy Down	Amount:	\$
<input type="checkbox"/>	Environmental Assessment	Amount:	\$
<input type="checkbox"/>	SDC 50% Fee Reduction	Amount:	\$
<input type="checkbox"/>	Redevelopment Grant	Amount:	\$
Total Requested:		Amount:	\$
			hrs.
<b>Office Use Only:</b>			
Date Received:		Date Complete:	

<b>MATCHING FUNDS</b>				
What matching funds will you commit to this effort?				
Source:		Amount:	\$	
Source:		Amount:	\$	
Source:		Amount:	\$	
Source:		Amount:	\$	
			Total:	\$
Amount Secured:	\$	Amount Applied For:	\$	Not secured at this time: \$
<b>RETURN ON INVESTMENT (ROI)</b>				
An ROI is will be described as a 1:# match (one to # match). To calculate the ROI, take the amount you are matching and divide by amount requested. Example: A project that is matching \$50,000 and is requesting \$10,000 ( $50,000/10,000 = 5$ ) has an ROI of 1:5.				
Amount Matching:	\$	Amount Requested:	\$	Return on Investment: 1:___
<b>CERTIFICATION</b>				
The Applicant understands and agrees to the following conditions:				
<ol style="list-style-type: none"> <li>1. Any physical improvements proposed must be approved by the City of Veneta Urban Renewal Agency, and may require approval by other entities. These entities may require certain changes or modifications before final approval and Commitment of Funds.</li> <li>2. Commitment of Funds will not be processed until the Applicant satisfies all conditions.</li> <li>3. Any work begun before receipt of a Commitment of Funds notice is ineligible for reimbursement.</li> <li>4. Any work deviating from what is detailed in the Commitment of Funds must be pre-approved in writing to be eligible for reimbursement.</li> <li>5. While only proprietary information may be held in confidence outside of the public record, the Urban Renewal Agency will attempt to maintain all information provided in a confidential manner.</li> <li>6. Originals of all materials prepared with the Agency assistance belong to the Agency and will be maintained in the public record.</li> <li>7. Projects may require planning or building permits. Consult the Associate Planner to determine what permits are required.</li> </ol>				
If the Applicant is not the owner of the property to be assisted, or if the Applicant is an organization rather than an individual, the Applicant certifies they have the authority to sign and enter into an agreement to receive the assistance requested and to perform the work proposed. Evidence of this authority is attached and included as a part of this application by reference.				
<b>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 AGENCY ASSISTANCE, AND IS TRUE AND COMPLETE TO THE BEST OF THE APPLICANT'S KNOWLEDGE.</b>				
<b>SIGNATURE</b>				
Applicant signature:			Date:	

**Return to:** City of Veneta Urban Renewal Agency  
88148 8<sup>th</sup> Street/PO Box 458  
Veneta, OR 97487

## **Project Description**

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Please provide an explanation and timeline of the project and cost estimates.

**You may attach any supporting materials at the end of this application.**

- 1.** Description of project.  
*Please explain your project and provide a timeline for completion. Images/sketches recommended.*
- 2.** Explanation of cost estimates.  
*Please explain in one page or less.*

## Criteria Narrative

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Please describe how your project fulfills the funding requirements. Definitions are listed on page ##.

**You may attach your answers and any supporting materials at the end of this application.**

### Small-scale projects only:

*If requesting Design Assistance, please explain how:*

1. The project enhances the aesthetic appeal of the area to visitors and residents.
2. Applicant demonstrates ability to implement designs within nine months, or other agreed-upon timeline, of receiving final proposal (through other grants, private investments, or other means).

*If requesting Façade Improvements Assistance, please explain how:*

1. The project enhances the aesthetic appeal of the area to visitors and residents.
2. Aligns with all design standards applicable to the location. (Please refer to specific documents or sections as applicable).

*If requesting Signage Assistance, please explain how:*

1. The project enhances the aesthetic appeal of the area to visitors and residents.
2. Please describe your ideas for the sign, why you need a new sign, and how the sign adheres to the City of Veneta Sign Code.

*If requesting Streetscape Improvements Assistance, please explain how:*

1. The project enhances the aesthetic appeal of the area to visitors and residents.
2. The project improves pedestrian or bike traffic (by either improving conditions, amenities, or destinations, or increasing such traffic).
3. The project encourages people to use sidewalks, public spaces, or public-private spaces more.

**You may attach your answers and any supporting materials at the end of this application.**

**Large-scale projects only:**

Please describe how your project fulfills the funding criteria. The more the application meets these criteria the increased likelihood of funding. Definitions are listed on page **##**. Please explain how the project:

1. Promotes selling of locally made products.  
*Please explain in 250 words or less.*
2. Increases pedestrian and/or bike traffic.  
*Please explain in 250 words or less.*
3. Incorporates streetscape amenities.  
*Please explain in 250 words or less.*
4. Fulfills a need that would reduce trips into Eugene or other communities.  
*Please explain in 250 words or less.*
5. Provides the City with a complete business or strategic plan.  
*Please attach if applicable.*
6. Creates a catalyst or tipping project.  
*Please explain in 250 words or less.*
7. Provides a gain in ground-floor retail and/or increases ready-to-occupy space.  
*Please explain in 250 words or less.*
8. Creates family-wage jobs and/or increases employment base in Veneta.  
*Please explain in 250 words or less.*
9. *The Return on Investment (ROI) ratio is calculated in your application.*

# What is Urban Renewal?

*A Guide for those Applying for Redevelopment Toolkit Funds*  
(Adopted from "An Overview of Urban Renewal" Tashman Johnson LLC, April, 2005)

## What Is Urban Renewal?

The purpose of urban renewal is to improve specific areas of a city that are poorly developed or underdeveloped. These areas can have old deteriorated buildings and bad streets and utilities or the areas can lack streets and utilities altogether.

Urban renewal provides the following tools:

- First it allows for the use of tax increment financing (explained below) to finance improvement projects.
- Second, it allows for special powers to buy and assemble sites for development or redevelopment, if that is desired.
- And third, it allows for special flexibility in working with private parties to complete development projects.

For a municipality to use urban renewal it must establish an urban renewal agency and it must adopt an urban renewal plan.

## What is an Urban Renewal Agency?

Urban renewal agencies are created by state law (ORS Chapter 457) but are specifically "activated" by the governing body. The agencies are separate legal bodies from the governing body, but in most cases the urban renewal agency board is composed of members of the governing body.

## What are Urban Renewal Plans?

To undertake urban renewal projects with tax increment financing, the projects must be authorized in an Urban Renewal Plan. The plan applies to a specific geographic area of the city, which is called the Urban Renewal Area.

