

AGENDA

Warrenton Urban Renewal Agency

January 8, 2019 – 6:00 p.m.

Warrenton City Hall – Commission Chambers
225 S. Main Ave.
Warrenton, Or 97146

1. CALL TO ORDER
2. ROLL CALL
3. APPOINTMENT OF CHAIR AND VICE CHAIR FOR 2019
4. CONSENT CALENDAR
 - A. Urban Renewal Agency Meeting Minutes – 12.11.18
5. BUSINESS
 - A. Consideration of Urban Renewal Audit Report
 - B. Consideration of Resolution No. 19-01; Façade Improvement Grant Program
5. ADJOURN

Warrenton City Hall is accessible to the disabled. An interpreter for the hearing impaired may be requested under the terms of ORS 192.630 by contacting Dawne Shaw, City Recorder, at 503-861-0823 at least 48 hours in advance of the meeting so appropriate assistance can be provided.

4-A

MINUTES
Warrenton Urban Renewal Agency
December 11, 2018
Warrenton City Hall - Commission Chambers
225 S. Main
Warrenton, Or 97146

Vice Chair Rick Newton convened the Urban Renewal Agency meeting at 7:14 p.m.

Commissioners Present: Vice Chair Rick Newton, Tom Dyer, Mark Baldwin, and Pam Ackley
Excused: Chair Henry Balensifer

Staff Present: Executive Director Linda Engbretson, Legal Counsel Spencer Parsons via Skype, Finance Director April Clark, Public Works Director Collin Stelzig, Harbormaster Jane Sweet, Police Chief Mathew Workman, Fire Chief Tim Demers, and Secretary Dawne Shaw

CONSENT CALENDAR

- A. Urban Renewal Agency Meeting Minutes – 10.23.18
- B. Urban Renewal Agency Special Meeting Minutes – 10.31.18
- C. Urban Renewal Advisory Committee Meeting Minutes – 9.5.18

Commissioner Ackley made the motion to approve the Consent Calendar as presented. Motion was seconded and passed unanimously.

Dyer – aye; Ackley – aye; Baldwin – aye; Newton – aye

Public Works Director Collin Stelzig discussed the SE 14th Place waterline addition. He stated the waterline will provide needed fire flows to an area that is currently served by 500 feet of 2” waterline. This project will utilize a vacated portion of SE 14th Place and connect to an existing 18” main on S. Main Avenue, and a 2” main on SE Anchor Avenue. He noted the City received an easement from the appropriate land owners to construct and maintain this waterline. Mr. Stelzig stated the plans are done, and the project cost is approximately \$30,000. Vice Chair Rick Newton asked for clarification on the existing waterline for fighting fires. Fire Chief Tim Demers stated there is nothing currently there to fight fires.

Commissioner Baldwin made the motion to authorize staff to advertise the final plans and specifications for SE 14th Place Waterline Addition Project. Motion was seconded and passed unanimously.

Baldwin – aye; Newton – aye; Ackley – aye; Dyer – aye

Secretary Dawne Shaw stated there are 3 positions on the Urban Renewal Advisory Committee with terms ending December 31, 2018; Position 1 – Bob Bridgens, Position 2 – Gerald Poe, and Position 3 – Frida Fraunfelder. All have reapplied for reappointment. Mayor Balensifer has written a nomination letter for the record. Executive Director Linda Engbretson noted the advisory board just met last week, and they are excited to move forward with the substantial plan amendment.

Commissioner Ackley made the motion to appoint Bob Bridgens to Position No. 1, Gerald Poe to Position No. 2, and Frida Fraunfelder to Position No. 3 on the Urban Renewal Advisory Board. Motion was seconded and passed unanimously.

Baldwin – aye; Newton – aye; Ackley – aye; Dyer – aye

Ms. Engbretson noted the Resolution No. 18-05, stating it is a housekeeping measure, to confirm the appointments.

Commissioner Ackley made the motion to adopt Resolution No. 18-05; Authorizing Appointments to Fill Positions on the Warrenton Urban Renewal Advisory Board and Setting Terms of Office. Motion was seconded and passed unanimously.

Baldwin – aye; Newton – aye; Ackley – aye; Dyer – aye

Ms. Engbretson reminded everyone the next meeting will be after the New Year.

There being no further business Vice Chair Newton adjourned the URA meeting at 7:19 p.m.

APPROVED:

Henry A. Balensifer III, Chair

ATTEST:

Dawne Shaw, Secretary

5-A

Warrenton Urban Renewal Agency Agenda Memorandum

To: The Honorable Chair and Members of the Warrenton Urban Renewal Agency
From: April Clark
Finance Director
Date: January 8, 2019

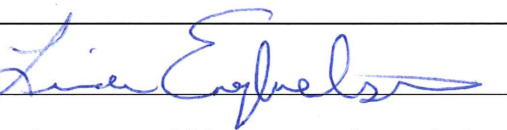
Regarding – Audit for Fiscal Year Ending June 30, 2018

The financial Statements, for the Warrenton Urban Renewal Agency, for the period ending June 30, 2018 are attached.

Our auditor, Paul Nielson, of Isler, CPA will be here this evening to present the financial statements and the results of the audit.

The Agency was required to have an audit of its financial data along with prepared, stand alone, financial statements. You will also see data presented in our audited financial statements for the City, as it is a component unit of the City of Warrenton.

Approved by City Manager:



All supporting documentation, i.e., maps, exhibits, etc., must be attached to this memorandum.

WARRENTON URBAN RENEWAL AGENCY

(A COMPONENT UNIT OF THE CITY OF
WARRENTON, OREGON)

FINANCIAL STATEMENTS AND SUPPLEMENTAL
INFORMATION

FOR THE YEAR ENDED JUNE 30, 2018

WITH

INDEPENDENT AUDITOR'S REPORT

WARRENTON URBAN RENEWAL AGENCY
 Financial Statements and Supplemental Information
 For the Year Ended June 30, 2018
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INTRODUCTORY SECTION

WARRENTON URBAN RENEWAL AGENCY

Governing Body and Appointed Officials

June 30, 2018

GOVERNING BODY UNDER ORS 457

Board Chair	Henry Balensifer III, Mayor
Board Member	Pam Ackley
Board Member	Mark Baldwin
Board Member	Tom M. Dyer
Board Member	Rick Newton

Mailing Address

PO Box 250
Warrenton, Oregon 97146

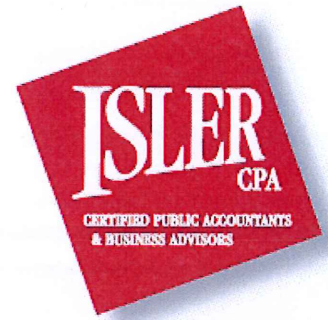
APPOINTED OFFICIALS

City Manager	Linda Engbretson
Deputy City Recorder	Dawne Shaw
City Attorney	Beery, Elsner & Hammond

Mailing Address

PO Box 250
Warrenton, Oregon 97146

FINANCIAL SECTION



INDEPENDENT AUDITOR'S REPORT

Honorable Mayor and City Commission
Warrenton Urban Renewal Agency
Warrenton, Oregon

1976 Garden Ave.
Eugene, OR 97403
541.342.5161
www.islercpa.com

Report on the Financial Statements

We have audited the accompanying financial statements of the governmental activities and each major fund of the Warrenton Urban Renewal Agency, Oregon ("Agency") as of and for the year ended June 30, 2018, and the related notes to the financial statements, which collectively comprise the Agency's basic financial statements as listed in the table of contents.

Management's Responsibility for the Financial Statements

Management is responsible for the preparation and fair presentation of these financial statements in accordance with accounting principles generally accepted in the United States of America; this includes the design, implementation, and maintenance of internal control relevant to the preparation and fair presentation of financial statements that are free from material misstatement, whether due to fraud or error.

Auditor's Responsibility

Our responsibility is to express opinions on these financial statements based on our audit. We conducted our audit in accordance with auditing standards generally accepted in the United States of America. Those standards require that we plan and perform the audit to obtain reasonable assurance about whether the financial statements are free from material misstatement.

An audit involves performing procedures to obtain audit evidence about the amounts and disclosures in the financial statements. The procedures selected depend on the auditor's judgment, including the assessment of the risks of material misstatement of the financial statements, whether due to fraud or error. In making those risk assessments, the auditor considers internal control relevant to the entity's preparation and fair presentation of the financial statements in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the entity's internal control. Accordingly, we express no such opinion. An audit also includes evaluating the appropriateness of accounting policies used and the reasonableness of significant accounting estimates made by management, as well as evaluating the overall presentation of the financial statements.

We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our audit opinions.

Opinions

In our opinion, the financial statements referred to above present fairly, in all material respects, the respective financial position of the governmental activities and each major fund of the Warrenton Urban Renewal Agency, as of June 30, 2018, and the respective changes in financial position and the respective budgetary comparisons for the capital projects fund for the year then ended in accordance with accounting principles generally accepted in the United States of America.

Other Matters

Required Supplementary Information

Accounting principles generally accepted in the United States of America require that the management's discussion and analysis be presented to supplement the basic financial statements. Such information, although not a part of the basic financial statements, is required by the Governmental Accounting Standards Board who considers it to be an essential part of financial reporting for placing the basic financial statements in an appropriate operational, economic, or historical context.

We have applied certain limited procedures to the required supplementary information in accordance with auditing standards generally accepted in the United States of America, which consisted of inquiries of management about the methods of preparing the information and comparing the information for consistency with management's responses to our inquiries, the basic financial statements, and other knowledge we obtained during our audit of the basic financial statements. We do not express an opinion or provide any assurance on the information because the limited procedures do not provide us with sufficient evidence to express an opinion or provide any assurance.

Other Information

Our audit was conducted for the purpose of forming opinions on the financial statements that collectively comprise the Agency's basic financial statements. The introductory section and schedules of resources and requirements budget and actual are presented for purposes of additional analysis and are not a required part of the basic financial statements.

The schedules of resources and requirements budget and actual are the responsibility of management and were derived from and relate directly to the underlying accounting and other records used to prepare the basic financial statements. Such information has been subjected to the auditing procedures applied in the audit of the basic financial statements and certain additional procedures, including comparing and reconciling such information directly to the underlying accounting and other records used to prepare the basic financial statements or to the basic financial statements themselves, and other additional procedures in accordance with auditing standards generally accepted in the United States of America. In our opinion, the combining and individual fund financial statements and other supplemental information is fairly stated, in all material respects, in relation to the basic financial statements as a whole.

The introductory section has not been subjected to the auditing procedures applied in the audit of the basic financial statements, and accordingly, we do not express an opinion or provide any assurance on it.

Report on Other Legal and Regulatory Requirements

In accordance with the Minimum Standards of Audits of Oregon Municipal Corporations, we have issued our report dated December 28, 2018 on our consideration of the Warrenton Urban Renewal Agency's compliance with certain provisions of laws and regulations, including the provisions of Oregon Revised Statutes as specified in Oregon Administrative Rules. The purpose of that report is to describe the scope of our testing of compliance and the results of that testing and not to provide an opinion on compliance.

Isler CPA

By:



Paul R Nielson, CPA, a member of the firm

Eugene, Oregon

December 28, 2018

Warrenton Urban Renewal Agency

(a component unit of the City of Warrenton, Oregon)

Management's Discussion and Analysis

As management of the Warrenton Urban Renewal Agency, we offer readers of the Agency's financial statements this narrative overview and analysis of the financial activities of the Agency for the fiscal year ended June 30, 2018. We encourage readers to consider the information presented here in conjunction with the additional information that we have furnished in our annual financial report.

Financial Highlights

- The assets of the Warrenton Urban Renewal Agency exceeded its liabilities at the close of the most recent fiscal year by \$3,298,483 (reported as net position).
- At June 30, 2018, the Agency's governmental funds reported combined ending fund balances of \$1,894,114.
- The Warrenton Urban Renewal Agency's total debt issued during the current fiscal year amounted to \$54,500 and debt paid during the year amounted to \$292,939, which leaves total debt outstanding at the end of the fiscal year at \$2,979,755.
- Net capital assets increased by \$78,451 from the prior year.

Overview of Financial Statements

This discussion and analysis provided here are intended to serve as an introduction to the Agency's basic financial statements. The Agency's basic financial statements comprise three components: 1) government-wide financial statements, 2) fund financial statements, and 3) notes to the financial statements. This report also contains other supplementary information in addition to the basic financial statements themselves.

Government-wide financial statements. The government-wide financial statements are designed to provide readers with a broad overview of the Agency's finances, in a manner similar to a private-sector business.

The Statement of Net position presents financial information on all of the Agency's assets, liabilities, and deferred outflows/inflows of resources, with the difference between the two reported as net position. Over time, increases or decreases in net position may serve as a useful indicator of whether the financial position of the Agency is improving or deteriorating.

The Statement of Activities presents information showing how the government's net position changed during the most recent fiscal year. All changes in net position are reported as soon as the underlying event giving rise to the change occurs, regardless of the timing of related cash flows. Thus, revenue and expenses are reported in this statement for some items that will only result in cash flows in future fiscal periods (e.g. uncollected taxes). The governmental activities of the Agency include a capital projects fund, a debt service fund, and a debt service reserve fund.

Fund financial statements. A fund is a grouping of related accounts that is used to maintain control over resources that have been segregated for specific activities or objectives. The Agency, like other state and local governments, uses fund accounting to ensure and demonstrate compliance with finance-related legal requirements. All of the funds of the Agency are categorized as governmental funds.

Governmental funds. Governmental funds are used to account for essentially the same functions reported as governmental activities in the government-wide financial statements. However, unlike the government-wide financial statements, governmental fund financial statements focus on near-term inflows and outflows of spendable resources, as well as on balances of spendable resources available at the end of the fiscal year. Such information may be useful in evaluating a government's near-term financing requirements.

Because the focus of governmental funds is narrower than that of the government-wide financial statements, it is useful to compare the information presented for the governmental funds with similar information presented for governmental activities in the government-wide financial statements. By doing so, readers may better understand the long-term impact of the government's near-term financing decisions. Both the governmental fund balance sheet and the governmental fund statement of revenues, expenditures, and changes in fund balances provide a reconciliation to facilitate this comparison between governmental funds and governmental activities.

The Agency maintains three individual governmental funds. Information is presented separately in the governmental fund balance sheet and in the governmental fund statement of revenues, expenditures, and changes in fund balances for the Capital Projects Fund, Debt Service Fund, and the Debt Service Reserve Fund, which are considered to be major funds.

The Warrenton Urban Renewal Agency adopts an annual appropriated budget for all governmental funds. A budgetary comparison statement has been provided for each fund to demonstrate compliance with the budget. To demonstrate compliance, budgetary comparison statements for all of the governmental funds have been prepared and can be found in the basic financial statements or other supplemental information.

Notes to the basic financial statements. The notes provide additional information that is necessary to acquire a full understanding of the data provided in the government-wide and fund financial statements.

Government-wide Overall Financial Analysis

As noted earlier, net position over time may serve as a useful indicator of a government's financial position. In the case of the Agency, assets exceeded liabilities by \$3,298,483 at the close of the most recent fiscal year.

Warrenton Urban Renewal Agency's Net Position		
	Governmental Activities	
	2018	2017
Current and other assets	\$ 1,951,353	\$ 1,864,532
Capital assets, net	4,355,195	4,276,744
Total assets	6,306,548	6,141,276
Noncurrent liabilities	2,979,755	3,218,194
Other liabilities	28,310	97,728
Total liabilities	3,008,065	3,315,922
Net position:		
Net investment in capital assets	1,673,210	1,464,348
Restricted	1,625,273	1,361,006
Total net position	\$ 3,298,483	\$ 2,825,354

The government's net position increased by \$473,129 during the current fiscal year.

