

Madras Redevelopment Commission

Redevelopment/New Development Assistance Program

Updated 11-8-23



*125 SW "E" Street
Madras, OR 97741
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www.ci.madras.or.us*

OVERVIEW

The Madras Redevelopment Commission's Urban Renewal Action Plan (2016) establishes an Investment Framework that recognizes the MRC's limited financial resources and well-intended goals to revitalize the MURD. Executing this Framework includes consideration of the location of a project and an estimate of the amount of Tax Increment that will be generated from the development. The Action Plan identifies large tracts of land that are vacant and prime for redevelopment within the North and South Corridor areas, while identifying proactive investments that will spur tax increment generation in the Core Investment Area. The MRC's Redevelopment/New Development Assistance Program can be utilized in the North and South Corridor areas and, to a lesser extent, in the Core Investment area. Guidance has been provided to the MRC to invest in private development opportunities on a 7-year Return on Investment (ROI) basis, which would allow an MRC investment to be repaid in full with 7 years' worth of property taxes generated from the project. This strategically allows the MRC to invest in one project and shortly thereafter enjoying additional tax increment to invest in additional projects.

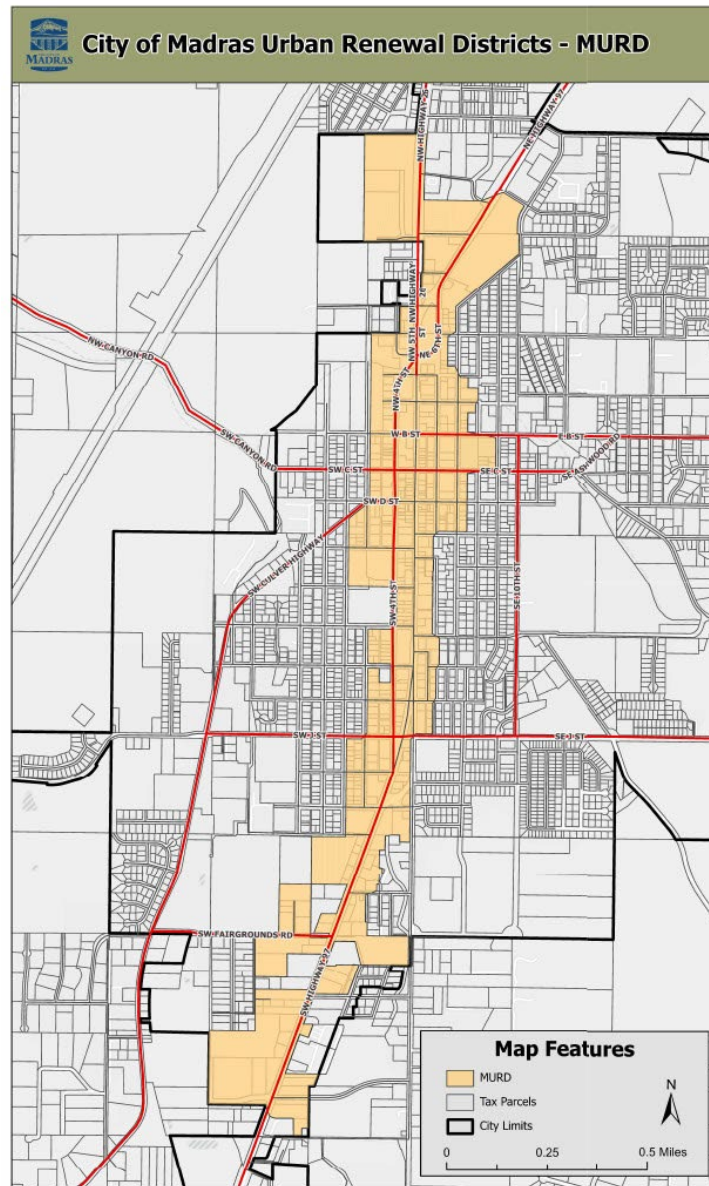
The MRC will carefully consider investments with more than a 7-year ROI however the project needs to complete a high-prioritized project in the 2016 Urban Renewal Action Plan. The MRC's investment will be provided in the form of a performance-based grant whereby grant funding is issued within 30 days of the Certificate of Occupancy being issued for a project. The MRC provides grant funding in two or more annual payments from the date the Certificate of Occupancy is issued. This provides the ability for the MRC to provide larger incentive packages that otherwise may not be financially feasible. This approach also allows the MRC to ensure recipients are compliant with any terms of funding.