## What Can Happen Under an Urban Renewal Plan?

Urban renewal agencies can do certain projects or activities under an adopted urban renewal plan. These activities include:

1. Construction or improvement of streets, utilities and other public uses.  
The most common type of urban renewal project is infrastructure development, including streets and utilities. Urban renewal also commonly funds parks, plazas and pedestrian facilities. These urban renewal projects are aimed at making areas attractive and ready for private investment.
2. Rehabilitation or conservation of existing buildings  
An urban renewal agency can assist in rehab projects of any type (residential, commercial, industrial), typically through loans and grants to private property owners.
3. Acquisition and improvement of property (The Committee has recommended that the Agency have no condemnation authority)  
An urban renewal agency can acquire property, typically for re-sale for private or a combination of public/private development. The agency has the power of eminent domain (condemnation) for

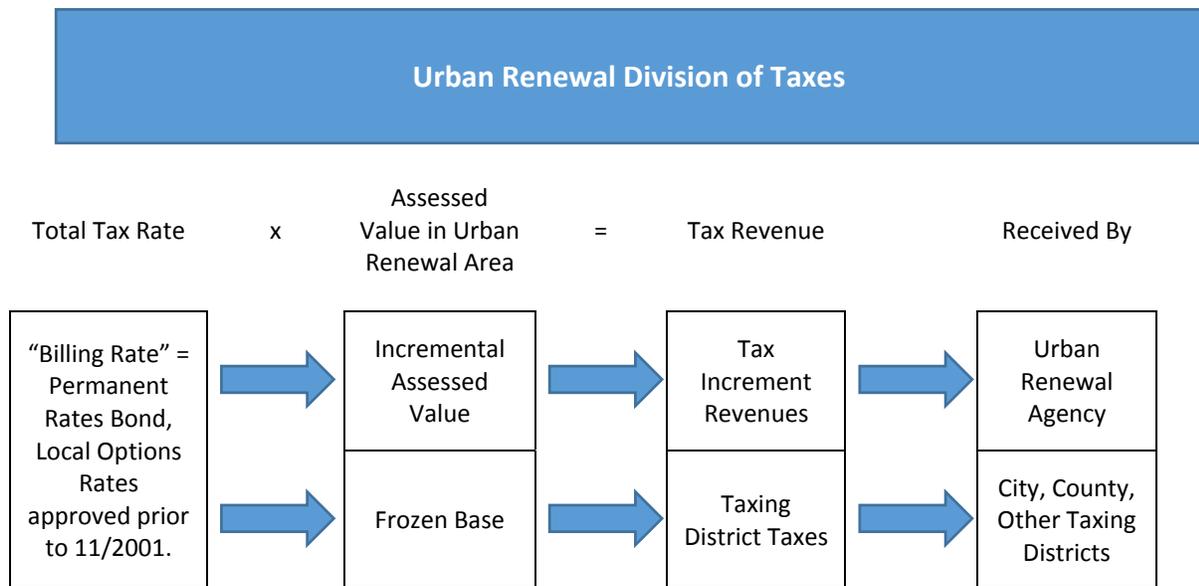
redevelopment purposes. The agency must identify properties to be acquired in the urban renewal plan. Properties must be acquired at fair market value. Once acquired, urban renewal agencies can clear and improve the properties prior to resale or lease. Any persons or businesses displaced by agency property acquisition are entitled to relocation assistance, which makes the process more fair and acceptable to the community.

4. Re-sale or lease of property

An urban renewal agency can sell or lease property it owns for redevelopment. The agency can legally sell for less than fair market value. Property can be sold for its “fair re-use value” which is the value for a specified use required in the urban renewal plan. This allows property to be reduced in price to make particularly desirable development projects financially feasible.

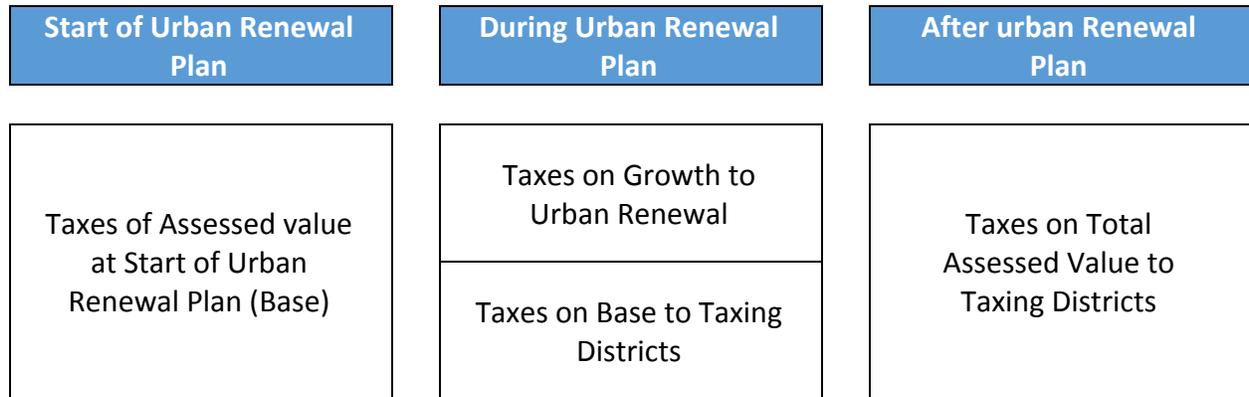
**How are Urban Renewal Plans Financed?**

Urban renewal is unique in that it can be funded by tax increment revenues. Tax increment revenues are the amount of property taxes generated by the *increase* in total assessed values in the urban renewal area from the time the urban renewal area is first established. The assessed value of an urban renewal area at the time the plan is adopted is called the *frozen base*. Growth above the base is called the *increment*. The diagram below shows how this works for urban renewal plans adopted after Measure 50.



Though the *amount* of tax increment revenue is determined by the growth inside the urban renewal area, for the purpose of complying with Measure 5 property tax limits, the taxes are actually raised from all property within the city. The normal taxes paid by each property owner in the city are divided, so that taxing districts and the urban renewal agency get their proper share.

Over time the urban renewal plan helps create growth in assessed values. After the plan is completed, the taxing districts revenues are higher than they would have been without an urban renewal plan. This is shown in the diagram below:



**What’s Contained in an Urban Renewal Plan and Report?**

1. Urban Renewal Plan Contents

An urban renewal plan is required to contain, among other things:

- A description of each urban renewal project to be undertaken
- A map and legal description of the urban renewal area.
- An explanation of how the plan relates to local objectives, such as relevant objectives of the comprehensive plan, target area plans and other public policy statements.
- If the plan calls for the use of tax increment financing, a limit on the maximum amount of indebtedness to be issued to carry out the plan.
- A description of what types of changes to the plan are to be considered substantial amendments. Substantial amendments must be adopted using the same process as the adoption of the original plan. The following amendments must be considered substantial: (1) expanding the urban renewal area by more than one percent; and (2) increasing the maximum amount of indebtedness that may be issued.

2. Urban Renewal Report Contents

The urban renewal report must contain detailed information on conditions within the urban renewal area, the schedule for urban renewal projects, and the impacts on affected taxing districts.

# Veneta Urban Renewal Agency Redevelopment Tool Kit Staff Guide



## This packet includes:

- Information about Financial Assistance Programs
- Funding Criteria
- Project Evaluation
- Funding Determination Sheet

Adopted Month, Day, 2016



Veneta Urban Renewal Agency



# Redevelopment Tool Kit

## Purpose

The Redevelopment Tool Kit has been developed to assist City staff and the Urban Renewal Agency in determining whether or not to award funding toward redevelopment projects. The Urban Renewal Agency has funds allocated to promote commercial and retail development in line with the Agency's and City's vision for the downtown area, to assist projects that provide a service that is underserved or does not exist, and for the removal of urban blight.

## Location Requirements

The project must be located within Urban Renewal District, and additionally must be within the Broadway Mixed Use Area, Downtown Neighborhood Area, Territorial Commercial Area, or Transition Commercial Area. The map shown below describes the four areas eligible for funding and their location within the Urban Renewal District and Veneta City Limits.