Warrenton Urban Renewal Agency's Change in Net Position		
	Governmental Activities	
	2018	2017
Revenues:		
General revenues:		
Property taxes	\$ 609,234	\$ 577,206
Unrestricted investment earnings	<u>34,748</u>	<u>20,790</u>
Total revenues	<u>643,982</u>	<u>597,996</u>
Expenses:		
General government	89,507	74,473
Interest on long-term liabilities	<u>81,346</u>	<u>84,195</u>
Total expenses	<u>170,853</u>	<u>158,668</u>
Change in net position	473,129	439,328
Net position, July 1	<u>2,825,354</u>	<u>2,386,026</u>
Net position, June 30	<u>\$ 3,298,483</u>	<u>\$ 2,825,354</u>

Governmental activities. Governmental activities increased the Agency's net position by \$473,129. The primary elements of the change in total net position are as follows:

- Revenues overall increased \$45,986.
- The Agency's property tax revenues increased \$32,028.
- Unrestricted investment earnings (interest from bank accounts) increased by \$13,958 during the year.
- Interest expense on debt decreased \$2,849 from the prior year.
- Operational (general government) expenses increased by \$15,034.

Financial Analysis of the Agency's Funds

Governmental funds. The focus of the Agency's governmental funds is to provide information on near-term inflows, outflows, and balances of spendable resources. Such information is useful in assessing the Agency's financing requirements.

As of the end of the current fiscal year, the Agency's governmental funds reported combined ending fund balances of \$1,894,114, an increase of \$155,472 in comparison with the prior year.

Budgetary Highlights

There were no changes to the adopted budgets during the fiscal year.

Capital Asset and Debt Administration

Capital assets. The Agency's investment in capital assets for its governmental activities as of June 30, 2018, amounts to \$4,355,195. Net capital assets increased by \$78,451 during the year because capital asset additions of \$120,325 less current year depreciation, in the amount of \$41,874, net to the overall increase of capital assets at the end of the year.

Capital Assets, Net of Accumulated Depreciation		
	Governmental Activities	
	2018	2017
Land	\$ 1,000,945	\$ 1,000,945
Buildings	556,904	571,955
Infrastructure	2,649,529	738,530
Construction in progress	147,817	1,965,314
Total	<u>\$ 4,355,195</u>	<u>\$ 4,276,744</u>

Major capital asset additions during the current fiscal year included the following:

- Completion of Infrastructure improvements at the Warrenton Marina on the Commercial F-Dock in the amount of \$69,458.
- Landscape improvements in the amount of \$42,275.
- SE 14th Waterline in the amount of \$3,420.

Additional information regarding the Agency's capital assets can be found at Note III B.

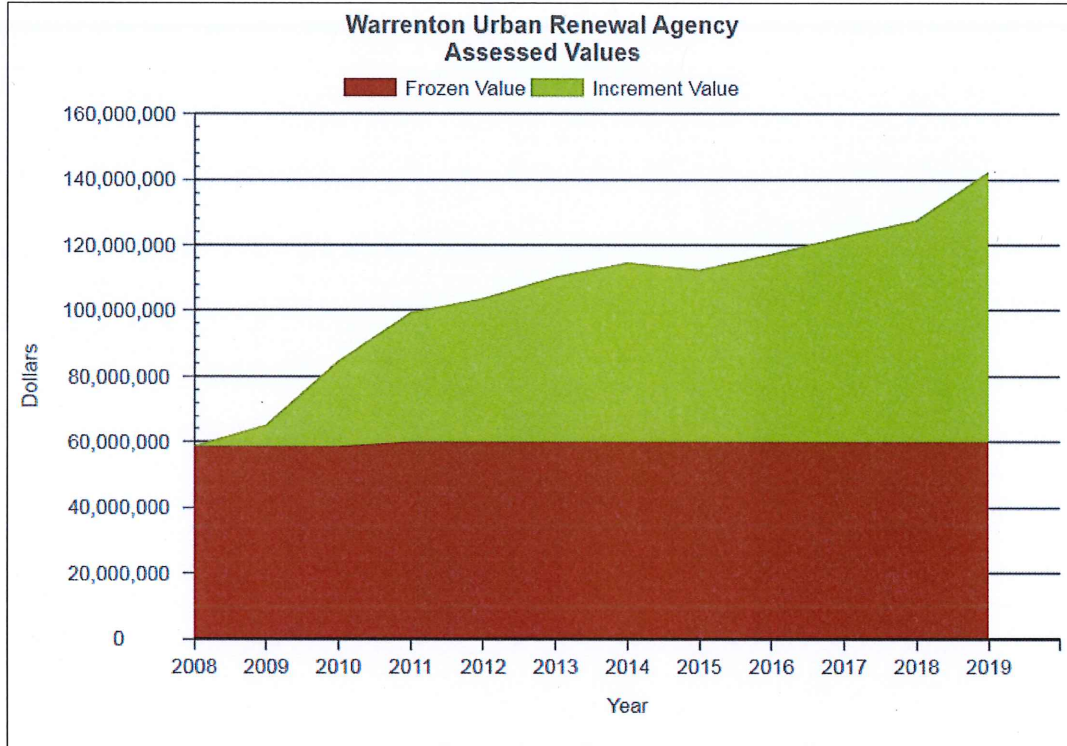
Long-term Debt. At the end of the current fiscal year, the Agency had total long-term debt of \$2,979,755. During the year, \$54,000 was drawn on the Columbia Bank credit line. The Agency repaid principal in the amount of \$292,939 on the credit line and the 2012 and 2016 outstanding bonds.

Outstanding Debt		
	Governmental Activities	
	2018	2017
Tax increment financial bonds	<u>\$ 2,979,755</u>	<u>\$ 3,218,194</u>

Additional information on the Agency's long-term debt can be found in Note III C.

Economic Factors and Next Year's Budgets and Rates

The Agency's frozen value was set at \$58,745,500 in 2008 and then changed to \$60,136,994 in 2011 as a result of an amendment to the plan. Increasing property values within the boundaries of the Agency translate into increasing tax increment revenue available. That tax increment revenue is then used to pay debt service on debt that funds projects and improvements. The increment value increased \$14,656,415 from \$67,343,430 in 2018 to \$81,999,845 in 2019.



Requests for Information

This financial report is designed to provide a general overview of Agency's finances for those with an interest in the government's finances. Questions concerning any of the information provided in this report or requests for additional financial information should be directed to the following address:

City of Warrenton
Attention: Finance Director
P. O. Box 250
Warrenton, OR 97146

BASIC FINANCIAL STATEMENTS

WARRENTON URBAN RENEWAL AGENCY

Statement of Net Position

June 30, 2018

	<u>Governmental Activities</u>
ASSETS	
Equity in pooled cash and cash equivalents	\$ 1,908,227
Receivables	43,126
Capital assets:	
Nondepreciable assets	1,148,762
Depreciable assets, net of accumulated depreciation	<u>3,206,433</u>
Total assets	<u>6,306,548</u>
LIABILITIES	
Accounts payable and other current liabilities	23,724
Accrued interest payable	4,586
Noncurrent liabilities:	
Due within one year	275,342
Due in more than one year	<u>2,704,413</u>
Total liabilities	<u>3,008,065</u>
NET POSITION	
Net investment in capital assets	1,673,210
Restricted for:	
Debt service	<u>1,625,273</u>
Total net position	<u>\$ 3,298,483</u>

The accompanying notes are an integral part of these financial statements.

WARRENTON URBAN RENEWAL AGENCY

Statement of Activities

For the Year Ended June 30, 2018

<u>Functions/Programs</u>	<u>Program Revenues</u>			<u>Governmental Activities</u>
	<u>Expenses</u>	<u>Charges for Services</u>	<u>Capital Grants and Contributions</u>	
Governmental activities:				
General government	\$ 89,507	\$ -	\$ -	\$ (89,507)
Interest on long-term liabilities	<u>81,346</u>	<u>-</u>	<u>-</u>	<u>(81,346)</u>
Total governmental activities	<u>170,853</u>	<u>-</u>	<u>-</u>	<u>(170,853)</u>
General revenues:				
Property taxes levied for debt service				609,234
Unrestricted investment earnings				<u>34,748</u>
Total general revenues				<u>643,982</u>
Change in net position				473,129
Net position, beginning				<u>2,825,354</u>
Net position, ending				<u>\$ 3,298,483</u>

The accompanying notes are an integral part of these financial statements.

WARRENTON URBAN RENEWAL AGENCY

GOVERNMENTAL FUNDS

Balance Sheet

June 30, 2018

	Capital Projects (200)	Debt Service (300)	Debt Reserve (400)	Total
ASSETS				
Equity in pooled cash and cash equivalents	\$ 321,494	\$ 1,203,526	\$ 383,207	\$ 1,908,227
Receivables:				
Property taxes	<u> -</u>	<u> 43,126</u>	<u> -</u>	<u> 43,126</u>
Total assets	<u>\$ 321,494</u>	<u>\$ 1,246,652</u>	<u>\$ 383,207</u>	<u>\$ 1,951,353</u>
 LIABILITIES, DEFERRED INFLOWS OF RESOURCES AND FUND BALANCES				
Liabilities:				
Accounts payable and other current liabilities	<u>\$ 23,724</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ 23,724</u>
Deferred Inflows of Resources:				
Unavailable revenues - property taxes	<u> -</u>	<u> 33,515</u>	<u> -</u>	<u> 33,515</u>
Fund Balances:				
Restricted for:				
Debt service	-	1,213,137	383,207	1,596,344
Community development	<u>297,770</u>	<u> -</u>	<u> -</u>	<u>297,770</u>
Total fund balances	<u>297,770</u>	<u>1,213,137</u>	<u>383,207</u>	<u>1,894,114</u>
Total liabilities, deferred inflows of resources and fund balances	<u>\$ 321,494</u>	<u>\$ 1,246,652</u>	<u>\$ 383,207</u>	<u>\$ 1,951,353</u>

The accompanying notes are an integral part of these financial statements.

WARRENTON URBAN RENEWAL AGENCY

Reconciliation of the Balance Sheet of Governmental Funds to the Statement of Net Position

June 30, 2018

Amounts reported for governmental activities in the statement of net position are different because:

Fund balances - governmental funds		\$ 1,894,114
Receivables are not available to pay for current period expenditures and, therefore, are reported as unavailable revenue in the funds.		33,515
Capital assets used in governmental activities are not financial resources and, therefore are not reported in the funds:		
Nondepreciable assets	\$ 1,148,762	
Depreciable assets	3,341,370	
Accumulated depreciation	<u>(134,937)</u>	
		4,355,195
Long-term liabilities are not due and payable in the current period and, therefore, are not reported in the funds:		
Accrued interest payable	(4,586)	
Long-term debt	<u>(2,979,755)</u>	
		<u>(2,984,341)</u>
Net position of governmental activities		<u>\$ 3,298,483</u>

The accompanying notes are an integral part of these financial statements.

WARRENTON URBAN RENEWAL AGENCY

GOVERNMENTAL FUNDS

Statement of Revenues, Expenditures, and Changes in Fund Balances

For the Year Ended June 30, 2018

	Capital Projects (200)	Debt Service (300)	Debt Reserve (400)	Total
Revenues:				
Taxes	\$ -	\$ 608,884	\$ -	\$ 608,884
Investment earnings	5,430	29,318	-	34,748
Total revenues	5,430	638,202	-	643,632
Expenditures:				
Current:				
General government	47,353	-	-	47,353
Debt service:				
Principal retirement	-	292,939	-	292,939
Interest	-	81,763	-	81,763
Capital outlay	120,605	-	-	120,605
Total expenditures	167,958	374,702	-	542,660
Excess (deficiency) of revenues over (under) expenditures	(162,528)	263,500	-	100,972
Other Financing Sources (Uses):				
Transfers in	-	-	33,190	33,190
Transfers out	-	(33,190)	-	(33,190)
Loan proceeds	54,500	-	-	54,500
Total other financing sources (uses)	54,500	(33,190)	33,190	54,500
Net change in fund balances	(108,028)	230,310	33,190	155,472
Fund Balances:				
Beginning of year	405,798	982,827	350,017	1,738,642
End of year	\$ 297,770	\$ 1,213,137	\$ 383,207	\$ 1,894,114

The accompanying notes are an integral part of these financial statements.

WARRENTON URBAN RENEWAL AGENCY

Reconciliation of the Statement of Revenues, Expenditures, and Changes in Fund Balances of Governmental Funds to the Statement of Activities

June 30, 2018

Amounts reported for governmental activities in the statement of activities are different because:

Net change in fund balances - governmental funds	\$	155,472
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Revenues in the statement of activities that do not provide current financial resources are not reported as revenues in the funds.

Change in unavailable revenues		350
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Capital outlays are reported as expenditures in governmental funds. However, the Statement of Activities allocates the cost of capital outlays over their estimated useful lives as depreciation expense.

Expenditures for capital assets	\$ 120,325	
Current year depreciation	<u>(41,874)</u>	
		78,451

Some expenses reported in the statement of activities do not require the use of current financial resources and, therefore, are not reported as expenditures in the governmental funds.

Change in:		
Accrued interest payable	<u>417</u>	
		417

Proceeds from the issuance of long-term debt provide current financial resources to governmental funds and are reported as other financing sources. In the same way, repayments of long-term debt use current financial resources and are reported as expenditures in governmental funds. However, neither the receipt of debt proceeds nor the payment of debt principal affect the Statement of Activities, but are reported as increases and decreases in noncurrent liabilities in the Statement of Net Position.

Proceeds from issuance of debt	(54,500)	
Repayment of long-term debt	<u>292,939</u>	
		<u>238,439</u>

Change in net position of governmental activities	\$	<u><u>473,129</u></u>
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The accompanying notes are an integral part of these financial statements.

WARRENTON URBAN RENEWAL AGENCY

Capital Projects Fund

Statement of Resources and Requirements
Budget and Actual (Budgetary Basis)

For the Year Ended June 30, 2018

	<u>Original Budget</u>	<u>Final Budget</u>	<u>Actual</u>	<u>Variance</u>
Resources:				
Beginning fund balance	\$ 266,299	\$ 266,299	\$ 405,798	\$ 139,499
Investment earnings	-	-	5,430	5,430
Loan proceeds	<u>1,922,122</u>	<u>1,922,122</u>	<u>54,500</u>	<u>(1,867,622)</u>
Total resources	<u>\$ 2,188,421</u>	<u>\$ 2,188,421</u>	<u>\$ 465,728</u>	<u>\$ (1,722,693)</u>
Requirements:				
Materials and services	\$ 119,000	\$ 119,000	\$ 47,353	\$ 71,647
Capital outlay	<u>2,069,421</u>	<u>2,069,421</u>	<u>120,605</u>	<u>1,948,816</u>
Total expenditures	2,188,421	2,188,421	167,958	2,020,463
Ending fund balance	<u>-</u>	<u>-</u>	<u>297,770</u>	<u>(297,770)</u>
Total requirements	<u>\$ 2,188,421</u>	<u>\$ 2,188,421</u>	<u>\$ 465,728</u>	<u>\$ 1,722,693</u>

The accompanying notes are an integral part of these financial statements.

WARRENTON URBAN RENEWAL AGENCY

Notes to the Financial Statements

June 30, 2018

Note I - Summary of Significant Accounting Policies

A. Reporting Entity

The Warrenton Urban Renewal Agency ("Agency") was organized on February 27, 2007 under the provisions of Oregon Revised Statutes, Chapter 457 ("ORS 457"), to provide for rehabilitation of blighted and deteriorated areas within the Agency's designated urban renewal area. As provided by ORS 457, the City Commission of the City of Warrenton ("City") is the governing body of the Agency.