This Program requires design professionals and general contractors to be involved in scoping the project to ensure property owners have a good understanding of what each project entails, assist with project financing, and minimize costly change orders during construction. Applications for these programs will be reviewed through the MRC's Type C review process. This process requires pre-application meetings with City staff, complete applications to be filed before they are reviewed, and two MRC meetings for the Commission to consider approving. At the two MRC meetings, the Commission will provide an opportunity for the applicant to present their project, request a staff report, and allow public comments on the matter. The MRC intends to take formal action to make a decision on a Building Improvement or Adaptive Reuse application with through the Type C review process in less than 120-days.

ELIGIBILITY

1. The subject property is located within Madras Urban Renewal District boundary (see Figure 1).
2. Property owner/business' utility accounts with the City of Madras are in good standing.
3. There are no outstanding City Code violations on the subject property.
4. Applicants may be:
 - An Individual
 - A For-Profit Business Tenant (with written approval from the building's owner)
 - Property or Business Owner
5. Existing building is inadequate, degraded, or has an obsolete building system.

Figure 1. Madras Urban Renewal Areas.



AVAILABLE FUNDING

The Madras Redevelopment Commission will allocate grant funding for Redevelopment/New Development Assistance Program in their biennial budget. The MRC will consider awarding grant funding for applications as funding is available and at their discretion based on the approval criteria stated herein.

APPROVAL CRITERIA

The MRC has mandatory and discretionary approval criteria for both the Redevelopment/New Development Assistance Program as shown in Tables 1 and 2 below. Applications for the Program will need to satisfy these criteria. Applications that do not satisfy the approval criteria will be at risk of MRC denying funding approval.

Table 1. Mandatory Approval Criteria.

MANDATORY APPROVAL CRITERIA Redevelopment/New Development Assistance Program	Standard Met?	
	Yes (X)	No (X)
1. Project is located in the MURD?		
2. Project is compliant with the applicable City of Madras Development Code?		
3. Project is compliant with the applicable City of Madras Public Improvement Design & Construction Standards?		
4. The proposal addresses inadequate, degraded, or obsolete building systems?		
5. The proposal addresses poor appearance or visible deterioration that discourages investment in surrounding properties?		
6. If appropriate with the proposed use, an outdoor seating and gathering places visible from the adjacent street(s) is provided?		
7. The property owners and/or business owners City utility accounts are in good standing?		
8. The business owner possesses, or can reasonably obtain, a valid business license from the City.		

Table 2. Discretionary Approval Criteria.

DISCRETIONARY APPROVAL CRITERIA Redevelopment/New Development Assistance Program	Information Required?	
	Yes (X)	No (X)
1. Is the property located in the North or South Corridors or the Core Area as defined in the 2016 Urban Renewal Action Plan?		
2. The proposed development completes or makes significant progress toward completing a high-priority action in the 2016 Urban Renewal Action Plan?		
3. MRC funding is consistent with current MURD debt financing strategy?		
4. Return of on MRC Investment (ROI)		
5. Number of existing and new jobs created from the project?		
6. The proposed development will create additional dwelling units that are needed as identified in the applicable City Housing plans.		
7. Will the building, or tenant spaces therein, accommodate a business(es) that does not currently exist in the Madras Urban Renewal District?		
8. What is the local market saturation for the proposed businesses within the building(s)		
9. Will the building, or tenant spaces therein, accommodate businesses that are in high demand for multiple businesses of the same type in the Madras Urban Renewal District?		
10. Will the proposed project inspire Cross Pollination between business by inspiring patrons to visit multiple businesses in a single trip to the downtown area (i.e. patrons visiting the bank, going to a salon, then visiting a restaurant or cafe)?		
11. If applicable, are the large spaces being designed so they can be divisible down to sizes more likely to be absorbed by the local market? (about 1,000 SF to 1,500 SF is optimal for retail)		
12. Do the proposed improvements highlight building details that are unique to the building?		
13. Proposed building has interesting elements or unique materials that can be highlighted to make the structure engaging, eye catching, and inviting.		
14. Are opaque skylights, transom windows, etc. proposed in one-story buildings to allow natural light to illuminate portions of the interior floor space?		
15. Will any proposed outdoor art (murals, standalone installations, etc.) have lighting to illuminate the art in the evening?		
16. Fluorescent lights will be replaced with a range of general lighting & spot lights?		