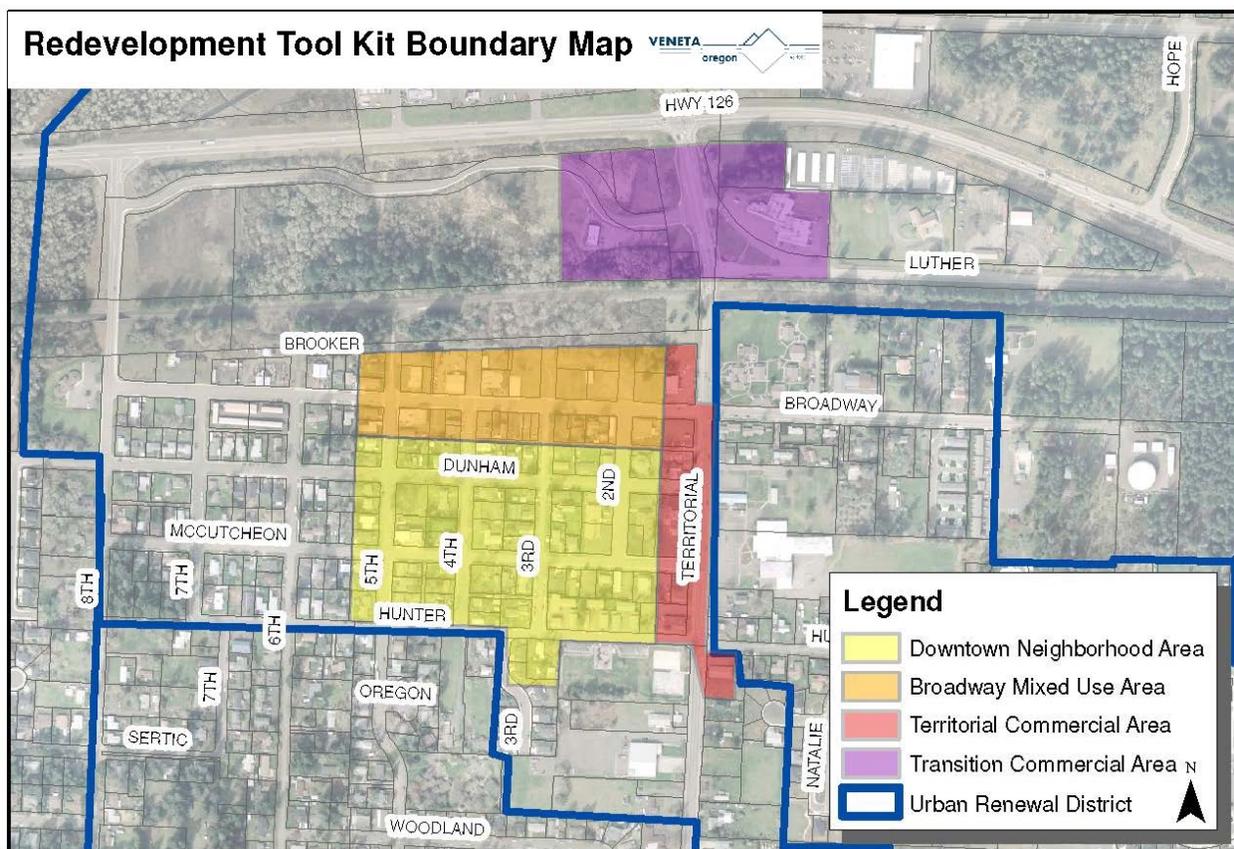


Figure 1: Redevelopment Tool Kit Boundary Map showing the four areas eligible to receive Urban Renewal Agency funding through the Redevelopment Tool Kit.

## Criteria and Requirements

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The project criteria will be used to determine the applicant's eligibility to receive Urban Renewal funds from various grant programs. The criteria were established to promote the Urban Renewal Agency's interests, and to award funding to project that align with vision for the City of Veneta. When possible, creativity in meeting the criteria is encouraged.

### Small-project grants:

For small-scale projects, four different Design and Physical Improvement grant programs are available. All requirements for the requested grant program need to be met. The four grants and their requirements are:

- Design and Physical Improvement Assistance
  - **Design Assistance**
    1. Project enhances the aesthetic appeal of the area to visitors and residents.
    2. Applicant demonstrates ability to implement designs within nine months, or other agreed-upon timeline, of receiving final proposal (through other grants, private investments, or other means).
  - **Façade Improvements**
    1. Project enhances the aesthetic appeal of the area to visitors and residents.
    2. Project must align with all design standards applicable to the location.
    3. Project may include restoration of existing or historic façade, or installation of new façade components.
  - **Signage**
    1. Project enhances the aesthetic appeal of the area to visitors and residents.
    2. Signage is aesthetically pleasing, and not made of back-lit plastic.
    3. Signage is permanent (no banners or temporary signs) and must comply with City sign code.
    4. Signage is "human-scale", appropriate for vehicles **and** people walking or biking.
  - **Streetscape Improvements**
    1. Project enhances the aesthetic appeal of the area to visitors and residents.
    2. Project improves pedestrian or bike traffic (either improves conditions, amenities, or destinations, or increases traffic).
    3. Project encourages people to use sidewalks, public spaces, or public-private spaces more.

## Large-project grants:

Large scale-projects may apply for five different grant programs. For large projects, there are no individual program requirements and the application is judged as a whole. The five grant programs available to large projects are:

- Debt Assistance Programs
  - **Forgivable Debt**
  - **Loan Rate Buy Down**
- Development Costs Assistance Programs
  - **Environmental Assessment**
  - **SDC Fee Reduction**
- Other Assistance Programs
  - **Redevelopment Grant**

For large-scale projects, decisions to approve grant requests are based on a point system. There are nine criteria with a varying number of points that can be awarded for meeting that criteria. **Not all criteria need to be met, but a score of ## is required.** The criteria are that the project:

1. Promotes selling of locally made products (up to 2 points).
2. Increases pedestrian and/or bike traffic (up to 3 points).
3. Incorporates streetscape amenities (up to 5 points).
4. Fulfills a need that would reduce trips into Eugene or other communities (up to 5 points).
5. Provides the City with a complete business or strategic plan (up to 5 points).
6. Creates a catalyst or tipping project (up to 10 points).
7. Provides a gain in ground-floor retail and/or increases ready-to-occupy space (up to 10 points).
8. Creates family-wage jobs and/or increases employment base in Veneta (up to 10 points).
9. Targets a Return on Investment (ROI) ratio of 1:5 (up to 10 points).

## Definitions

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### Detailed criteria descriptions and relevant definitions:

**1. Promotes selling of locally made products: 2 points possible.**

To meet this criterion, the finished project should sell locally made products. Ideally, local products are made in Veneta or the Fern Ridge Area, but could possibly include products made in Mid- or Western Lane County. Examples of locally made products include home goods, horticulture products, and food and produce items that are produced, grown, processed, or manufactured locally.

No local products	0 points
Some local products	1 points
Majority local products	2 points

**2. Increase pedestrian and/or bike traffic: 3 points possible.**

Creativity is encouraged in meeting this criterion. Projects can include businesses, amenities, and activities that promote pedestrian or bike traffic above and beyond City requirements. Business types can include bike shops, repairs, etc. Amenities can include bike racks, dog-friendly amenities, awnings, outdoor seating, etc.

Does not increase pedestrian and/or bike traffic	0 points
Increases pedestrian and/or bike traffic	3 points

**3. Incorporates streetscape amenities: 5 points possible.**

Creativity is encouraged in meeting this criterion. **Streetscape amenities enhance and define public spaces and can include lighting, benches, decorative pavers, aesthetic signage, trash receptacles, public art, bike racks, etc. Amenities should be decorative and/or innovative, and go above and beyond City requirements.**

Does not incorporate streetscape amenities	0 points
Incorporates streetscape amenities	5 points

**Definition:**

- a. **Streetscape amenities** are defined as amenities within the public right of way or public-private spaces that enhance and define the area. Examples include lighting, benches, decorative pavers, trash receptacles, public art, decorative bike racks, etc.