The Agency is a legally separate entity governed by the City Commission. The City Commission has the ability to impose its will over the Agency as determined on the basis of budget adoption, taxing authority and funding for the Agency. The Agency is considered a component unit of the City of Warrenton, and is reported as a blended component unit in the basic financial statements of the City.

B. Government-Wide and Fund Financial Statements

The government-wide financial statements display information about the reporting government as a whole. For the most part, the effect of interfund activity has been removed from these statements. These statements focus on the sustainability of the Agency as an entity and the change in aggregate financial position resulting from the activities of the fiscal period. These aggregated statements consist of the statement of net position and the statement of activities.

The statement of activities demonstrates the degree to which the direct and allocated indirect expenses of a given function or program are offset by program revenues. *Direct expenses* are those that are clearly identifiable with a specific function or program. *Indirect expenses* are those costs, usually administrative in nature, that support all Agency functions, programs, and enable direct services to be provided. *Program revenues* include 1) fees, fines, and charges to customers who purchase, use, or directly benefit from goods, services, or privileges provided by a given function or program and 2) grants and contributions that are restricted to meeting the operational or capital requirements of a particular function or program. Taxes and other items not properly included among program revenues are reported instead as *general revenues*.

Major individual governmental funds are reported as separate columns in the fund financial statements.

C. Measurement Focus, Basis of Accounting, and Financial Statement Presentation

The government-wide financial statements are reported using the *economic resources measurement focus* and the *accrual basis of accounting*. Revenues are recorded when earned and expenses are recorded when a liability is incurred, regardless of the timing of related cash flows. Property taxes are recognized as revenues in the year for which they are levied. Grants and similar items are recognized as revenue as soon as all eligibility requirements imposed by the provider have been met.

Governmental fund financial statements are reported using the *current financial resources measurement focus* and the *modified accrual basis of accounting*. Revenues are recognized as soon as they are both measurable and *available*. Revenues are considered to be available when they are collectible within the current period or soon enough thereafter to pay liabilities of the current period. For this purpose, the Agency considers revenues to be available if they are collected within 60 days of the end of the current fiscal period. Expenditures generally are recorded when a liability is incurred, as under accrual accounting. However, debt service expenditures, as well as expenditures related to compensated absences and claims and judgments, are recorded only when payment is due.

The Agency reports the following major governmental funds:

The *Capital Projects Fund* is the government's primary operating fund. It accounts for all the acquisition and construction of capital assets. The principal revenue source is loan proceeds.

The *Debt Service Fund* accounts for the servicing of general long-term debt. Revenue sources are property taxes and other general governmental revenues.

WARRENTON URBAN RENEWAL AGENCY

Notes to the Financial Statements

June 30, 2018

Note I - Summary of Significant Accounting Policies, Continued

C. Measurement Focus, Basis of Accounting, and Financial Statement Presentation, Continued

The *Debt Reserve Fund* accounts for funds set aside in compliance with the Urban Renewal Bond Series 2012 agreement.

As a general rule the effect of interfund activity has been eliminated from the government-wide financial statements.

D. Assets, Liabilities, Deferred Outflows/Inflows of Resources and Net Position/Fund Balance

1. Equity in pooled cash and cash equivalents

The Agency's cash and cash equivalents are considered to be cash on hand, demand deposits, and investments in the State of Oregon Local Government Investment Pool ("LGIP"). The Agency's cash and cash equivalents are pooled with the City of Warrenton's resources.

State statutes authorize the Agency to invest in obligations of the U.S. Treasury, commercial paper, corporate bonds, and repurchase agreements.

2. Receivables and Payables

Property taxes receivable that meet the measurable and available criteria for revenue recognition are accrued as revenue in the governmental funds financial statements. Receivables in the government-wide financial statements are accrued as revenue when earned. In governmental funds, any revenues not meeting the revenue recognition criteria are offset by unavailable revenue accounts.

Property taxes are levied and become a lien on July 1st. Property taxes are assessed in October and tax payments are due November 15th of the same year. Under the partial payment schedule, the first one-third of taxes are due November 15th of the same year, the second one-third on February 15th, and the remaining one-third on May 15th. A three percent discount is allowed if full payment is made by November 15th and a two percent discount is allowed if two-thirds payment is made by November 15th. Taxes become delinquent if not paid by the due date and interest accrues after each trimester at a rate of one percent per month. Property foreclosure proceedings are initiated four years after the due date.

3. Capital Assets

Capital assets, which include land, buildings, improvements, infrastructure, and other tangible assets, are reported in the government-wide financial statements. Capital assets are defined by the Agency as assets with an initial, individual cost of more than \$5,000 and an estimated useful life beyond a single reporting period. Such assets are recorded at historical cost or estimated historical cost if purchased or constructed. Donated capital assets are recorded at estimated fair market value at the date of the donation.

The costs of normal maintenance and repairs that do not add to the value of the asset or materially extend asset lives are not capitalized.

No depreciation is taken in the year the assets are acquired. Gains or losses from sales or retirements of capital assets are included in operations of the current period.

Capital assets of the Agency are depreciated using the straight line method over the following estimated useful lives:

<u>Assets</u>	<u>Years</u>
Buildings	10 - 50
Infrastructure	20 - 25

WARRENTON URBAN RENEWAL AGENCY

Notes to the Financial Statements

June 30, 2018

Note I - Summary of Significant Accounting Policies, Continued

D. Assets, Liabilities, Deferred Outflows/Inflows of Resources and Net Position/Fund Balance, Continued

4. Deferred Outflows/Inflows of Resources

In addition to assets, the statement of financial position will sometimes report a separate section for deferred outflows of resources. This separate financial statement element, deferred outflows of resources, represents a consumption of net position that applies to a future period(s) and so will not be recognized as an outflow of resources (expense/expenditure) until then. The Agency did not have any deferred outflows of resources.

In addition to liabilities, the statement of financial position will sometimes report a separate section for deferred inflows of resources. This separate financial statement element, deferred inflows of resources, represents an acquisition of net position that applies to a future period(s) and so will not be recognized as an inflow of resources (revenue) until that time. The Agency has only one type of item, which arises only under a modified accrual basis of accounting, that qualifies for reporting in this category. Accordingly, the item, unavailable revenue, is reported only in the governmental funds balance sheet. The governmental funds report unavailable revenues from property taxes. These amounts are deferred and recognized as an inflow of resources in the period that the amounts become available.

5. Long-Term Obligations

In the government-wide financial statements long-term obligations are reported as liabilities.

In the fund financial statements, governmental fund types recognize bond premiums and discounts during the current period. The face amount of debt issued is reported as other financing sources. Premiums received on debt issuances are reported as other financing sources while discounts on debt issuances are reported as other financing uses. Issuance costs, whether or not withheld from the actual debt proceeds received, are reported as debt service expenditures.

6. Net Position Flow Assumptions

Sometimes the Agency will fund outlays for a particular resource from both restricted (e.g., restricted bond or grant proceeds) and unrestricted resources. In order to calculate the amounts to report as restricted - net position and unrestricted - net position in the government-wide financial statements, a flow assumption must be made about the order in which the resources are considered to be applied. It is the Agency's policy to consider restricted - net position to have been depleted before unrestricted - net position is applied.

7. Fund Balance Flow Assumptions

Sometimes the Agency will fund outlays for a particular purpose from both restricted and unrestricted resources (the total of committed, assigned, and unassigned fund balance). In order to calculate the amounts to report as restricted, committed, assigned, and unassigned fund balance in the governmental fund financial statements, a flow assumption must be made about the order in which the resources are considered to be applied. It is the Agency's policy to consider restricted fund balance to have been depleted before using any of the components of unrestricted fund balance. Further, when the components of unrestricted fund balance can be used for the same purpose, committed fund balance is depleted first, followed by assigned fund balance. Unassigned fund balance is applied last.

WARRENTON URBAN RENEWAL AGENCY

Notes to the Financial Statements

June 30, 2018

Note I - Summary of Significant Accounting Policies, Continued

D. Assets, Liabilities, Deferred Outflows/Inflows of Resources and Net Position/Fund Balance, Continued

8. Fund Balance Policies

In the fund financial statements, the fund balance for governmental funds is reported in classifications that comprise a hierarchy based primarily on the extent to which the government is bound to honor constraints on the specific purposes for which amounts in those funds can be spent. The fund balance classifications are:

Nonspendable - resources cannot be spent because they are either in a nonspendable form or legally or contractually required to be maintained intact. Resources in nonspendable form include inventories, prepaids and deposits, and assets held for sale.

Restricted - constraints placed on the use of resources are either: (a) externally imposed by creditors (such as through debt covenants), grants, contributors, or laws or regulations of other governments; or (b) imposed by law through constitutional provisions or enabling legislation.

Committed - the Agency Board passes an ordinance that places specific constraints on how the resources may be used. The Agency Board can modify or rescind the ordinance at any time through passage of an additional ordinance.

Assigned - resources that are constrained by the Agency's intent to use them for a specific purpose, but are neither restricted, nor committed. Intent is expressed when the Agency Board approves which resources should be "reserved" during the adoption of the annual budget.

Unassigned - resources that have not been restricted, committed, or assigned within the general fund. This classification is also used to report any negative fund balance amounts in other governmental funds.

9. Use of Estimates

The preparation of basic financial statements in conformity with generally accepted accounting principles requires management to make estimates and assumptions that affect certain reported amounts and disclosures. Accordingly, actual results could differ from those estimates.

WARRENTON URBAN RENEWAL AGENCY

Notes to the Financial Statements

June 30, 2018

Note II - Stewardship, Compliance, and Accountability

A. Budgetary Information

Annual budgets are adopted on a basis consistent with Oregon Revised Statutes (ORS 294 - Local Budget Law).

A budget is prepared by the City Manager in the early winter preceding the fiscal year the budget will be used. The Agency is required to budget for all funds. The Agency's budget is prepared for each fund on the modified accrual basis of accounting. The budget committee, with public input, deliberates and approves the budget for transmittal to the Agency Board in early spring. After public notices and a hearing, the final budget is adopted, appropriations made, and a tax levy declared no later than June 30.

The Agency Board resolution adopting the budget and authorizing appropriations for each fund sets the level by which expenditures cannot legally exceed appropriation. The level of control for all funds is the object group level of personal services, materials and services, capital outlay, debt service, and interfund transfers. Appropriations lapse as of year-end.

Expenditures cannot legally exceed appropriations except in the case of grants which could not be estimated at the time of budget adoption. Supplemental appropriations and appropriation transfers may occur with notice and Agency Board action.

Note III - Detailed Notes On All Funds

A. Deposits and Investments

The Agency participates in the City of Warrenton's cash and investment pool. At June 30, 2018, the City's cash and investments were maintained in deposits at local financial institutions and the State of Oregon's Local Government Investment Pool ("LGIP"). The Agency's portion of this pool is displayed in the Statement of Net Position and the Balance Sheet as "Equity in pooled cash and cash equivalents." Detail information for the Agency's pooled cash and investments can be found in the City of Warrenton's ("City") June 30, 2018 Financial Statements notes to the financial statements.

WARRENTON URBAN RENEWAL AGENCY

Notes to the Financial Statements

June 30, 2018

Note III - Detailed Notes On All Funds, Continued

B. Capital Assets

Capital asset activity for the year ended June 30, 2018 was as follows:

	<u>Beginning Balance</u>	<u>Increases</u>	<u>Decreases</u>	<u>Transfers</u>	<u>Ending Balance</u>
Governmental activities:					
Capital assets, not being depreciated:					
Land	\$ 1,000,945	\$ -	\$ -	\$ -	\$ 1,000,945
Construction in progress	<u>1,965,314</u>	<u>47,667</u>	<u>-</u>	<u>(1,865,164)</u>	<u>147,817</u>
Total capital assets, not being depreciated	<u>2,966,259</u>	<u>47,667</u>	<u>-</u>	<u>(1,865,164)</u>	<u>1,148,762</u>
Capital assets, being depreciated:					
Buildings	602,057	-	-	-	602,057
Infrastructure	<u>801,491</u>	<u>72,658</u>	<u>-</u>	<u>1,865,164</u>	<u>2,739,313</u>
Total capital assets, being depreciated	<u>1,403,548</u>	<u>72,658</u>	<u>-</u>	<u>1,865,164</u>	<u>3,341,370</u>
Less accumulated depreciation for:					
Buildings	(30,102)	(15,051)	-	-	(45,153)
Infrastructure	<u>(62,961)</u>	<u>(26,823)</u>	<u>-</u>	<u>-</u>	<u>(89,784)</u>
Total accumulated depreciation	<u>(93,063)</u>	<u>(41,874)</u>	<u>-</u>	<u>-</u>	<u>(134,937)</u>
Total capital assets, being depreciated, net	<u>1,310,485</u>	<u>30,784</u>	<u>-</u>	<u>1,865,164</u>	<u>3,206,433</u>
Governmental activities capital assets, net	<u>\$ 4,276,744</u>	<u>\$ 78,451</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ 4,355,195</u>

Depreciation expense was charged to functions/programs of the primary government as follows:

Governmental activities:	
General government	<u>\$ 41,874</u>

WARRENTON URBAN RENEWAL AGENCY

Notes to the Financial Statements

June 30, 2018

Note III - Detailed Notes On All Funds, Continued

C. Long-Term Liabilities

Long-term liability activity for the year ended June 30, 2018 was as follows:

	<u>Beginning Balance</u>	<u>Additions</u>	<u>Reductions</u>	<u>Ending Balance</u>	<u>Due Within One Year</u>
Governmental Activities:					
Tax increment financial bonds	\$ 3,218,194	\$ 54,500	\$ (292,939)	\$ 2,979,755	\$ 275,342

Tax increment financial bonds outstanding at June 30, 2018 were as follows:

<u>Purpose</u>	<u>Interest Rates</u>	<u>Governmental Activities</u>
The urban renewal bond series 2012, in the original amount of \$1,640,000, was used to finance urban renewal projects. This tax increment financing is secured by assignment of incremental tax revenues. The bond matures on June 15, 2027.	3.75%	\$ 1,090,034
The urban renewal bond series 2016, in the original amount of \$2,200,000, was used to finance urban renewal projects. This tax increment financing is secured by assignment of incremental tax revenues. The bond matures on June 1, 2028.	1.86%	1,859,721
The urban renewal taxable revolving line of credit series 2018 note is used to finance urban renewal projects. The Agency may draw up to \$200,000 on the line. The note carries a variable interest rate defined as the Columbia Bank Base Rate plus 1% with a minimum rate of 5%. This tax increment financing is secured by assignment of incremental tax revenues. The line matures on March 8, 2020.	5.00%	30,000
Total debt outstanding		2,979,755
Less current portion		<u>(275,342)</u>
Long-term portion		<u>\$ 2,704,413</u>

Annual debt service requirements to maturity for long-term debt at June 30, 2018 are as follows:

<u>Year Ending June 30,</u>	<u>Governmental Activities</u>	
	<u>Principal</u>	<u>Interest</u>
2019	\$ 275,342	\$ 76,174
2020	312,445	70,761
2021	289,754	60,262
2022	297,276	52,741
2023	305,017	45,000
2024 - 2028	<u>1,499,921</u>	<u>100,681</u>
Total	<u>\$ 2,979,755</u>	<u>\$ 405,619</u>

WARRENTON URBAN RENEWAL AGENCY

Notes to the Financial Statements

June 30, 2018

Note IV - Other Information

A. Risk Management

The Agency is exposed to various risks of loss related to torts; theft of, damage to, and destruction of assets; errors and omissions; and natural disasters for which the government carries commercial insurance. In 1981, the League of Oregon Cities joined together with the Association of Oregon Cities to form City County Insurance Services ("CCIS"), a public entity risk pool currently operating a common risk management and insurance program. The Agency pays an annual premium to CCIS for insurance coverage. Based on the experience of the Agency and CCIS, the Agency may be liable for an additional premium of up to 20% of its initial premium or it may receive a refund. The Agency has not had to pay an additional premium. Predetermined limits and deductible amounts are stated in the policy. Settled claims have not exceeded commercial insurance coverage in any of the past three years.