MRC REVIEW PROCESS

Redevelopment/New Development Assistance projects will required applicants to have completed MRC's Design Assistance program or have completed a significant amount of professional design services to establish a scope of work and cost estimate for the proposed improvements.

Redevelopment/New Development applications will be reviewed through the MRC's Type C Review process which is a 120-day review process that includes a 30-day completeness review by City staff after the application is filed. If there are any missing information, documentation, or otherwise, staff will notify the applicant accordingly. The applicant can provide the missing information or request that the

application be reviewed and considered by the MRC as proposed. This is not recommended as the funding request is more likely to not be approved. Following the application being complete, City staff will have a 90-day period to review the proposal and draft a recommendation to the MRC based on the approval criteria stated herein. Additionally, during the 90-day staff review period, City staff will refer the proposal to COIC’s loan officer to review the financial information submitted by the applicant. Then the MRC will consider the application over two public meetings. During the first meeting the MRC will receive a staff report and recommendation on the request, a presentation from the applicant, allow public comments. The MRC will not make a decision during the first public meeting on the matter. At the second public meeting, the MRC will receive a staff report, additional information from the applicant, accept public comments, and then consider formal action on the matter based on the proposal’s consistency with the approval criteria. This process may be completed in less or more than 120-days depending on the complexity of the proposal. In any case, the MRC is not bound to make a decision within 120-days but strives to do so to provide consistency and predictability in the review process when considering Building Improvement and Adaptive Reuse projects.

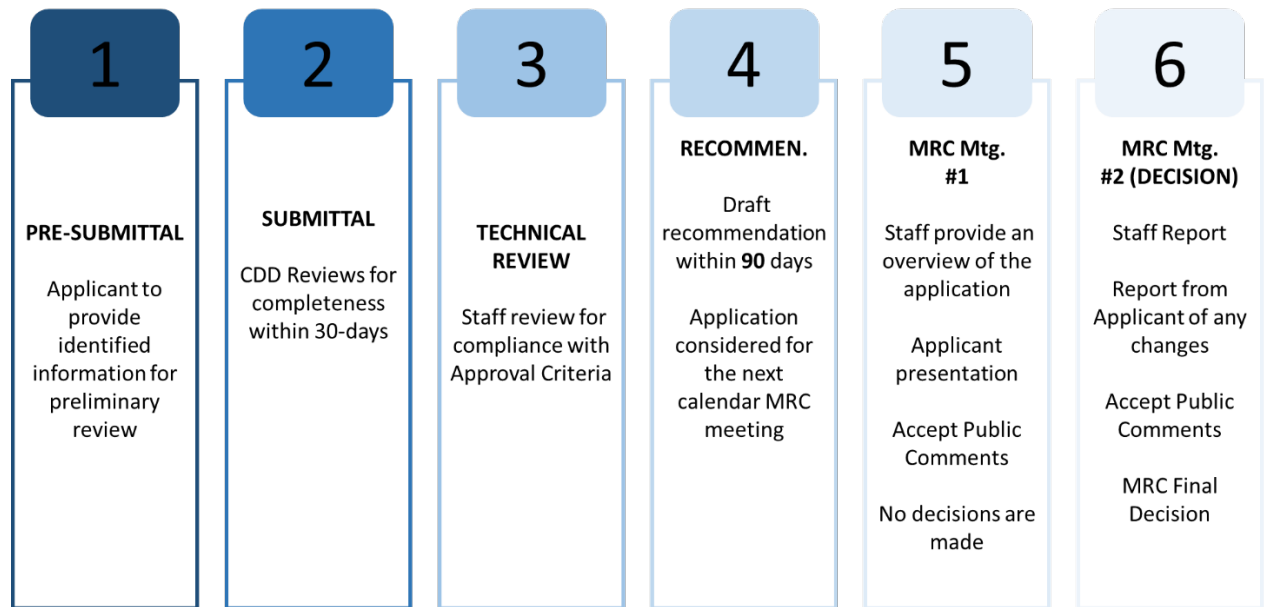
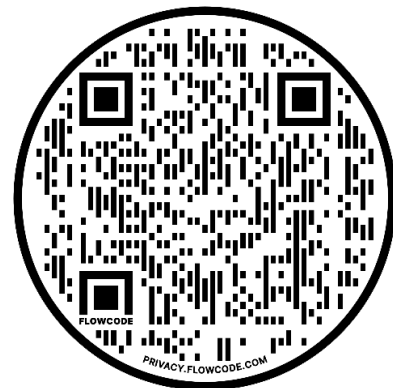