**4. Fulfills a need that would reduce trips into Eugene or other communities: 5 points possible.**

Veneta experiences high leakage of retail and service dollars to the Eugene-Springfield Metropolitan area. Applicants can fulfill this criterion by creating opportunities for residents, visitors, businesses, or organizations to purchase products or services, or otherwise conduct business on an occasional or regular basis, that currently do not exist or are underserved in the Veneta area.

No reduction in trips	0 points
Occasional trips (Monthly or less)	3 points
Regular trips (Bi-monthly or more)	5 points

**Definitions:**

- a. A **reduction in trips** is defined as creating opportunities for residents, visitors, businesses, or organizations to purchase products or services normally purchased outside of the City of Veneta, resulting in fewer trips needed out of town. Examples include entertainment, specific retail, professional or community services, or similar that currently does not exist or is underserved in the Veneta area.

**5. Provides the City with a complete business or strategic plan: 5 points possible.**

Applicants are strongly encouraged to provide a copy of their business or strategic plan.

Does not provide the City with a complete business or strategic plan	0 points
Provides the City with a complete business or strategic plan	5 points

**6. Creates a catalyst or tipping project: 10 points possible.**

A project that is expected to precipitate more quality projects and development in the Veneta area. Projects within the Broadway Mixed Use Area or Territorial Commercial Area receive extra points.

Not a catalyst or tipping project	0 points
Catalyst or tipping project in Downtown Neighborhood Area or Transition Commercial Area	5 points
Catalyst or tipping project in Broadway Mixed Use Area or Territorial Commercial Area	10 points

**Definition:**

- a. A **catalyst or tipping project** is defined as a project that is highly likely to cause further development and/or investment of similar scale or quality in the City of Veneta. These further projects also need to be within the described boundaries of this application.

**7. Provides a gain in ready-to-occupy space: 10 points possible.**

Veneta currently lacks available, quality commercial and office space. Providing a gain in ready-to-occupy space is highly sought after. Projects within the Broadway Mixed Use Area or Territorial Commercial Area receive extra points.

Does not provide a gain in ready-to-occupy space	0 points
Space gain in Downtown Neighborhood Area or Transition Commercial Area	5 points
Space gain in Broadway Mixed Use Area or Territorial Commercial Area	10 points

**Definition:**

- a. **Ready-to-occupy space** is defined as commercial or office space that needs minimal improvements before being ready to use by an occupant.

**8. Creates family-wage jobs and/or increases employment base in Veneta: 10 points possible.**

Increasing the employment base in Veneta is one of the primary economic development objectives of the City of Veneta. Creating an increase in the employment base and/or an increase in family-wage jobs is important to the Urban Renewal Agency and the City of Veneta, and is highly beneficial in your application to receive Urban Renewal funds.

No new jobs or family wage jobs	0 points
1-4 new jobs or family wage jobs	4 points
5-10 new jobs or family wage jobs	7 points
11+ new jobs or family wage jobs	10 points

**Definitions:**

- a. **Family wage jobs** are defined as the most recently calculated median wage (50<sup>th</sup> Percentile Wage) for Lane County, Oregon as published by [the State of Oregon Employment Department](#) (ex: [\\$16.37/hour](#), [\\$34,049.60/year](#) in 2015). *This criterion can be met by taking an existing lower-wage job and increasing the wage. The position would not need to be the same position.*
- b. An **increase in employment base** is defined as a net increase in jobs in Veneta city limits. Jobs can not be transferred from another location inside city Limits.

**9. Targets a Return on Investment (ROI) ratio of 1 to 5: 10 points possible.**

To meet this criterion, the project will leverage \$5 worth of investment for every Urban Renewal dollar spent. This will be calculated on your application. Projects with higher investments, ratios higher than 1 to 5 (*rounded to the nearest half point*), receive extra points.

No target ROI provided or less than 1:5	0 points
1:5 ROI (rounded)	5 points
ROI of more than 1:5 (rounded)	10 points

## Redevelopment Toolkit Program Descriptions

Program	Types of Uses	Match Requirement	Maximum Grant	Specific Requirements/Notes
<b>Small-project Grants</b>				
<b>Design and Physical Improvement Assistance</b>				
<b>Design Assistance</b>	For existing businesses primarily in redevelopment. This may include preliminary design, structural review, exterior color and awning selection.	None	6 hours of free design assistance	Design assistance provided by professional Architect.
<b>Façade Improvements</b>	Improving existing external street facing building fronts. Provides assistance to comply with design standards.	\$1 Private : \$1 URA	\$10,000	Must follow existing design standards.
<b>Signage Grant Program</b>	For new or replacement permanent signage to improve visibility, attractiveness, and/or aligning with Veneta's aesthetic vision for the area.	\$1 Private : \$1 URA	\$1,000	No plastic signs. May need to comply with Downtown Sign Code. Funds can go toward sign design, manufacturing, and installation costs.
<b>Streetscape Amenities</b>	May include benches, planters, biking/walking amenities, artwork, or similar additions that enhance the streetscape.	\$1 Private : \$1 URA	\$5,000	Must align with Downtown Master Plan and Streetscape Improvement Plan.
<b>Large-project Grants</b>				
<b>Debt Assistance</b>				
<b>Forgivable Debt</b>	For existing businesses primarily where debt charged by the City already exists, such as with permitting fees, etc.	None	\$5,000	This will only be awarded in extenuating circumstances.
<b>Loan Rate Buy Down</b>	Will reduce a current loan (regarding business creation or building re/development) by up to 3%.	Level I: \$1 Private : \$1URA Level II: \$2 Private : \$1URA (1:1 match < \$10,000, 2:1 match starting at \$10,000)	\$25,000	After receiving a loan and successfully making payments for a year, the City will accept applications to buy down the rate of future payments.
<b>Development Costs Assistance</b>				
<b>Environmental Assessment</b>	Provides funds for Phase I or part of Phase II Environmental Site Assessment.	\$1 Private : \$1 URA	\$15,000	
<b>SDC Fee Reduction</b>	Reduced Specific Development Charges to assist new development and upgrades to existing structures.	None	\$25,000	
<b>Other Assistance</b>				
<b>Redevelopment Grant</b>	Provides a grant to fill funding gaps where other programs cannot.	Level I: \$1 Private : \$1URA Level II: \$2 Private : \$1URA (1:1 match < \$15,000, 2:1 match starting at \$15,000)	\$35,000	May cover required sidewalk and street improvements or amenities. Projects in alignment with the Next Steps Strategies Redevelopment Action Plan/Downtown improvements are more likely to be approved for this grant.



# Redevelopment Tool Kit: Small-Project Evaluation

GOAL: To identify how requested urban renewal funds will help progress the goals of the Urban Renewal Plan by removing blight, attracting employment and creating a town center.