B. Contingent Liabilities

The Agency is contingently liable with respect to lawsuits and other claims incidental to the ordinary course of its operations and capital projects. Management intends to contest these matters and does not believe their ultimate resolution will have a material effect upon the Agency's financial position, results of operations, or cash flows.

OTHER SUPPLEMENTAL INFORMATION

WARRENTON URBAN RENEWAL AGENCY

Debt Service Fund

Schedule of Resources and Requirements
Budget and Actual (Budgetary Basis)

For the Year Ended June 30, 2018

	<u>Original Budget</u>	<u>Final Budget</u>	<u>Actual</u>	<u>Variance</u>
Resources:				
Beginning fund balance	\$ 966,810	\$ 966,810	\$ 982,827	\$ 16,017
Taxes	594,761	594,761	608,884	14,123
Investment earnings	<u>15,000</u>	<u>15,000</u>	<u>29,318</u>	<u>14,318</u>
Total resources	<u>\$ 1,576,571</u>	<u>\$ 1,576,571</u>	<u>\$ 1,621,029</u>	<u>\$ 44,458</u>
Requirements:				
Debt service	\$ 850,017	\$ 850,017	\$ 374,702	\$ 475,315
Transfers out	<u>300,000</u>	<u>300,000</u>	<u>33,190</u>	<u>266,810</u>
Total expenditures	1,150,017	1,150,017	407,892	742,125
Ending fund balance	<u>426,554</u>	<u>426,554</u>	<u>1,213,137</u>	<u>(786,583)</u>
Total requirements	<u>\$ 1,576,571</u>	<u>\$ 1,576,571</u>	<u>\$ 1,621,029</u>	<u>\$ (44,458)</u>

WARRENTON URBAN RENEWAL AGENCY

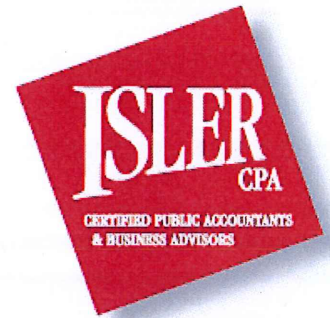
Debt Reserve Fund

Schedule of Resources and Requirements
Budget and Actual (Budgetary Basis)

For the Year Ended June 30, 2018

	<u>Original Budget</u>	<u>Final Budget</u>	<u>Actual</u>	<u>Variance</u>
Resources:				
Beginning fund balance	\$ 350,017	\$ 350,017	\$ 350,017	\$ -
Transfers in	<u>300,000</u>	<u>300,000</u>	<u>33,190</u>	<u>(266,810)</u>
Total resources	<u>\$ 650,017</u>	<u>\$ 650,017</u>	<u>\$ 383,207</u>	<u>\$ (266,810)</u>
Requirements:				
Debt service	\$ 650,017	\$ 650,017	\$ -	\$ 650,017
Ending fund balance	<u>-</u>	<u>-</u>	<u>383,207</u>	<u>(383,207)</u>
Total requirements	<u>\$ 650,017</u>	<u>\$ 650,017</u>	<u>\$ 383,207</u>	<u>\$ 266,810</u>

COMPLIANCE SECTION



COMMENTS AND DISCLOSURES OF INDEPENDENT
AUDITOR REQUIRED BY STATE STATUE

Honorable Mayor and City Commission
Warrenton Urban Renewal Agency
Warrenton, Oregon

1976 Garden Ave.
Eugene, OR 97403
541.342.5161
www.islercpa.com

We have audited the basic financial statements of the Warrenton Urban Renewal Agency, Oregon ("Agency") as of and for the year ended June 30, 2018, and have issued our report thereon dated December 28, 2018. We conducted our audit in accordance with auditing standards generally accepted in the United States of America.

Compliance

As part of obtaining reasonable assurance about whether the Agency's financial statements are free of material misstatement, we performed tests of its compliance with certain provisions of laws, regulations, contracts and grants including provisions of Oregon Revised Statutes as specified in Oregon Administrative Rules 162-10-000 to 162-10-320 of the Minimum Standards for Audits of Oregon Municipal Corporations, noncompliance with which could have a direct and material effect on determination of financial statements amounts. However, providing an opinion on compliance with those provisions was not an objective of our audit, and accordingly, we do not express such an opinion.

We performed procedures to the extent we considered necessary to address the required comments and disclosures which included, but were not limited to the following:

- Deposits of public funds with financial institutions (ORS Chapter 295).
- Indebtedness limitations, restrictions and repayment.
- Budgets legally required (ORS Chapter 294).
- Insurance and fidelity bonds in force or required by law.
- Programs funded from outside sources.
- Authorized investment of surplus funds (ORS Chapter 294).
- Public contracts and purchasing (ORS Chapters 279A, 279B, 279C).

In connection with our testing nothing came to our attention that caused us to believe the Warrenton Urban Renewal Agency, Oregon was not in substantial compliance with certain provisions of laws, regulations, contracts, and grants, including the provisions of Oregon Revised Statutes as specified in Oregon Administrative Rules 162-10-000 through 162-10-320 of the Minimum Standards for Audits of Oregon Municipal Corporations.

OAR 162-10-0230 Internal Control

In planning and performing our audit, we considered the Agency's internal control over financial reporting as a basis for designing our auditing procedures for the purpose of expressing our opinion on the financial statements, but not for the purpose of expressing an opinion on the effectiveness of the Agency's internal control over financial reporting. Accordingly, we do not express an opinion on the effectiveness of the Agency's internal control over financial reporting

A deficiency in internal control exists when the design or operation of a control does not allow management or employees, in the normal course of performing their assigned functions, to prevent or detect and correct misstatements on a timely basis. A material weakness is a deficiency, or combination of deficiencies, in internal control such that there is a reasonable possibility that a material misstatement of the entity's financial statements will not be prevented or detected and corrected on a timely basis.

Our consideration of internal control over financial reporting was for the limited purpose described in the first paragraph of this section and was not designed to identify all deficiencies in internal control over financial reporting that might be deficiencies, significant deficiencies, or material weaknesses. We did not identify any deficiencies in internal control over financial reporting that we consider to be material weaknesses, as defined above.

This report is intended for the information of the City Commission and the Secretary of State Division of Audits of the State of Oregon. However, this report is a matter of public record and is not intended to be and should not be used by anyone other than these parties.

Isler CPA

By:

A handwritten signature in cursive script that reads "Paul R. Nielson".

Paul R Nielson, CPA, a member of the firm

Eugene, Oregon

December 28, 2018

5-B

"Making a difference through excellence of service"



CITY OF WARRENTON

AGENDA MEMORANDUM

TO: The Warrenton Urban Renewal Agency
FROM: Kevin A. Cronin, AICP, Community Development Director
DATE: For the Agenda of January 8, 2019
SUBJ: **Resolution 19-01: Adoption of Facade Improvement Grant Program**

The Warrenton Urban Renewal Agency created a facade improvement grant program and authorized funds by Resolution No. 14-03. Since 2014, the WURA has issued seven matching grants for eligible projects in the urban renewal district. On December 5, 2018, the Warrenton Urban Renewal Advisory Committee (WURAC) recommended a staff proposal to change the matching requirements to spur new interest in the program and achieve a primary goal of the URA Plan to revitalize downtown. Currently, the match requirement is 1:1 up to \$5,000. The proposal creates a \$5,000 outright grant and a 1:1 match up to \$10,000 for a \$15,000 project budget. There is \$25,000 in unspent funds in FY 2018-19 Budget.

Staff has discussed multiple opportunities with prospective property owners. Enclosed is revised grant application for reference.

RECOMMENDATION/SUGGESTED MOTION


I move to approve Resolution 19-01 which authorizes changes to the facade improvement grant program.

ALTERNATIVE

None recommended

FISCAL IMPACT

It is expected budgeted funds will be expended to meet WURA goals for revitalization.

Approved by Executive Director: 

RESOLUTION NO. 19-01

APPROVING CHANGES TO FACADE IMPROVEMENT GRANT PROGRAM

WHEREAS, the Urban Renewal Area Plan has stated goals for revitalizing downtown Warrenton to improve the appearance and business climate;

WHEREAS, the current program was authorized by Resolution No. 14-03 on July 14, 2014 and a review of the program was warranted;

WHEREAS, the Warrenton Urban Renewal Advisory Committee recommended program changes on December 5, 2018 to spur additional investment by property owners;

NOW, THEREFORE, The Warrenton Urban Renewal Agency of the City of Warrenton resolves as follows:

Section 1. The Guidelines and Application Packet for the Urban Renewal Façade Improvement Grant Program, as approved by the WURA Advisory Committee, attached as Exhibit A, are hereby adopted.

Section 2. This resolution shall be in full force and effect upon its adoption.

Adopted by the Warrenton Urban Renewal Agency this 8th day of January, 2019.

Henry Balensifer, Chair

Attest: _____
Dawne Shaw, Executive Secretary

EXHIBIT "A"



Warrenton Urban Renewal Agency

Grant Program Guidelines

Background:

The Facade Improvement Grant Program is a matching grant program of the City of Warrenton Urban Renewal Agency approved by the Urban Renewal Agency in 2014. Matching grants to qualified projects will generally be awarded on a first come, first served basis within the dollars allocated for the program per budget year. Since 2014, seven projects have been awarded grant funds to renovate eligible properties in the district. The program is targeted to commercial or mixed use properties within the downtown area on S Main Ave from E. Harbor Drive to 4th St.

Program Objectives

The purpose of the Facade Improvement Grant Program is:

- * To improve the appearance of existing buildings and businesses in the downtown Urban Renewal District through Facade rehabilitation;
- * To restore the unique historic character of buildings in the district as much as practicable;
- * To encourage private investment in downtown properties and businesses; and
- * Improve the business climate and increase business development opportunities.

Projects must achieve clear visible results that enhance Warrenton's downtown image, marketability, and economic vitality. Projects must be designed consistent with the Development Code and consult the "Main Street Design Guidelines Handbook."

Eligibility

The following entities are eligible to apply and receive grant funds:

- Property owners of commercial buildings within the Downtown Urban Renewal District.
- Business owners or tenants of commercial buildings within the Downtown Urban Renewal District with property owner consent.
- No persons may apply to receive funds if funds have been granted in any of the previous five fiscal years.

- Applicants must have a current business license and show proof that property and business taxes are current.

Eligible Improvements

- Funds may be used for existing exterior facade improvements and permanent signs on commercial buildings in compliance with Warrenton ordinances. For purposes of this program, facade includes the exterior of any street facing building wall, but does not include interior, roofing, structural improvements, or other site improvements except as specified below.

The types of eligible projects include:

- Cleaning, preparation and painting exterior walls and trim in conformance of the approved color palette.
- Repair, replacement or installation of awnings, windows, exterior lighting, and doors
- Repair or reconstruction of entryways
- Repair, replacement or installation of exterior masonry or siding materials
- Removal, repair, or replacement of signs
- Work on cornices, gutters and downspouts
- Removal of barriers to access for people with disabilities

Ineligible Activities

Examples of projects that are ineligible or activities for which use of funds is prohibited include:

- Refinancing of existing debt
- Interior improvements
- Roofs
- Structural foundations
- Financing of inventory
- Financing of building acquisition
- Working capital
- Landscaping

Timeline

Project must be completed within six months from application approval/or issuance of building permit when required. Extensions may be granted but must be requested prior to expiration.

Financing

A grant fund of up to \$10,000 per property will be available. The first \$5,000 will be an outright grant, the next \$5,000 will be a 1:1 match. This allows a property owner to budget a total of

\$15,000 for a project (WURA: \$10K \ Owner: \$5k). This grant will be provided as reimbursement upon completion of the project and submission of approved and paid invoices. Matching funds must be a cash contribution in either design, materials, labor or other hard construction costs.

Application Process

Fill out the attached application and return to City Hall (cityplanner@ci.warrenton.or.us). If you have any questions, call Kevin A. Cronin, Community Development Director at (503) 861-0920. Applications will be reviewed with the assistance of the Urban Renewal Advisory Committee. City staff can also consult other partners including the Warrenton Business Association, Clatsop County Historical Society, Lower Columbia Preservation Society, and Astoria-Warrenton Chamber of Commerce.

**CITY OF WARRENTON
 FACADE IMPROVEMENT GRANT PROGRAM
 APPLICATION FORM**

Project Address:	
------------------	--

Applicant Name:	
-----------------	--

Phone:		Fax:		Email:	
--------	--	------	--	--------	--

Property Owner Name: (if different)	
--	--

Phone:		Fax:		Email:	
--------	--	------	--	--------	--

Estimated Project Start Date:	
-------------------------------	--

Estimated Project Completion Date:	
------------------------------------	--

URA Grant Amount Requested <i>(no more than \$10,000)</i>	\$
Applicant Matching Funds	\$
Total Project Costs	\$

The statements made herein are true and represent an accurate and full disclosure of all appropriate information as of this date. Applicant understands that the City will retain this application and any other information the City receives, whether or not this loan request is approved. Applicant understands this loan application can become public information; however financial statements, tax returns, project forms and business information documents will be kept confidential. Applicant agrees to enter into an agreement with the City and to work cooperatively with the City and State officials on this project, if funded.

Applicant: _____
 (Printed Name) (Signature)

Owner (if different): _____
 (Printed Name) (Signature)

Submit to Warrenton Facade Improvement
 Program PO Box 250
 Warrenton, Oregon 97146
 Email: cityplanner@ci.warrenton.or.us

PROJECT COST ESTIMATE FORM

Below is a list of activities that may be eligible for funding. Please enter cost estimates in the spaces below to generate a total cost estimate for your project.

- \$ _____ Awning
- \$ _____ Exterior Lighting
- \$ _____ Masonry
- \$ _____ Painting
- \$ _____ Cornice
- \$ _____ Signage
- \$ _____ Design (Architectural and Engineering)
- \$ _____ Storefront Windows (Transom and Display)
- \$ _____ Upper Façade Windows
- \$ _____ Entry Doors
- \$ _____ Structural Columns
- \$ _____ Storefront Foundation
- \$ _____ Demolition
- \$ _____ Other (Please specify: _____)
- \$ _____ Other (Please specify: _____)
- \$ _____ Other (Please specify: _____)
- \$ _____ Other (Please specify: _____)
- \$ _____ Other (Please specify: _____)

- \$ _____ **TOTAL PROJECT COST (Estimated)**



Portland Main Street Design Handbook

A guide to neighborhood commercial district revitalization



COVER PHOTO:

Bike at Buckman Farmer's Market provided courtesy of Amy Nieto

EDITION:

First edition, October 2011

Portland Main Street Design Handbook prepared by Emerick Architects P.C.

emerick architects p.c.