Figure 2. Type C Review Process

Questions?

Nicholas Snead
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 Madras, OR, 97741
 541-475-2344
nsnead@cityofmadras.us



Scan the QR code to view the application

CITY OF MADRAS
 125 SW E Street, Madras, Oregon 97741
 Telephone 541-475-2344

Madras Redevelopment Commission Program Application

Project Type		
Check only one:		
<input type="checkbox"/> Design Assistance	<input type="checkbox"/> Building Improvement	<input type="checkbox"/> New Housing Construction
<input type="checkbox"/> Paint Improvement	<input type="checkbox"/> Adaptive Reuse	
<input type="checkbox"/> Window Improvement	<input type="checkbox"/> Commercial New Development	

Applicant Information	
Name:	
Business Name:	
Address:	
City:	State:
Phone:	Email:
Applicant is the: Business Owner <input type="checkbox"/> Tenant <input type="checkbox"/> Other <input type="checkbox"/>	

Property Owner Information	
Name:	
Address:	
City:	State:
Phone	Email:

Architect Information	
Name:	
Business Name:	
Address:	
City:	State:
Phone	Email:

Engineer Information	
Name:	
Business Name:	
Type of Engineer: <input type="checkbox"/> Civil <input type="checkbox"/> Mechanical <input type="checkbox"/> Structural <input type="checkbox"/> Surveying	
Address:	
City:	State:
Phone	Email:

Subject Property Information	
Address:	
Map & Tax lot:	
Size (acres):	Current Zoning:
Located in Floodplain: <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	

APPLICATION MATERIALS

Application Materials Redevelopment/New Development Assistance Program	Information Required		Information Provided	
	Yes	No	Yes	No
Assessor’s Summary Report for the property(ies)				
Deed for property(ies) from County Clerk				
State of Oregon Business Registry Report for Business				
Legal Description of property(ies)				
Title Report for property(ies)				
W-9 for Business				
Business’ financial information deemed appropriate by COIC Loan Officer				
Site Plan drawn to scale:				
Adjacent Streets				
Points of access				
Existing & proposed easements				
Existing & proposed utilities (e.g. sewer, water, electric, gas, power)				
Location of Fats, Oil, Grease Separator				
Location of existing & proposed fire hydrants				
Existing & proposed water meter size				
Proposed improvements to public Rights-of-Way				
Off-and-On-Street Parking				
Area (sq. ft.) of impervious surfaces on property(ies)				
Sidewalks, patios, courtyards, and decks.				
Fences, screens, and retaining walls, incl. height and materials				
Existing & proposed structures				
Existing & proposed uses on the property				
Existing & proposed signage				
Existing & proposed trash & trash enclosure, incl. screening				
Photos of existing conditions of property & building(s)				
Elevation drawings for the structures proposed to be improved				
Floorplan for building &/or tenant spaces proposed to be improved				
Existing & proposed Occupancy for building &/or each tenant space				
Materials demonstrating compliance w. Residential Design Standards				
Itemized Cost Estimate incl. land acquisition, Design Services, Permit fees, & Contingency				
Construction Bids				
Estimated construction costs				

I, as the applicant, property owner, or representative thereof, have signed this application consenting to the filing of this application, proposed improvement(s). As such, I have examined all statements, information and all attached exhibits contained herein, and certify them to be true, correct, and accurate. I understand that any false statements may result in this application being denied. I authorize the City of Madras staff to enter the property for inspection of the site in conjunction with this application and all other associated permits, review, and inspections.

Applicant Signature

Date

Property Owner Signature

Date