Project Requirements		Met?	Comments
1.	Project located within the Broadway Mixed Use Area, Downtown Neighborhood Area, Territorial Commercial Area, or Transition Commercial Area.		
2.	Applicant has provided project description, timeline, and cost estimates.		
Program	Requirements	Met?	Comments
Design Assistance	<ol style="list-style-type: none"> <li>1. Project enhances the aesthetic appeal of the area to visitors and residents.</li> <li>2. Applicant demonstrates ability to implement designs within nine months, or other agreed-upon timeline, of receiving final proposal (through other grants, private investments, or other means).</li> </ol>		
Façade Improvements	<ol style="list-style-type: none"> <li>1. Project enhances the aesthetic appeal of the area to visitors and residents.</li> <li>2. Project must align with all design standards applicable to the location.</li> <li>3. Project may include restoration of existing or historic façade, or installation of new façade components.</li> </ol>		
Signage	<ol style="list-style-type: none"> <li>1. Project enhances the aesthetic appeal of the area to visitors and residents.</li> <li>2. Signage is aesthetically pleasing, and not made of back-lit plastic.</li> <li>3. Signage is permanent (no banners or temporary signs) and must comply with City of Veneta Sign Code.</li> <li>4. Signage is “human-scale”, appropriate for vehicles <b>and</b> people walking or biking.</li> </ol>		
Streetscape improvements	<ol style="list-style-type: none"> <li>1. Project enhances the aesthetic appeal of the area to visitors and residents.</li> <li>2. Project improves pedestrian or bike traffic (either improves conditions, amenities, or destinations, or increases traffic).</li> <li>3. Project encourages people to use sidewalks, public spaces, or public-private spaces more.</li> </ol>		

# Redevelopment Tool Kit: Large-Project Evaluation

GOAL: To identify how requested urban renewal funds will help progress the goals of the Urban Renewal Plan by removing blight, attracting employment and creating a town center.

Project Requirements		Met?	Comments	
1.	Project located within the Broadway Mixed Use Area, Downtown Neighborhood Area, Territorial Commercial Area, or Transition Commercial Area.			
2.	Applicant has provided project description, timeline, and cost estimates.			
Criteria:		Scoring opportunities:		Project score:
1.	Promotes selling of locally made products.	No local products	0	
		Some local products	1	
		Majority local products	2	
2.	Increases pedestrian and/or bike traffic.	No	0	
		Yes	3	
3.	Incorporates streetscape amenities.	No	0	
		Yes	5	
4.	Fulfills a need that would reduce trips into Eugene or other communities.	No reduction in trips	0	
		Occasional trips (Monthly or less)	3	
		Regular trips (Bi-monthly or more)	5	
5.	Provides the City with a complete business or strategic plan.	No	0	
		Yes	5	
6.	Creates a catalyst or tipping project.	Not a catalyst or tipping project	0	
		Catalyst or tipping project in Downtown Neighborhood Area or Transition Commercial Area.	5	
		Catalyst or tipping project in Broadway Mixed Use Area or Territorial Commercial Area.	10	
7.	Provides a gain in ground-floor retail and/or increases ready-to-occupy space.	No	0	
		Space gain in Downtown Neighborhood Area or Transition Commercial Area.	5	
		Space gain in Broadway Mixed Use Area or Territorial Commercial Area.	10	
8.	Creates family-wage jobs and/or increases employment base in Veneta.	No new jobs or family wage jobs	0	
		1-4 new jobs or family wage jobs	4	
		5-10 new jobs or family wage jobs	7	
		11+ new jobs or family wage jobs	10	
9.	Targets a Return on Investment (ROI) ratio of 1:5.	No target ROI provided or less than 1:5	0	
		1:5 ROI (rounded)	5	
		ROI of more than 1:5 (rounded)	10	
<b>Total score:</b> 0-60 points possible, ## points required to receive funds.				
Comments:				

# Redevelopment Tool Kit: Funding Determination

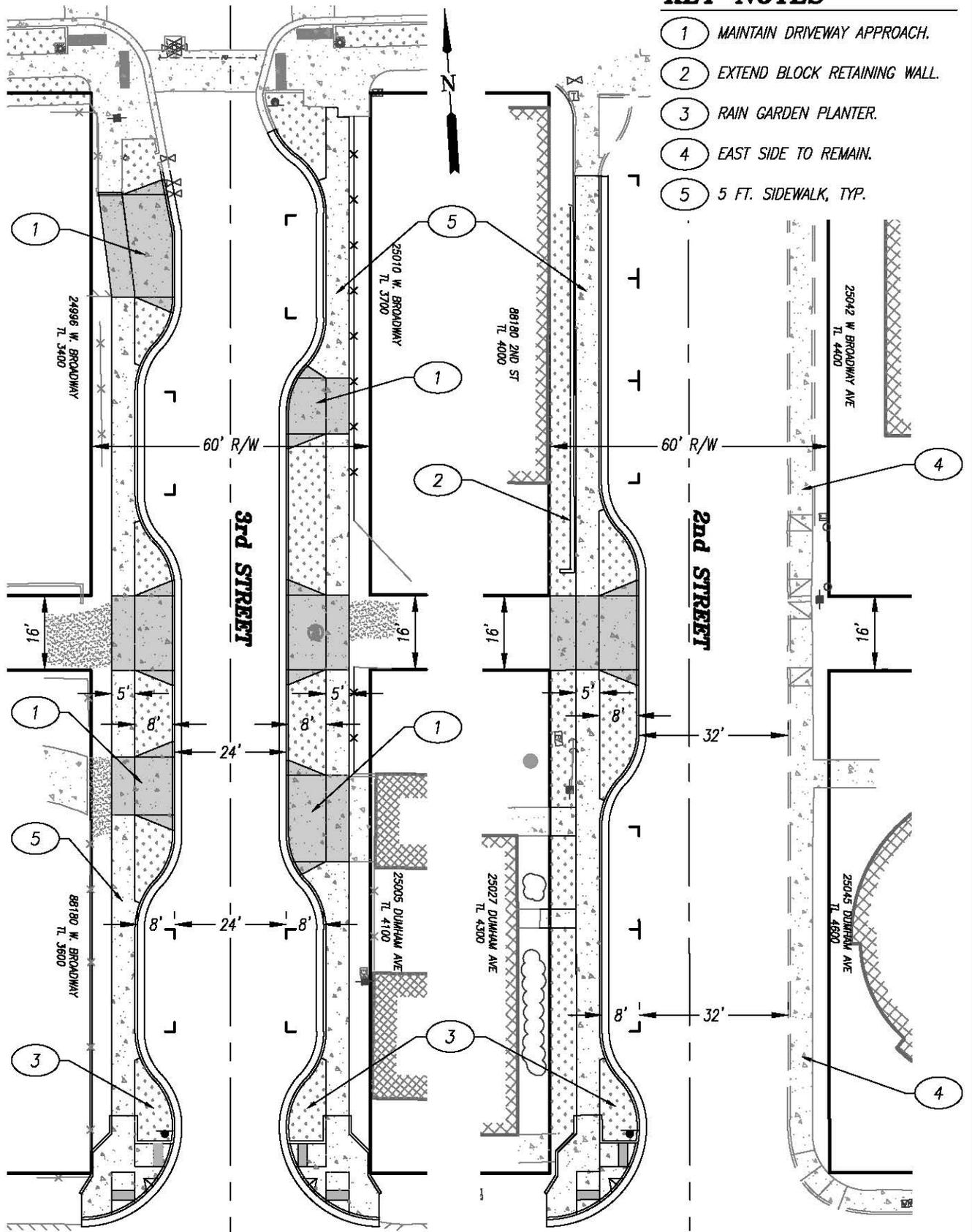
Fund Program		Criteria	Match Met?	Total Possible	Amount Requested	Amount Awarded
<b>Design and Physical Improvement Assistance</b>						
1	<b>Design Assistance</b>	N/A	N/A	6 hrs.	hrs.	hrs.
2	<b>Façade Improvements</b>	\$1 Private : \$1 URA		\$10,000	\$	\$
3	<b>Signage Grant Program</b>	\$1 Private : \$1 URA		\$1,000	\$	\$
4	<b>Streetscape Improvements</b>	\$1 Private : \$1 URA		\$5,000	\$	\$
<b>Debt Assistance</b>						
5	<b>Forgivable Debt</b>	N/A	N/A	\$5,000	\$	\$
6	<b>Loan Rate Buy Down</b>	Level I: \$1 Private : \$1URA Level II: \$2 Private : \$1URA (1:1 match < \$10,000, 2:1 match starting at \$10,000)		\$25,000	\$	\$
<b>Development Costs Assistance</b>						
7	<b>Environmental Assessment</b>	\$1 Private : \$1 URA		\$15,000	\$	\$
8	<b>SDC Fee Reduction</b>	N/A	N/A	\$25,000	\$	\$
<b>Other Assistance</b>						
9	<b>Redevelopment Grant</b>	Level I: \$1 Private : \$1URA Level II: \$2 Private : \$1URA (1:1 match < \$15,000, 2:1 match starting at \$15,000)		\$35,000	\$	\$
<b>Totals:</b>				\$146,000 and 6 hrs. design assistance	\$	\$ hrs.