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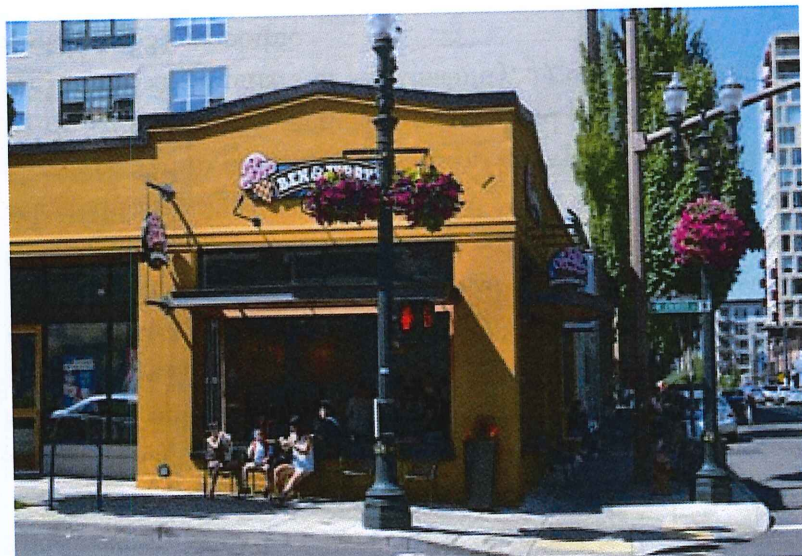
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Portland Main Street Program



The Portland Main Street Design Handbook is not enforced codes or regulations but are helpful design tools for district improvements. Photo courtesy of PdxHistory.com



A strong example of how successfully designed storefront components make for a lively streetscape (NW 10th Ave and Everett St)

Goals & Guiding Principles

The Portland Main Street Design Handbook encourages good design by addressing issues that business and property owners face in planning commercial and retail improvements. The principles give advice on how to improve the unique physical environment of commercial neighborhood districts. This includes storefront design, streetscape improvements, sustainability considerations, and maintenance of buildings and the public way.

These principles do not supersede the City of Portland's planning and zoning codes nor any of the pre-existing design guidelines for city-defined districts. More specifically, they provide the framework for each District's Design Committee to develop their own set of principles that address issues related to the unique character of their community.

Portland Main Street works to increase awareness about the value of good design decisions to maintain the unique character of our business districts, by providing a support network for district project planning and implementation.

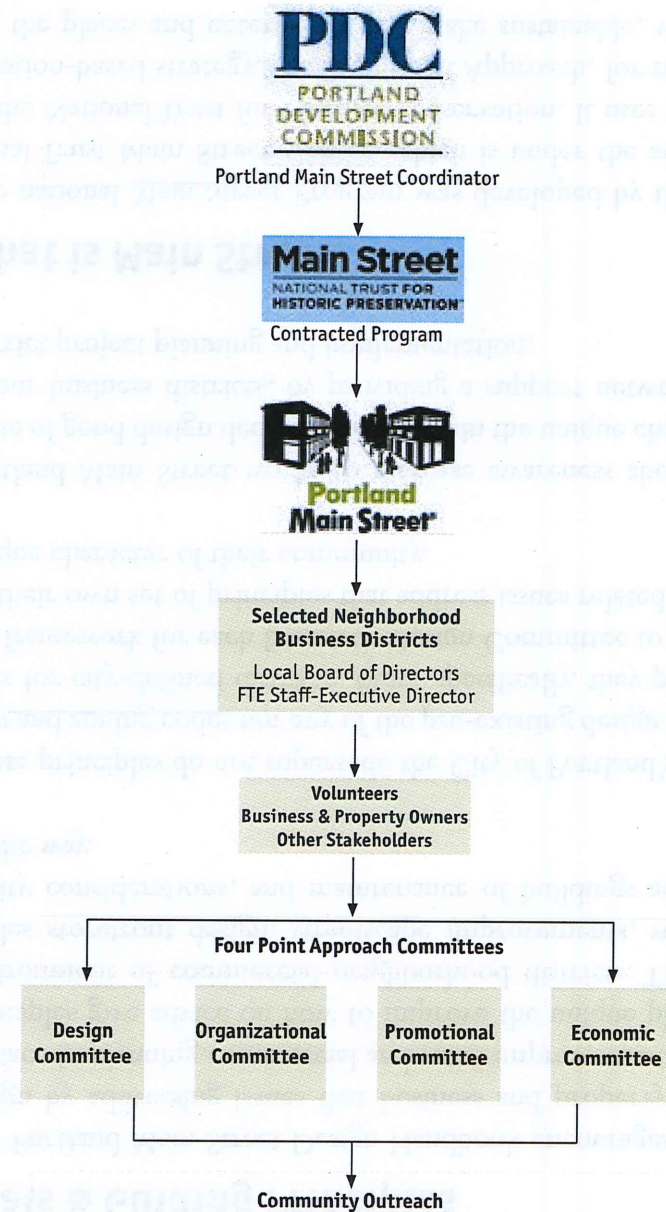
What is Main Street?

The national Main Street Program was developed by the National Trust Main Street Center, which is under the auspices of the National Trust for Historic Preservation. It uses a preservation-based strategy, the Four Point Approach, for rebuilding the places and enterprises that make sustainable, vibrant,

and unique communities. The City of Portland has adopted the program as part of Portland Development Commission's Neighborhood Economic Development (NED) Strategy which strives to support the creation of thriving commercial areas, successful neighborhood businesses, and equitable access to quality jobs. The Portland Main Street Program promotes local businesses providing essential neighborhood goods and services as a means of enhancing the local economy and image of the neighborhoods. Portland's neighborhood business districts selected for designation as a Portland Main Street District are also expected to place an emphasis on incorporating into their work, sustainability practices, projects, and programs that fall within the three pillars of sustainability, 1) environmental, 2) social, and 3) economic.

The Main Street Approach advocates a return to community self reliance and local empowerment. The organizational model is based on building broad based community support and tapping the collective wisdom of partners, with volunteers serving on a Board of Directors, and four committees: Design, Economic Development, Promotion and Organization. With a full-time paid Executive Director coordinating Main Street District efforts, volunteers focus on making incremental and comprehensive changes to create an economically thriving commercial center that can sustain itself into the future.

While designated Portland Main Street Districts are chosen through a competitive selection process, all commercial districts may benefit from organizing revitalization efforts around the performance standards of Main Street.



This flow-chart illustrates organization of the Portland Main Street Program

Population comparison 1900 - 1920

Portland, Oregon

1900: 90,000 people

1910: 207,000 people

Los Angeles, California

1900: 102,000 people

1910: 320,000 people

San Francisco, California

1900: 347,000 people

1910: 417,000 people

Seattle, Washington

1900: 80,000 people

1910: 230,000 people

Vancouver, British Columbia

1900: 20,000 people

1910: 100,000 people



An early Portland photo of SW Naito Blvd, looking south.
Courtesy of Oregon Historical Society

Portland's Unique Neighborhoods

Portland played an important role in the history of development of the Northwest, and this early success impacted how the City is shaped today. In 1905, the city hosted the Lewis and Clark World's Fair, which brought worldwide exposure and coincided with a boom in growth. Portland more than doubled in size between 1900 and 1910, rivaling Los Angeles and Seattle for runner up to San Francisco in west coast dominance. The result of this early prominence is a wealth of historic buildings and entire districts that endure to this day. The Rose City's early settlement patterns were largely driven by the development of its streetcar system which created small town centers and pedestrian driven environments (spoke-and-hub plan). The limited transportation in the pre-automobile era resulted in natural main streets, each with independent identities and all the characteristics of the walkable "20-Minute Neighborhood". However, the rise of the automobile led to the decline of centralized transportation, increased development in outlying areas, and the atrophy of inner city commercial districts. Now a core goal of the City of Portland Bureau of Planning and Sustainability, the "20-Minute Neighborhood" is in the urban DNA of these early town centers and is a huge asset when working towards livable sustainable communities.

When considering our community wide goals for sustainability, it is also important to realize how existing building stock can help us realize those goals. Many of these buildings were designed before sophisticated artificial lighting and mechanical systems were available. Because of this, they relied on natural

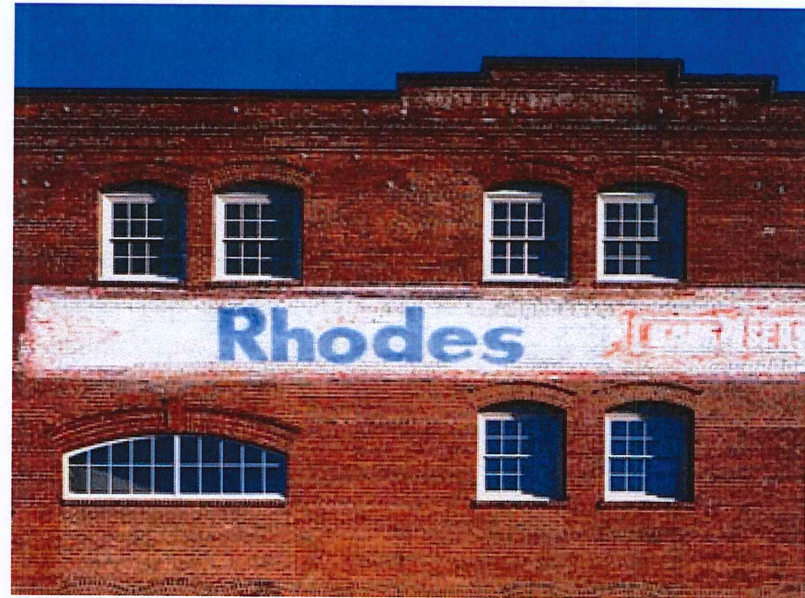
day lighting and ventilation strategies to provide the greatest level of comfort and efficiency available to them. These strategies helped give the unique look to the buildings we know and love today. Equally important to recognize is the incredible amount of embodied resources housed in these buildings and districts. With a little investment and effort, we can both preserve these treasures and make them perform to modern standards of efficiency.

Moving forward, Portland Main Street looks to preserve the authenticity of the districts by protecting, maintaining and energizing their existing resources; strengthen the continuity of the street by infilling missing buildings with new structures that are sensitive to the neighborhood identity; and understand the key components of successful storefronts so that each business improvement will contribute to the whole District's economy.

Organization of the Handbook for the Community User

The intent of this document is to offer a base of design information to business and property owners who have little experience in making improvements to their built environment. These principles will stress protecting the authentic character of existing buildings. By enhancing architectural elements, the original neighborhood character can be maintained while adapting to new business types.

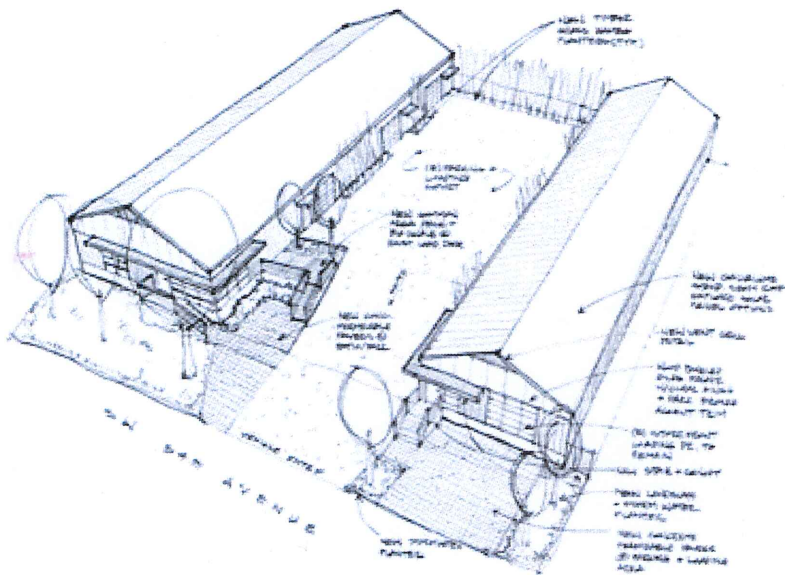
There are many factors to consider when beginning a project. This book offers guidance on the resources, processes and



This original wall signage was left intact to strengthen a sense of authenticity to the building despite a major 21st century restoration. (NE 11th Ave and Flanders St)



Seeking out an architect can help to identify important improvements to make and help set project scope priorities.



Multnomah Craft Commons Schematic shows improvements being made to the exterior of the building and the outdoor spaces.



Multnomah Craft Commons Completed Project (SW 34th Ave and Canby St)

agencies involved in the various undertakings your district is actively improving. Where the scope gets too large or technical information become too complex, this Handbook refers you to additional resources to address your needs.

Storefront Design chapter emphasizes the importance of the façade as a presentation of your business to the public. It addresses the components of the storefront and give examples on how to improve each part of the storefront.

Streetscape focuses on the public streets and walkways that communicate the character of your district. These public elements of Main Street are vital to its success but often require community wide collaboration to achieve unity. Larger group planning and organization will be necessary to make these public improvements. Therefore, this document focuses on broad-stroke principles and provides important resources to find more detailed guidance.

Sustainability introduces simple common-sense improvements to help conserve energy and resources. Larger more technological improvements will be mentioned, with additional resources providing more specific information.

New Development introduces the process of integrating a new building into an established fabric of buildings. The Handbook focuses on helping the potential developer understand basic planning considerations. A new construction project will require assembling a team of professionals to guide them through the complex process.



Figure 1: Aerial view of the study area showing the street grid and building footprints.



The complex history of the street grid in Portland is a result of a combination of factors, including the city's early settlement patterns and the influence of the railroad industry. The street grid was initially laid out in a regular pattern, but it has since evolved to accommodate the city's growth and changing needs.

One of the key challenges in the design of the street grid is the need to balance the interests of different stakeholders, including property owners, residents, and the city government. The design must take into account the unique characteristics of the street grid and the needs of the community.

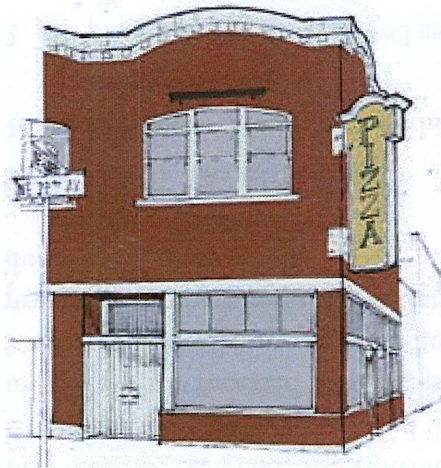
The design of the street grid must also take into account the city's long-term goals for sustainable development and transportation. The design should promote walking, biking, and public transit, while also addressing the needs of the city's diverse population.

The design of the street grid should also be flexible enough to accommodate future changes and developments. The design should be able to adapt to the city's changing needs and priorities over time.

The design of the street grid should also be based on a thorough understanding of the city's history and culture. The design should reflect the city's unique character and heritage, while also incorporating modern design principles and technologies.

Portland Main Street Program

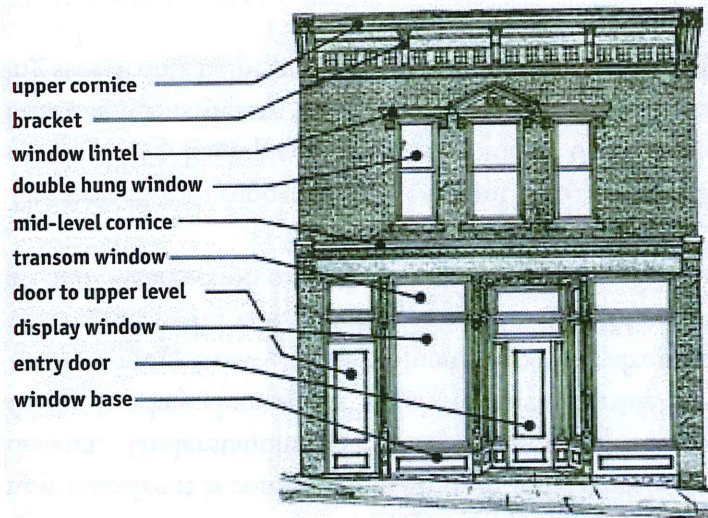
Storefront Design Principles



Sketch of a Main Street facade with restored storefront windows and new corner signage



Warehouse building converted into a successful storefront (NE Sumner St and MLK Blvd)



The storefront, arguably the most important segment of a commercial building, is often the portion that pedestrians and drivers notice the most.