Z:\2015\15-006a 2nd & 3rd Street Veneta\Drawings\15-006a 3rd Street SITE.dwg 2/26/2016 8:35 AM ANANDA

**KEY NOTES**

- 1 MAINTAIN DRIVEWAY APPROACH.
- 2 EXTEND BLOCK RETAINING WALL.
- 3 RAIN GARDEN PLANTER.
- 4 EAST SIDE TO REMAIN.
- 5 5 FT. SIDEWALK, TYP.



SCALE: 1" = 30'

**ALTERNATE 1**



**2ND & 3RD STREET IMPROVEMENTS - DUNHAM TO BROADWAY**

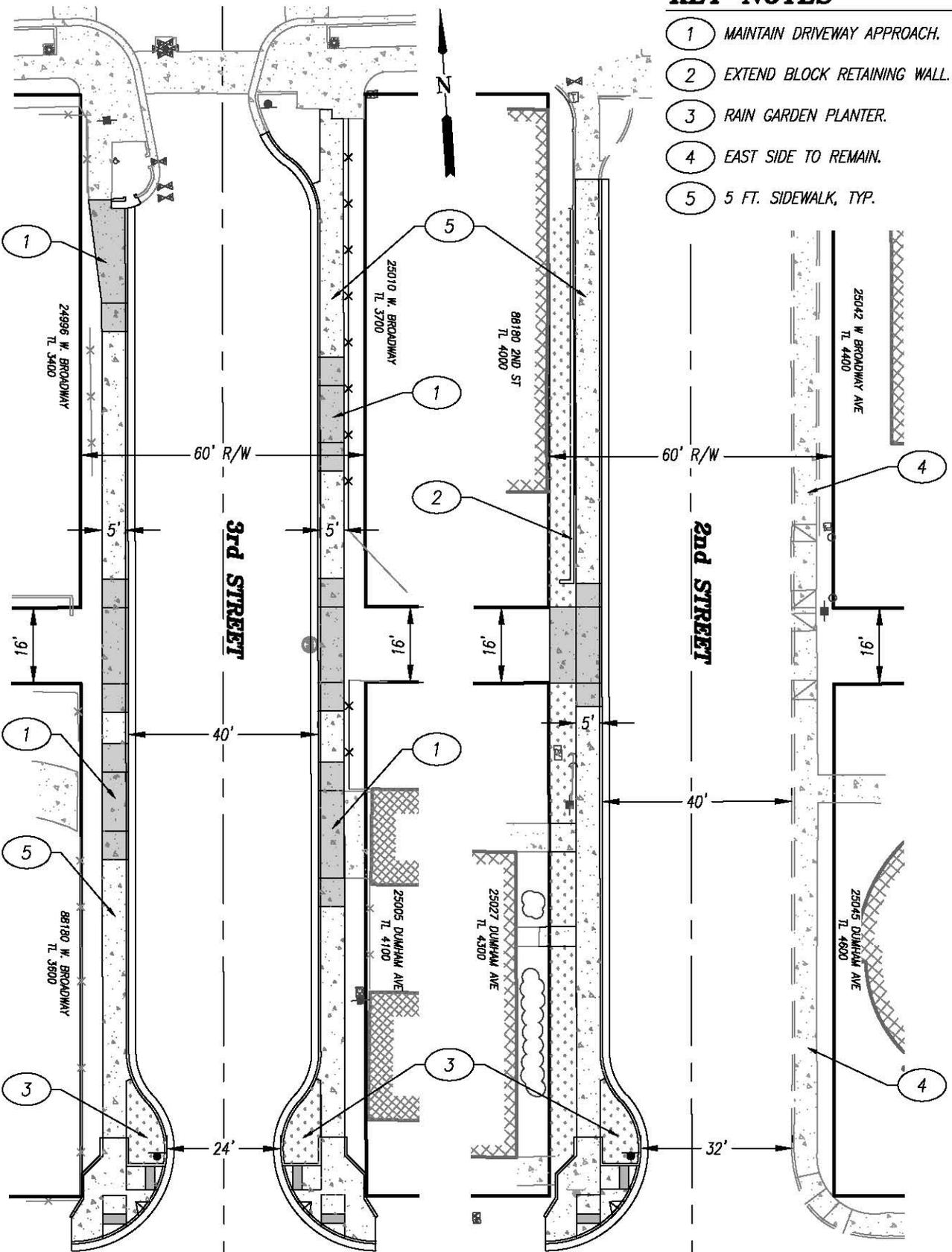
CITY OF VENETA

FEB. 25, 2016

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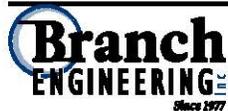
**KEY NOTES**

- 1 MAINTAIN DRIVEWAY APPROACH.
- 2 EXTEND BLOCK RETAINING WALL.
- 3 RAIN GARDEN PLANTER.
- 4 EAST SIDE TO REMAIN.
- 5 5 FT. SIDEWALK, TYP.



SCALE: 1" = 30'

**ALTERNATE 2**



**2ND & 3RD STREET IMPROVEMENTS - DUNHAM TO BROADWAY**

CITY OF VENETA

FEB. 25, 2016



project title:

**LEGEND**

- |     |   |       |  |
|-----|---|-------|--|
| --- | PROPERTY/RIGHT OF WAY LINE                          | ----- | NEW CONCRETE SIDEWALK  |
| --- | ADJOINER LINE                                       | ----- | NEW AC   |
| --- | CENTERLINE STRIPE LINE                              | ----- | NEW DRIVEWAY APPROACH  |
| --- | ALIGNMENT CENTERLINE<br>(EQUAL DISTANCE BETWEEN FL) | ----- | NEW PLANTER STRIP  |
| --- | ASPHALT   | ----- | DECIDUOUS TREE   |
| --- | CURB - PROPOSED                                     | ----- | BUILDING   |
| SD  | STORM SEWER - EXISTING                              | ----- | PARKING SPACES (SHOWN FOR REFERENCE ONLY)<br>STANDARD = 22' X 8'<br>COMPACT = 15' X 8' |
| SD  | STORM SEWER - PROPOSED                              | ----- |  |
| WW  | WASTEWATER SEWER                                    | ----- |  |
| --- | ELECTRICAL LINE                                     | ----- |  |
| T   | TELEPHONE/CABLE LINE                                | ----- |  |
| X   | FENCE   | ----- |  |
| --- | CONTOUR LINE  | ----- |  |
| ○   | AREA DRAIN  | AC    | ASPHALT  |
| □   | CATCH BASIN   | BW    | BACK SIDEWALK  |
| ⊕   | POWER POLE  | CL    | CENTERLINE   |
| □   | ELECTRIC BOXES FOR FUTURE STREET LIGHTS             | DW    | DRIVEWAY   |
| □   | WASTEWATER MANHOLE                                  | EG    | EXISTING GRADE   |
| ○   | SIGN  | FL    | FLOW LINE  |
| ⊕   | WATER VALVE   | TFC   | TOP FACE OF CURB ELEVATION   |
| ⊕   | WATER METER   | TL    | TAX LOT  |
| ⊕   | TELEPHONE RISER                                     | UG    | UNDERGROUND  |

**CONSTRUCTION NOTES**

- 1 RELOCATE FENCE TO BACK OF NEW WALK.
- 2 CONSTRUCT NEW CATCH BASIN AND INSTALL 8" PVC STORM DRAIN PIPE TO EXISTING AREA DRAIN PER ODOT STANDARD DRAWINGS RD378 AND RD339, SHEET 3.
- 3 CONSTRUCT NEW AREA DRAIN AND INSTALL 8" PVC STORM DRAIN PIPE TO EXISTING AREA DRAIN PER ODOT STANDARD DRAWINGS RD374 AND RD339, SHEET 3.
- 4 CONSTRUCT 107 LF 6" 3034 PVC STORM DRAIN PIPE. TRENCH PER ODOT STANDARD DRAWING RD300, SHEET, 4.
- 5 REMOVE EXISTING AREA DRAIN AND PLUG PIPE.
- 6 INSTALL AREA DRAIN AND CONNECT TO NEW 6" STORM DRAIN PIPE. SEE DETAIL SHEET 5.
- 7 CONSTRUCT 6" 3034 PVC STORM DRAIN CLEANOUT PER ODOT STANDARD DRAWING 362, SHEET 3.
- 8 ADJUST EXISTING AREA DRAIN RIM TO MATCH SLOPED SIDEWALK AND INSTALL NON-SLIP GALVANIZED LID PER ODOT STANDARD DRAWING 373, SHEET 4.
- 9 ADJUST MANHOLE FRAME PER ODOT STANDARD DRAWING RD360, SHEET 4.
- 10 CONSTRUCT CURB AND GUTTER PER ODOT STANDARD DRAWING RD700, SHEET C5.
- 11 CONSTRUCT SIDEWALK PER ODOT STANDARD DRAWING RD720, SHEET C5.
- 12A CONSTRUCT DRIVEWAY APPROACH PER ODOT STANDARD DRAWING RD740 (OPTION I), SHEET C5.
- 12B CONSTRUCT DRIVEWAY APPROACH PER ODOT STANDARD DRAWING RD740 (OPTION N), SHEET C6.
- 13 INSTALL ADA APPROVED TRUNCATED DOMES TO EXISTING RAMPS.
- 14 CONSTRUCT RAMP PER ODOT STANDARD DRAWING RD757 (OPTION H), SHEET C6.
- 15 INSTALL NEW STOP SIGN AND POST PER CITY OF VENETA STANDARD DRAWING NO. V202, SHEET 6.
- 16 RELOCATE EXISTING MAILBOXES TO NEW CURBSIDE MAILBOX POST PER ODOT STANDARD DRAWING NO. RD101, SHEET 6.
- 17 PROVIDE SMOOTH TRANSITION FROM OLD TO NEW - NO ABRUPT ANGLE POINTS.
- 18 SAWCUT AND AC PATCH AS NEEDED PER RD302, SHEET 4.
- 19 STATIONING FOR ELECTRICAL BOXES: 0+00.9 21.4L, 0+50.9 21.9L & 1+00.9 22.0L

**UTILITY NOTES**

**ATTENTION:** OREGON LAW REQUIRES YOU TO FOLLOW RULES ADOPTED BY THE OREGON UTILITY NOTIFICATION CENTER. THOSE RULES ARE SET FORTH IN OAR 952-001-0001 THROUGH 952-001-0090. YOU MAY OBTAIN COPIES OF THE RULES BY CALLING THE CENTER AT (503) 232-1987.

USE PROTECTIVE MEASURES TO KEEP DEBRIS FROM ENTERING EXISTING STORM SYSTEM.

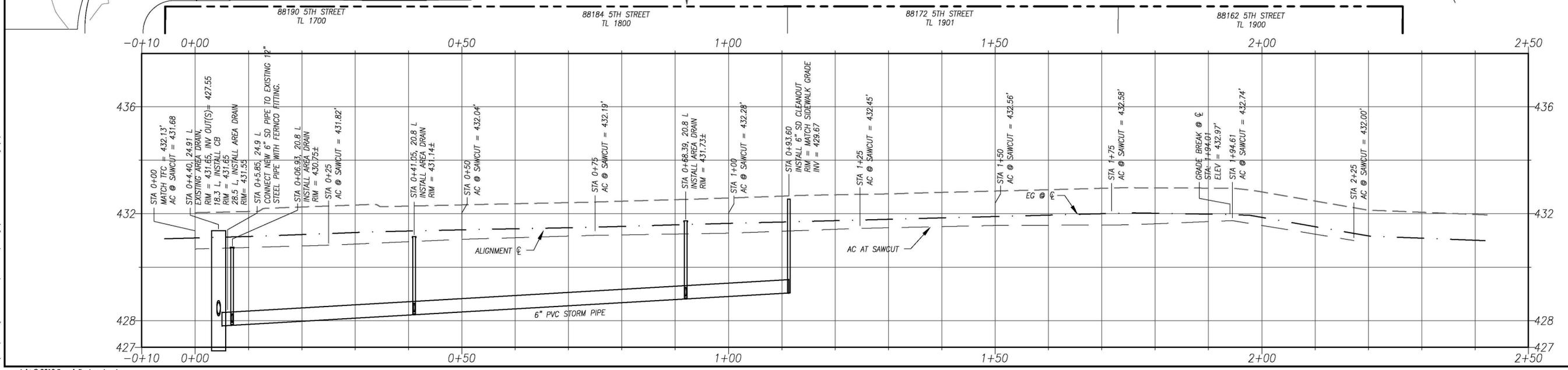
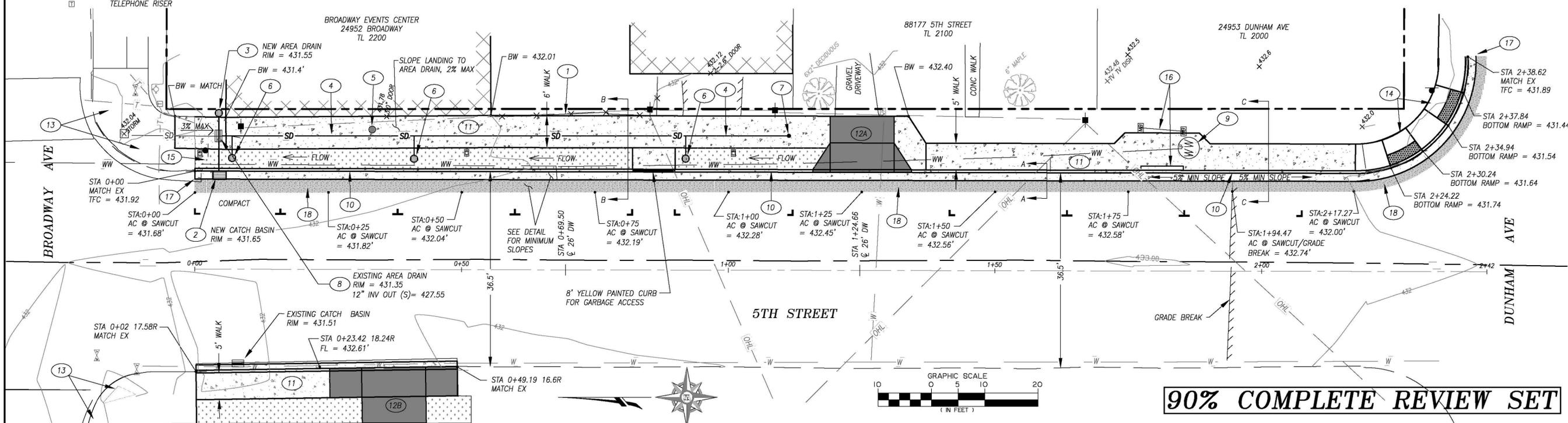
AREA DRAIN RIMS IN LANDSCAPE AREA TO BE A MINIMUM OF 6-INCHES ABOVE FLOW LINE.