The Importance of the Storefront

The storefront establishes the visual relationship between the interior of a shop and the sidewalk, and presents the character of a business. Framed by the building façade and structure, the storefront is transformed in time with each new owner. Its design is crucial to successful advertising and merchandising. Storefronts activate and unify the street and should be visually integrated with the building itself.

Rebuilding Storefronts

Over the years, storefronts frequently undergo many transformations, some better than others. Problems arise in storefront design when the storefront fails to remain within its defined opening. This makes the storefront appear “pasted on” the front of the building. Reducing the amount of glass in the storefront is another common problem. With a little research and investigative digging, it may be possible to restore a storefront to its original design or recreate it to meet the goals of the district.

Historic photos and original construction drawings are invaluable for defining original proportions and details. The basement or ceiling may show original layouts, such as a recessed bay for the entry door. Decorative architectural features may still exist, hidden behind more recent “improvements”. Finding knowledgeable consultants to help with this process can be helpful.

Modern buildings with contemporary materials can still utilize many of these traditional elements in a new storefront design.

A new design should be simple and straightforward with minimal historical ornament. A simple design will ensure that the new storefront is compatible with traditional storefronts in the district. Understanding the characteristics of good storefront design is a key element for successful revitalization programs. Incorporating these design elements into storefront projects will be successful whether they are made of traditional materials and construction or with more contemporary techniques.

The first step to renovating a storefront is to identify the parts of a building. Each piece contributes to the overall image of a business. Consistency within the storefront and the neighboring storefronts helps provide continuity in the streetscape.

Storefront Bays

Most traditional commercial buildings had a well-defined opening that the storefront filled. The storefront is defined by the vertical piers on each end, a storefront cornice (sometimes decorative, sometimes just a beam), and the sidewalk. The storefront is usually slightly recessed within this opening. The storefront bay is an area typically one story in height. Construction and improvements which respect the framework of the building produces clear, clean results.

STOREFRONT BAY GUIDELINES

1. Storefronts should fit within the original storefront opening(s).
2. Replace missing or damaged storefront elements with high quality, durable materials.

STOREFRONT WITH TRADITIONAL MATERIALS

A cornice can be constructed with wood framing, plywood and moldings with a sloping sheet metal cap to shed water. The cornice spans the top of the storefront, often covering a structural beam or unfinished brick.

Transoms are optional design elements that help to break up the massive effect of very large sheets of glass. Transom windows can be clear, tinted, or stained glass.

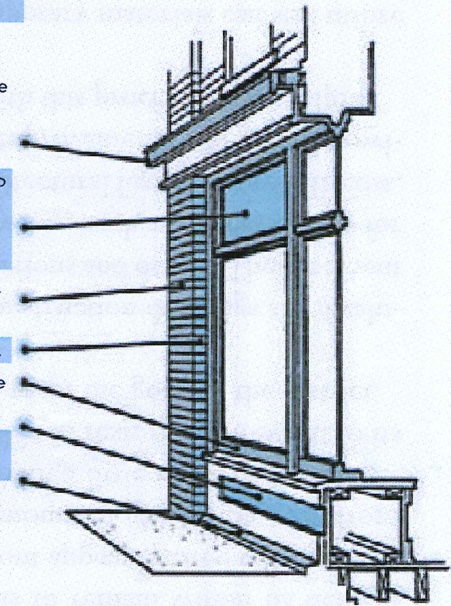
Masonry piers are uncovered and match the upper façade.

The storefront is recessed 6 inches into the opening.

The storefront and windows are framed in wood. The sill slopes forward from drainage.

The bulkheads are constructed with wood framing and a plywood back with trim applied to it.

The storefront rests on a masonry or concrete base to prevent water damage.



STOREFRONT WITH CONTEMPORARY MATERIALS

A cornice is made with sheet metal over a wooden frame.

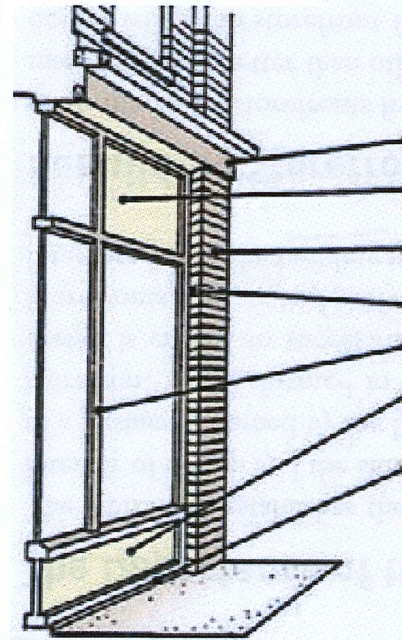
Optional transoms can be stained glass, clear glass, or opaque.

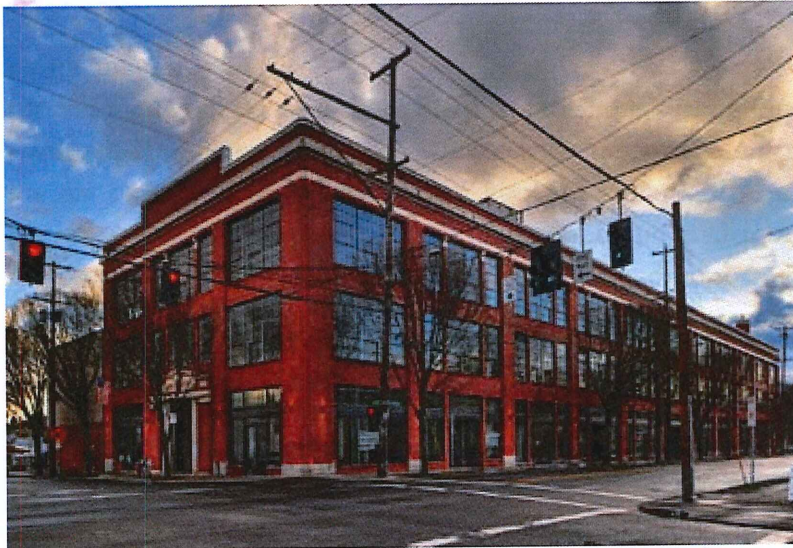
Masonry piers are uncovered and match the upper façade.

The storefront is recessed 6 inches into the opening.

The storefront and window are framed with dark anodized aluminum or painted aluminum. Bulkheads are constructed of aluminum framing and a plywood panel clad with aluminum.

The storefront rests on a masonry or concrete base.





The renovated industrial building has strong easy to read storefront bays (SE 11th and Division St)



Awnings fit within storefront bays allowing the historic details of this building to be clearly visible (SW 2nd Ave and Ash St)

3. Pay attention to continuity among individual storefronts, the entire building façade, and neighboring properties. Solid areas within a storefront frame need a clear distinction between the frame and infill, with a defined change in color, material, or texture.
4. Replacement materials should convey the same visual appearance as existing materials.
5. Make alterations that are compatible in scale, size, material, or color.
6. New signs, awnings or other elements should not obscure or damage original features.
7. Original windows and doorways should be repaired and maintained whenever possible.
8. Avoid changing a storefront's historic features or removing historic material.
9. Avoid introducing architectural details not related to those typical of the building or district.

Window Base

The window base supports and protects the display window from damage and weathering. It protects storefront windows from hand trucks, shovels, bicycles, and other hazards of daily commercial life. The base also raises the display area to a more easily viewed height. Typical materials include wood, marble, brick, concrete, and ceramic tiles. The window base is often simplified in new storefronts; however, it should retain the storefront line and proportions.

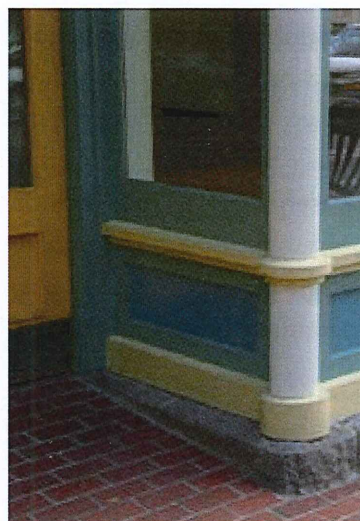
Note: Safety glazing is required for glass panels that are installed in doors, adjacent to doors and less than 18" from the ground. There are other safety glass requirements, refer to the Oregon Building Code for more details (see [Appendix](#)).

WINDOW BASE GUIDELINES

1. Design and construct replacement window bases consistent with a building's scale, size, and original materials.
2. If the window base is missing, the height of the storefront window base should be consistent with adjacent storefronts to give a sense of continuity.
3. Retain, maintain, repair, or uncover original materials where possible. If unable to do so, replacement materials should match or exceed the quality of the originals.
4. Use highly durable and easily maintained materials at the base of a building.

Doors

There are several door types in a commercial building. Entries must comply with all zoning and accessibility requirements. Recessed entries provide a sense of protection and transition for the customer. Recessed entries also prevent doors from swinging onto sidewalks. Clearly marked on the storefront, a recessed entry provides a sense of welcome and creates depth on the building's surface.



Wood window base on a durable stone base. The stone or concrete base provides extra protection from the water on the sidewalk.



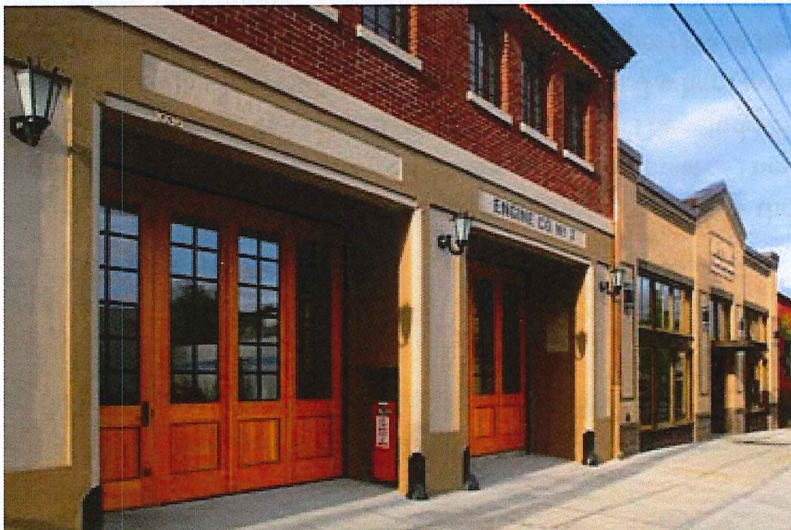
Contemporary storefront system example with aluminum-clad wood framed windows and integrated wood window base.



Recessed entry with natural wood doors enhances the storefront. (NW 9th Ave and Davis St)



Garage door opens out onto patio seating strengthening the connection to the pedestrian zone. (N. Mississippi)



Contemporary carriage doors hark back to this fire station's original doors. Photo by Sally Painter. (SE Stark St and 11th Ave)

Contemporary buildings might allow roll-up doors, particularly restaurants or galleries. While these doors may not be compatible with all business types or commercial districts, they can contribute a strong street vitality to businesses where the passerby can easily spill into an interior space.

Note: For storefronts that are being substantially rebuilt, the Portland Zoning Code, Oregon State Building Code and the Federal Americans with Disabilities Act have specific requirements for entry vestibules and doorways. (See [Appendix](#))

DOOR GUIDELINES

1. Primary entries should be prominently located on the main street. Loading and service entrances are best located on the side or rear of a building where possible.
2. Doors with large glass panels provide visibility into a business.
3. New doors should be compatible with the building's overall character.
4. Door material should match the original window sash material. Wood is preferred; it is durable, has more detail and can be painted and repaired easily.
5. Avoid adding new or secondary entrances that are incompatible in size, scale, or material.
6. Avoid enclosing old entrances with solid materials. If the door is no longer in use, secure it and leave for future use.

- Avoid blocking one side of a double door entry with merchandise. Consider constructing doorways that swing out onto sidewalks.
- Maintain transparency. Avoid converting glass door panels to opaque materials. Use temporary applied films to give privacy, if necessary.

Display windows

Display windows establish the visual relationship between the interior of the shop and the pedestrian on the sidewalk. They are the character-defining element of the building. The windows original size, division, and shape should be preserved where possible. Preserving these original windows is very important to the integrity of the building. The original wood windows on a commercial building are often made from high quality materials.

Display windows should be maximized in order to make businesses and their products appealing to customers. They are a simple, cost-effective way to promote products and market services.

Note: Most commercial district zoning requires windows be at least 50% of the length and 25% of the ground level area. Refer to Portland's Zoning Code Title 33 Ground Floor Windows for more details (see Appendix)

DISPLAY WINDOW GUIDELINES

- Use transparent glass. Replace dark, tinted or textured glass with clear glass.



Main Street building sketch showing storefront entrance and transom windows



A display window cleverly converted to a large pivot window gives a sense of intimacy and protection like an awning. The window also energizes the street connection (NW Flanders St and 21st Ave)



Historic storefront with painted wood windows and recessed entry (SW Oak St and 1st Ave)

2. Replacement windows and architectural moldings should have similar scale and shape as the originals. Match them exactly, especially when only a part of the window system is being replaced.
3. Integrate display lighting with your window displays as an extremely simple way to present your business and merchandise to evening foot and car traffic.
4. Create a cohesive storefront appearance by aligning window heights and unifying window sizes.
5. Where offices occupy former retail spaces, window displays and blinds are preferred to removing windows. Avoid covering a display window or filling the opening with non-transparent materials.
6. Use wood frame and sashes in traditional storefronts rather than aluminum frame windows; wood can be painted, has more detail, and is durable. Aluminum frame windows are best suited for more contemporary and industrial buildings.
7. Provide creative, interesting window displays.
8. Keep windows clean.
9. Avoid inserting new ceilings which block windows.
10. Avoid small-paned windows unless characteristic of building's architectural style or original design.

Note: Minimum transparency requirements for storefronts and windows are regulated by the Portland Zoning Code. Refer to Neighborhood District Regulations for the specific requirements. Additionally, Oregon State Building Code requires all glazing adjacent to sidewalks be tempered safety glass. (See [Appendix](#))

Transom Windows

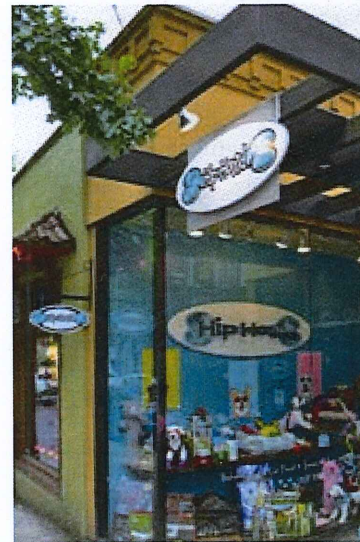
Transom windows are the horizontal band of small windows above display windows and doors. Historically, they provided ventilation and allowed daylight deep inside the building. On north-facing storefronts, omit awnings to allow as much daylight as possible. As a design feature, transom windows are an important element in the proportions of the storefront. Often during alterations transom windows have been hidden by dropped ceilings or covered on the exterior.

TRANSOM WINDOW GUIDELINES

1. Retain transom windows even when hidden by awnings, as they are visible when customers approach or when awnings are rolled up or removed.
2. Retain the original pattern of transom windows.
3. Avoid obstructing the transom glass with non-transparent materials.
4. Make the transom window frame of a compatible material and design with that of the display windows and door frames. Match moldings and details.
5. A dropped ceiling should have a raised soffit at the storefront in order to preserve the full window height and bring light inside.