ALL NEW UTILITIES TO BE UNDERGROUND.

CALL CABLE PROVIDER FOR RELOCATION OF OVERHEAD CABLE TO UNDERGROUND INSTALLATION.

INSTALL UG ELECTRICAL CONDUIT FROM EXISTING POWER POLE TO ELECTRIC BOXES IN LANDSCAPE AREA FOR FUTURE STREET LIGHT APPLICATION.

CONTACT POWER COMPANY FOR SIZING OF NEW CONDUIT.



**90% COMPLETE REVIEW SET**

**5TH STREET IMPROVEMENTS  
 PLAN AND PROFILE  
 CITY OF VENETA  
 88184 8TH STREET  
 VENETA, OREGON**

revisions:

date: 4-7-15  
 drawn by: ZSI  
 designer: MLB  
 project no: 14-006g

**PLAN AND PROFILE**

sheet: **C2**

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## City of Veneta: 2nd Steet Improvements

Branch Project #15-006a

3/7/2016

### Construction Cost: Paving & Grading

Item No.	Description	Estimated Quantity	Unit	Unit Cost	Price
1	Mobilization, Bonds and Insurance	1	LS	\$9,440.07	\$9,440
2	Erosion Control	1	LS	\$1,000.00	\$1,000
3	Traffic Control	1	LS	\$3,000.00	\$3,000
4	Sawcutting 4 - 12"	255	LF	\$2.00	\$510
5	General Excavation	158	CUYD	\$20.00	\$3,160
6	8" Storm Pipe( inc trenching . Backfill)	30	LF	\$50.00	\$1,500
7	Storm Sewer Cleanout	1	EA	\$250.00	\$250
8	Install Area drain	4	EA	\$1,000.00	\$4,000
9	Construct Catch Basin	1	EA	\$1,500.00	\$1,500
10	Connect Area Drain to manhole (existing AD)	1	EA	\$250.00	\$250
11	Connect Catch basin to Manhole (exisitng AD)	1	EA	\$350.00	\$350
12	Connect New Storm Drain Pipe to Exisitng	1	EA	\$150.00	\$150
13	Connect Area Drain to new Storm Drain Pipe	2	EA	\$200.00	\$400
14	Adjust Manhole Frame (exisitng AD) and install lid	1	LS	\$450.00	\$450
15	Place Electric Box	3	EA	\$275.00	\$825
16	Install Decorative Sreet Light (LED)	3	EA	\$4,000.00	\$12,000
17	Electrical Conduit	250	LF	\$20.00	\$5,000
18	Construct Curb and Gutter	240	LF	\$50.00	\$12,000
19	Construct Sidewalk	875	SQFT	\$10.00	\$8,750
20	Construct Alley Driveway Approach	200	SQFT	\$12.00	\$2,400
21	Construct ADA Ramp	230	SQFT	\$15.00	\$3,450
22	Place Detectable Warning Strips	2	EA	\$50.00	\$100
23	1 1/2" - (0) Crushed Base Rock*	220	Ton	\$20.00	\$4,400
24	Place Level 3, 1/2 Dense HMA Mixture*	100	Ton	\$80.00	\$8,000
25	Landscaping	756	SF	\$15.00	\$11,340
26	Site restoration	1	LS	\$1,615.70	\$1,616
27	Landscape Wall	80	LF	\$100.00	\$8,000
Construction Cost Total					<b>\$103,841</b>

\*Assumes 1/2 street reconstruction

Item No.	Description	Estimated Quantity	Unit	Unit Cost	Price
28	Engineering/Surveying /Inspections/Permits	1	Lump Sum	\$16,157.00	\$16,157
29	15% Contingency				\$15,576
Total					<b>\$135,574</b>

## City of Veneta: 3rd Steet Improvements

Branch Project #15-006a

3/7/2016

### Construction Cost: Paving & Grading

Item No.	Description	Estimated Quantity	Unit	Unit Cost	Price
1	Mobilization, Bonds and Insurance	1	LS	\$15,646.40	\$15,646
2	Erosion Control	1	LS	\$2,000.00	\$2,000
3	Traffic Control	1	LS	\$6,000.00	\$6,000
4	Sawcutting 4 - 12"	546	LF	\$2.00	\$1,092
5	Relocate 6' Chain Link Fence	40	LF	\$12.00	\$480
6	Relocate 6' Wood Fence	150	LF	\$15.00	\$2,250
7	General Excavation	319	CUYD	\$20.00	\$6,380
8	8" Storm Pipe( inc trenching . Backfill)	75	LF	\$50.00	\$3,750
9	Storm Sewer Cleanout	2	EA	\$250.00	\$500
10	Install Area drain	4	EA	\$1,000.00	\$4,000
11	Construct Catch Basin	2	EA	\$1,500.00	\$3,000
12	Connect New Storm Drain Pipe to Exisitng	2	EA	\$150.00	\$300
13	Connect Area Drain to new Storm Drain Pipe	3	EA	\$200.00	\$600
14	Adjust Manhole Frame (exisitng AD) and install lid	1	LS	\$450.00	\$450
15	Place Electric Box	6	EA	\$275.00	\$1,650
16	Install Decorative Street Light (LED)	6	EA	\$4,000.00	\$24,000
17	Electrical Conduit	500	LF	\$20.00	\$10,000
18	Construct Curb and Gutter	485	LF	\$50.00	\$24,250
19	Construct Sidewalk	1,200	SQFT	\$10.00	\$12,000
20	Construct Driveway Approaches	1,325	SQFT	\$12.00	\$15,900
21	Construct ADA Ramp	450	SQFT	\$15.00	\$6,750
22	Place Detectable Warning Strips	4	EA	\$50.00	\$200
23	1 1/2" - (0) Crushed Base Rock*	165	Ton	\$20.00	\$3,300
24	Place Level 3, 1/2 Dense HMAc Mixture*	140	Ton	\$80.00	\$11,200
25	Landscaping	900	SQFT	\$15.00	\$13,500
26	Site restoration	1	LS	\$2,911.04	\$2,912
Construction Cost Total					<b>\$172,110</b>
*Assumes 2" overlay					
Item No.	Description	Estimated Quantity	Unit	Unit Cost	Price
27	Engineering/Surveying /Inspections/Permits	1	Lump Sum	\$29,110.40	\$29,110
28	15% Contingency				\$25,817
Total					<b>\$227,038</b>