Sign Band (Frieze)

The sign band or frieze is the horizontal segment of the storefront located above the display window and below the second floor windows, storefront trim, or building cornice. In many



Contemporary storefront with lots of display lighting (NW 23rd Ave and Hoyt St)



Contemporary storefront transom windows (NE Alberta St and 14th Ave)



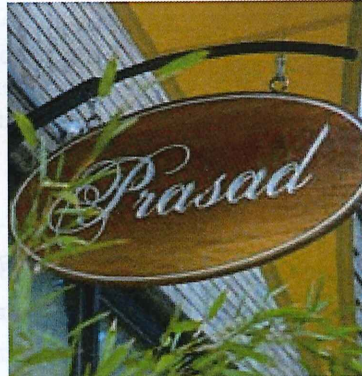
Elegant historic storefront with transoms above and wood window base gives a great sense of transparency to the interior. Note the operable transoms. (SW 9th Ave and Burnside St)



Sign contained in the sign band (SW 2nd Ave and Ash St)



Storefront with nicely proportioned transom windows. (NW 23rd Ave and Johnson St)



Blade sign
(NW 9th Ave and Davis St)

storefronts this area is designated by a distinct band of masonry, plaster, wood, or other material and is the typical location for business signs. As part of general maintenance, the sign band should be kept clear of extraneous pieces of wood or metal so that new signs can be mounted flush against the surface. This measure prevents weathering of signs and minimizes nesting places for birds.

SIGN BAND GUIDELINES

1. Fit signs within the original space of the sign band. Avoid extending beyond the band area.
2. Attach awnings to the building at or below the lower edge of sign band.
3. Where building detail does not include a traditional sign band, locate signs in a consistent location on adjacent storefronts.

Signs

A well-designed sign is one of the most important elements of a storefront. As publicly displayed information, it reflects the personality of a business. While locating and advertising a business, signs also add visual interest to the streetscape experience and contribute to the character of the neighborhood.

Signs are a powerful graphic tool. Consider how your patron will see the sign. “Bigger and more” is not always the best strategy. An automobile passenger can only perceive an average of four words or symbols on a storefront, and this number decreases according to the total amount of signage on adjacent

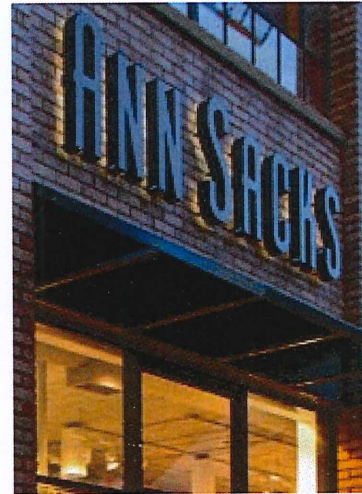
buildings. Large, repetitive messages contribute to visual clutter and results in the viewer blocking out information.

Clear, well-designed signs best market a business through quick impact. In the context of a streetscape, a well planned storefront is a sign in itself and can effectively communicate business character. Small blade signs are most effective for pedestrians on the sidewalk. Wall mounted signs are best seen from across the street. A combination is ideal.

Note: The Portland Zoning Code and Neighborhood District Regulations define the size, type and placement of signs. Refer to Zoning Regulations Title 32 and [Oregon Building Code Chapter 32 - Encroachments into the Right of Way](#). (See [Appendix](#))

SIGN GUIDELINES

1. The scale of a sign should consider the design of the storefront, building and neighboring buildings.
2. Graphics and lettering should be well designed and easily legible.
3. Place signs in clear, architecturally defined areas on windows, awnings, or suitable wall spaces such as the sign band.
4. Blade signs or projecting signs perpendicular to the sidewalk, are very effective when scaled for pedestrian use.
5. Iconic, graphic, or three-dimensional signs are great variations when scale is appropriate.



Contemporary storefront back lit lettering creates an elegant halo effect to silhouette signage on the building's sign band. Photo by Sally Painter. (NW 9th Ave and Flanders St)

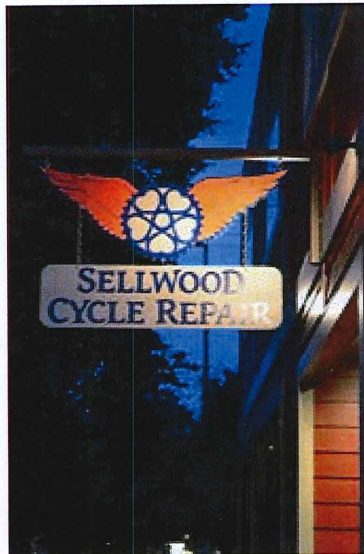


High contrasting colors are important to a successful pin-mounted letter sign.



Icon signage can contribute to the overall character of the district





Blade sign with external lighting



Blade sign with neon lighting



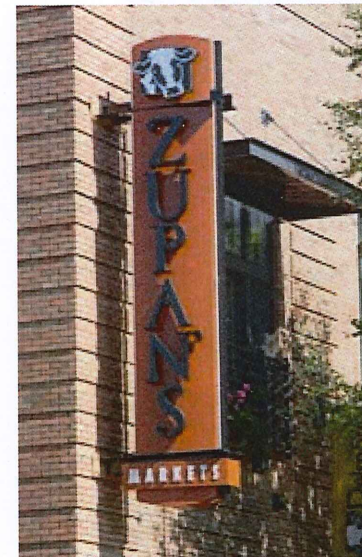
Blade sign



Blade sign



Blade sign



Marquee sign

6. Remove old and non-functional signs and brackets.
7. Use durable material types such as painted MDO plywood, metal, or molded letters.
8. Wall signs should be painted on surfaces other than the natural building material. Paint signs on a durable sign material that mounts directly to the wall.
9. Restore historic signs if they are adaptable to business image.
10. Use opaque letters or letter cut-outs that are illuminated from behind to create elegant halo signage. (These are different from internally illuminated plastic letters, which are not acceptable in historic districts).
11. Iconic neon signs are acceptable and encouraged when they bolster the neighborhoods identity.
12. Painted window signs provide an additional level of information about the business, such as store hours or types of services.
13. Window signs should not be excessive as to obscure transparency into the store.

14. Sign lighting should be focused and cropped to avoid glare and light pollution to meet “dark sky” goals for sustainability.
15. Temporary signs and cloth signs are to be short-term and event specific so as to not convey an image of deterioration or a poorly maintained business.
16. Consider astronomical clock timers combined with photo cell sensors for seasonally sensitive on/off switching that is consistent and energy efficient.
17. Avoid high-intensity sign lights or excessive external illumination of signs.
18. Avoid obscuring or removing building elements such as windows, cornices or decorative details to accommodate signs.
19. Avoid internally-illuminated or backlit plastic sign boxes.

Awnings

Awnings cover the area between the sidewalk and building. They protect pedestrians and shelter display windows from sun and precipitation. Awnings add depth to the building surface and embellish entrances. Awning locations should respect the storefront framework in order to maintain a visual connection with upper floors and reinforce the rhythm of the streetscape. When used in appropriate locations, awnings can be an effective investment, such as on south facing storefront locations to minimize heat gain in hot weather.



Remodeled storefront with clad windows and steel awning. Wood detail provides warmth to the underside. Photo by Rick Keating. (NW 12th Ave and Glisan St)



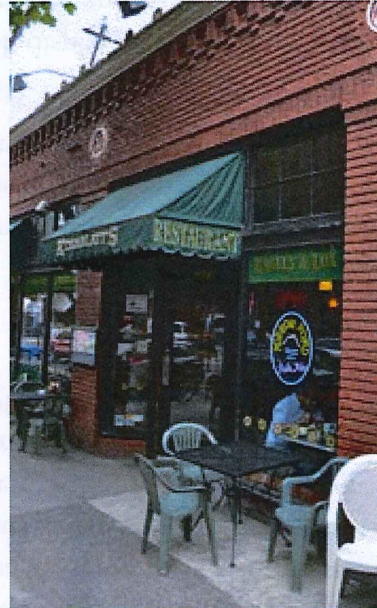
Exposed awning with signage (NW 22nd Ave and Davis St)



Retractable awnings are flexible especially for south and north facing glazing. (NW 23rd Ave and Flanders St)



Double wooden south-facing canopies provide shade and weather protection for both windows and people. Photo by Stickleby Photo. (NE 41st and Halsey St)



Awning example of maximizing transom day lighting while giving extra rain protection at the entry (NW 23rd and Irving St)



Fabric awning provides shading on south and west facades (NW 23rd Ave and Savier St)



Retractable awnings give flexibility to weather and day lighting (SW 2nd Ave and Ash St)

Even though awnings may appear temporary in nature, they can affect the overall image of the building. Proper maintenance and repair of awnings are important in conveying a positive visual image. While awnings that incorporate signs or graphics may be cost effective initially, long-term maintenance as information changes or as awnings fade is potentially problematic and unattractive.

Note: The Oregon State Building Code has restrictions for projections into the Right-of-Ways. Consult Chapter 32 of the Oregon Building Code for detailed information (See [Appendix](#))

AWNING GUIDELINES

1. Use durable materials, like metal, glass, canvas, or wood. Avoid vinyl or plastic.
2. On multi-storefront buildings, separate awnings should be located within each storefront bay so that the building frame and details are revealed.
3. Awnings with open ends are preferred and are less susceptible to vandalism.
4. Both retractable and fixed type awnings are acceptable.
5. Awnings on a single building should be consistent in size, profile, and location.
6. Keep awning shapes simple. Avoid unusually shaped awnings or bull nose awnings that are not compatible with existing architectural forms.

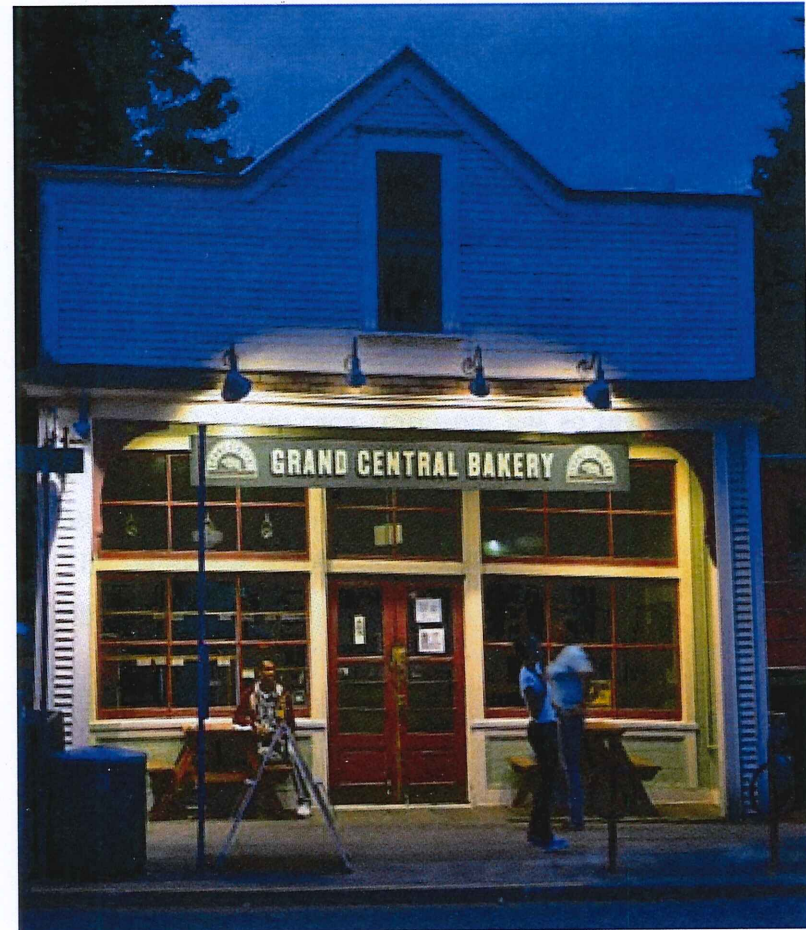
7. Avoid excessive signage on awning. If necessary, signage should be located primarily on the valance.
8. Avoid concealing architectural details with continuous or oversized awnings.
9. Consider under-awning lights to illuminate the sidewalk and storefront. Avoid back lit or internally illuminated awnings.

Lighting

Lighting illuminates the businesses, creates an evening ambience, and discourages crime. Lighting creates a feeling of security for the passerby and is an important factor in a commercial setting. A variety of light sources and locations should be considered in carrying out storefront renovations. Sign lights, display window lights, architectural lighting, and general area lighting is encouraged to advertise the business, highlight building features, and to illuminate dark corners of the property or street. In some cases, where general street lighting is sufficient, a storefront may require minimal illumination. Resist over-lighting a storefront. Display lighting and one other source is often plenty.

LIGHTING GUIDELINES

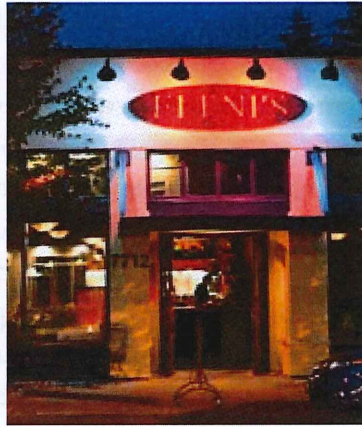
1. General exterior illumination is typically provided by street lighting. Where this lighting is minimal, providing a focused and even level of illumination.
2. Indirect lighting is encouraged.
3. General interior lighting of display areas helps prevent break-ins by allowing both police and passerby to see the activity inside a store.



Traditional gooseneck style lights illuminate this wall sign and limit light pollution. (SE 13th Ave and Nehalem St)



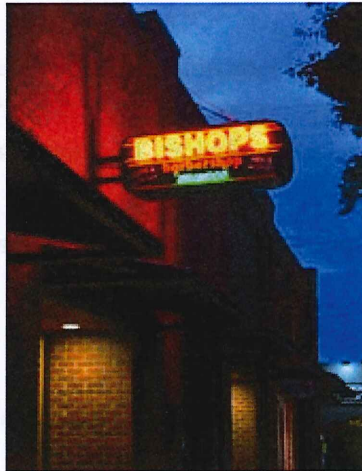
Up-down lighting located on the columns strengthens the rhythm of the Porter Building's bays. Photo by Rick Keating. (NW 12th Ave and Glisan St)



Colored lights add warmth to this building sign. Gooseneck lights focus light down on signage & sidewalk. (SE 13th Ave and Malden St)



Sculptural lighting is a fun means to light this entrance. (NW 23rd Pl and Westover Rd)



Neon signage lighting (SE 13th Ave and Bidwell St)

4. The scale and style of light fixtures should be consistent with the storefront. Fixtures should enhance a building's architectural details.
5. Lighting should attract attention to signs, store information, or building details, but not to itself.
6. Seasonal lighting can bring a festive spirit of the district, but it should be appropriate to the current season.
7. Avoid flashing, pulsating, dynamic, or moving lights.
8. Avoid lights that glare onto the street, public way, or adjacent properties, these are a nuisance and ruin the evening atmosphere. Supplemental security lighting such as floodlights should be hidden or shielded.

Certain types of sign lights, such as dynamic lights are regulated by Portland's Community Design Standards & Neighborhood District Regulations. (See [Appendix](#))

Security

Storefront security is a concern in most retail environments. Elements such as metal bars and grates reflect a feeling of fear and insinuate the presence of crime. These perceptions, whether real or not, result in a decrease in popularity and prosperity of a commercial zone. Solid grates are a liability for several reasons: they detract from the neighborhood quality of the street, they feel unsafe, they conceal the interior from view, and they are hard

to keep free of graffiti. Where roll-down, open, mesh grates are an absolute necessity, they are best built into the interior of the storefront ceiling where they are concealed during the day.

There are a variety of ways of securing a business without evidence of fortification.

SECURITY GUIDELINES

1. Large, transparent windows and doors allow pedestrians and traffic to visually monitor business safety.
2. Security measures can also be enhanced through discrete solutions such as quality locks, internal alarms and notification systems, laminated safety glass and community watch efforts.
3. Lighting, especially at the entry and the sidewalks, is a good crime deterrent.

Materials and color

Materials and color are both important aspects of storefront design. Materials and color contribute to the store's advertising strategy, as well as to the building's overall image. Depending on the character of the district and its architectural stock, recommended materials and colors will vary. Protection and maintenance of building features are important in rehabilitation work. The Secretary for the Interior's Standards for Rehabilitation (See Appendix) provides information regarding methods for approaching preservation. Following appropriate repair and restoration techniques ensures a quality, durable storefront finish and eases maintenance needs over time.



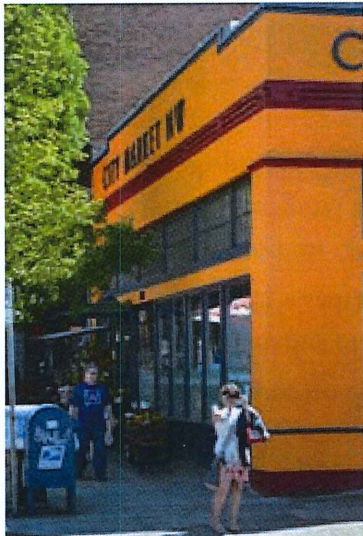
A custom designed light shade offers an opportunity to communicate the craft of a business.



A heavy brass lock set is both beautiful and secure.



Whimsical colors and a variety of materials can be exciting or overwhelming. (N Mississippi Ave and Fremont St)



This building's strong colors give life to the street corner. (NW 21st Ave and Johnson St)



Infill areas of wood siding breaks up a long concrete facade while creating rhythm. (N Mississippi Ave)



Unprotected mill finished steel and natural wood give warmth to this renovated industrial building. (NW 22nd Pl and York St)

Paint color is an inexpensive and dramatic way to define a business or storefront. Even though color selection is the owner's choice, the color scheme should be compatible with neighboring businesses. While loud color schemes can be successful, loud colors used to simply attract attention are often counterproductive as they appear to be merely a gaudy choice.

MATERIALS AND COLOR GUIDELINES

1. Original material should be retained, maintained, repaired or uncovered whenever possible.
2. Replacement materials should be of compatible quality, color, texture finish and dimension to the original as closely as possible. New brick must match original.
3. Highly durable and easily maintainable materials should be used at the base of a building and at entrances for ease of maintenance.
4. Avoid materials that are hazardous to people or the environment. Refer to the [Living Building Challenge Red List](#) for information on materials to avoid.
5. High quality materials such as stone, terra-cotta, and brick are durable and convey a feeling of permanence.
6. When selecting color, consider building style, historic character, and business type. Highlight the architectural details of the building. Rosettes, dentils, and trim can be painted to contrast with the background wall color.
7. The orientation of a building affects the appearance of col-

ors. Colors appear warmer in a south or west orientation and cooler in the north or east orientation.

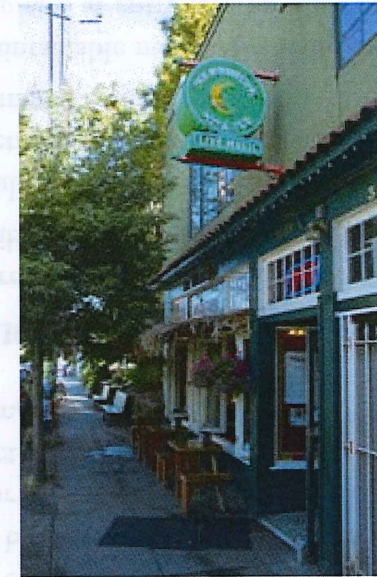
8. Matching natural colors of materials such as brick and stone may be desired in some projects.
9. Removing existing quality materials from a building contributes to a loss of district identity. Such actions must be viewed in the larger context where the cumulative effect can lead to a decline in the overall appearance of the business district.
10. Avoid using materials that are unrelated to the original building or cover/alter architectural features, such as corrugated metal or galvanized panels.
11. Avoid artificial sidings such as aluminum, vinyl, imitation brick, and imitation stone.
12. Avoid chemical washes, sandblasting, and other cleaning methods that damage exterior building materials.
13. Brick should not be painted unless absolutely necessary to prevent further deterioration. Generally, repointing and repairing brick is a more durable solution.
14. Avoid arbitrary painting of decorative lines, bands or graphic devices directly on to wall if not related to architectural detailing.
15. Graffiti is a common issue of concern and often leads to painting of the original masonry. Graffiti sealers can be applied, which provide a clear layer to protect the masonry



These vibrant colors and well maintained planters give vitality to the street. (NW 22nd Ave and Davis St)



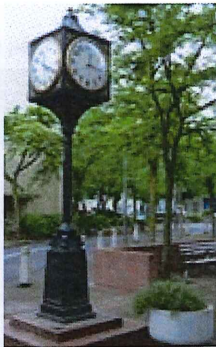
This recently updated storefront uses durable materials - wood + cement stucco. (SE 5th Ave and Clay St)



Various shades of green (N Mississippi Ave and Fremont St)



Scheduled maintenance is important to good business and a healthy district (SW 2nd Ave and Ash St)



Clean places follow a timely schedule of maintenance.

while preserving the original look.

General Maintenance

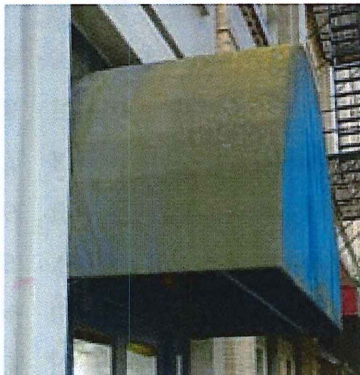
General maintenance is a first step in the improvement of existing buildings and in changing the appearance of a neighborhood business district. Neglect such as peeling paint, torn awnings or broken window panes contributes to a look of overall deterioration. Fixing broken items can help deter subsequent vandalism by asserting ownership. Basic tasks, such as cleaning, repairs, or washing windows can transform a building and have a large impact at a low cost.

Graffiti must be removed immediately to discourage repeat vandalism and promote a positive image of the district. Investigate graffiti sealers to prevent damage to natural materials.

Sweeping entries, cleaning sidewalks, maintaining window displays, and caring for plantings demonstrates that there is a sense of pride in both business and the neighborhood. Over time, maintenance practices pay off.

MAINTENANCE GUIDELINES

1. Organize businesses and volunteers for regularly scheduled district clean-ups or encourage groups to “adopt” portions of the district.
2. Arrange partnerships with city agencies for maintaining plantings, trash cans, and sidewalk spaces.



Awning in need of cleaning

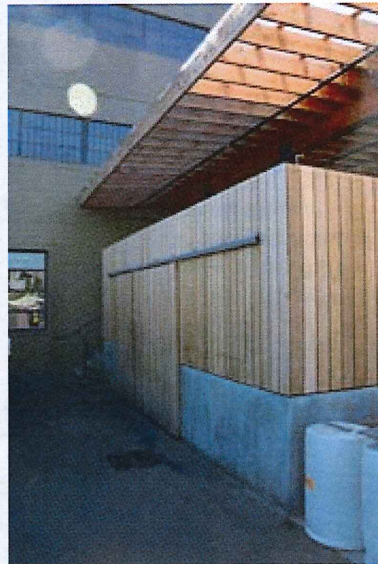


Base in need of paint

3. Remove all fliers from sign poles and lamp poles.
4. Clean and repaint a storefront regularly.
5. Wash windows, sidewalks and street furniture regularly.
6. Use durable materials and hire reputable contractors.
7. Keep sidewalk sandwich boards well maintained.
8. Remove all old signs, brackets, fixtures and wiring.
9. Keep planters and window boxes in good repair, replace dieing vegetation and make a watering schedule to keep plants healthy.



Original building



Garbage corrals help keep districts tidy.



After storefront improvements (NE 15th Ave and Brazee St)

Streetscape Design



A successful open space on Mississippi Ave.



A bustling street in NW Portland (NW 10th Ave and Lovejoy St)

Streetscape is the collective parts of the public domain which make a Main Street District unique in its overall shopping environment. It is the initial introduction that a patron or visitor will have when arriving at your district, and the area the community moves through on a daily basis.

This chapter focuses on the public streets and walkways that communicate the character of your district. These public elements of Main Street are vital to its success but often require community wide collaboration to achieve unity. Larger group planning and organization will be necessary to make these public improvements.

Open Spaces

Open spaces are a vital part of your main street. They provide gathering spaces for a variety of functions; music performances, festivals, relaxation, socializing, sidewalk sales, playing, and a myriad of other uses. Open spaces must be carefully designed. Definition of the edges and flexibility of the space itself is essential. Ideally, an open space should feel like an outdoor room with some area providing protection from the elements, while also allowing open areas for sunlight. Open spaces provide an active gathering place for the neighborhood, so they should feel safe. They should be in close proximity to the main circulation of the district, while also having a sense of separation.

The design of your commercial district's open spaces can be used to reinforce the character of the neighborhood. If you have multiple open spaces in proximity to each other, they can

serve as a form of pedestrian continuity throughout the district. There are many elements that can be incorporated into a public space. These include street furniture, water features, landscaping, open-air structures, or hardscaping. Above all, remember that these open spaces need to be at human scale, so don't make them too big.

VACANT LOTS

Vacant lots can be found in almost every district of the city. Not only are they opportunities for new development but also they can be energizing open spaces for the community. Vacant lots disrupting the continuity of a street edge and left in disrepair can drain a main street of its vitality. It creates a fragmented commercial core that prevents patrons from continuing their shopping stroll. Urban planners have studied the habits of shopping pedestrians and they have learned that gaps in continuity of retail storefronts over 75 feet result in shoppers turning around. Therefore it is important that each district address the active role of vacant lots in their master plan.

OPEN SPACES AND VACANT LOT DESIGN GUIDELINES

1. Based on the location of the lot, determine functions that will best support the activities in that part of the district. Central lots should host the most active events.
2. Vacant lots need to communicate a pleasing aesthetic at all times. Cleanliness and well-maintained vegetation go a long way
3. Keep open spaces open and allow them to be flexible for many activities.



Food carts are a unique Portland phenomenon. Designed thoughtfully, the carts can define edges of a public space and encourage pedestrian activity in the district. (N Mississippi Ave)



Vacant lots can disrupt the continuity of your Main Street and discourage shoppers from walking along pedestrian corridors.



The Moreland Farmers Market adds vitality to this parking lot (SE Bybee St and 14th Ave)



Community gardens add joy to a vacant lot. (NE Ainsworth & Albina Ave)

4. Plan events that are frequently engaging this space: weekly farmer's market, seasonal events, community social events, district events and sales, develop facilities (utility hook-ups) for temporary-use food carts.
5. Develop edges that are rich and varied. Think Italian piazzas: places to sit, sheltering elements (temporary or semi-permanent), vegetated planters.
6. Keep these lots safe by removing litter, minimizing obstructions where people can hide from public view, adding area lighting and removing all graffiti and vandalism.
7. Community gardens can be an active use for a vacant lot. Consider the layout and screening for winter months.

ALLEYWAYS

The urban alleyway offers an “off-district” opportunity to provide a hidden culture to the Portland neighborhood district. Often Portland was developed without the alleyway but occasionally alleyways appear in neighborhoods as access to the back door to businesses. They primarily function as service access for deliveries and trash collection. However, as densities increase these alleyways often become entry ways to live-work offices and small businesses. Each alleyway should be considered uniquely since the current requirements demanded of each throughway will be different.

ALLEYWAY GUIDELINES

1. Functionality is the priority for alleyways. When used by utility vehicles make sure that all required clearances are

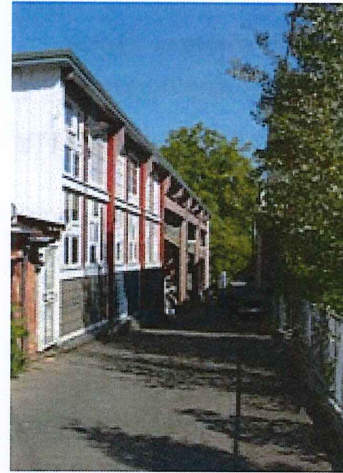
maintained for height and width of access.

2. Keep alleyways clean. Due to their nature as locations for trash and loading areas it is important to keep detritus contained to detour these areas becoming dumping grounds and attracting vermin.
3. Make alleyways safe. Minimize barriers that obstruct views. Add exterior area lighting. Consider building security. Clean away all graffiti and vandalism.
4. Where alleyways have become “entry ways” to businesses and residences, make sure that these alleys have a welcoming appeal. Review the [Storefront Design Principles](#).

CREATE SOCIAL SPACES

The goal of any streetscape improvement should be to increase the vitality of the street by making it inviting. One of the best ways to create activity on the street is to give people places to interact comfortably or just to sit and watch the world go by.

Many people consider shopping a social and recreational experience, shared with family or friends. The design of outdoor seating areas should be given careful consideration. Benches randomly placed along the sidewalk may not be comfortable or visually appealing. You can wrap benches around a tree pit or planter to give people a sense of shelter while they rest. Trees and planters can also be used to perceptually break up a large paved area into a series of “rooms,” making the space feel friendlier and more human in scale. These small spaces offer places of respite for extended district stays, or can be used for outdoor dining.



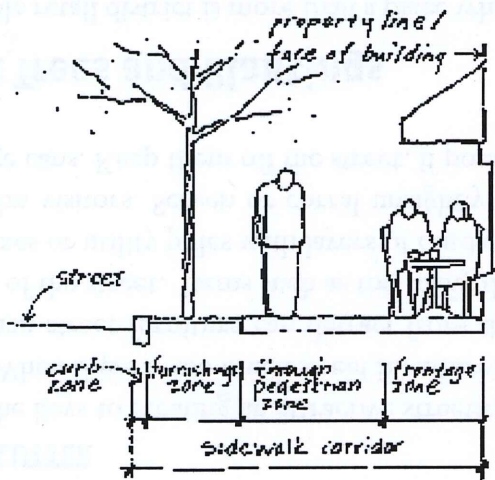
Well maintained functional alley (N. Mississippi Ave)



Developed retail alley near NE 14th Ave and Alberta St.



This sunny courtyard serves as a resting place for passing pedestrians and provides additional seating for the adjacent businesses. (NE Alberta and 18th Ave)



Typical section of a Sidewalk Corridor in a commercial zone, Portland Pedestrian Design Guide (PBOT)



Seating in the "frontage" zone
(N Albina Ave and Killingsworth St)



Seating in the "furnishings" zone
(NW 23rd Ave and Kearney St)

Street Furniture

Street furniture includes lamp posts, trash receptacles, benches, tables, kiosks, way-finding signage. A district should address each of these pieces with the identity of the district in mind. Additionally, don't forget to address the functional side of a district's furnishings.

Accessibility: For patrons and service people.

Durability: Materials that are difficult to damage and easy to clean will pay-back many times the initial cost.

Security and Safety: Adequate night lighting and minimizing dark hiding places are important. Furnishings need to be located out of the way of traffic and congestion (people and cars.)

SCALE AND STYLE

Street furniture should make pedestrians comfortable; it is important to remember that it needs to be human scaled. Furniture that is too large/small or too far apart will be unusable.

Street furniture should reflect the care and intent of the neighborhood. A simple garbage receptacle can communicate a memorable image of the neighborhood. Paying attention to these small pieces in the streetscape will set your main street apart from the others. Once your district's street furniture is in place, make a maintenance plan to insure that it stays nice so people feel comfortable using it.

PLACEMENT

Street furniture is typically located in the furnishings zone of the sidewalk (between the pedestrian travel lane and the curb), the “frontage” zone of the sidewalk (directly adjacent to the building), or in common open spaces. Each district’s public-right-of-way will be different so work with Portland’s Bureau of Transportation to learn your options.

Items like trash receptacles need to be placed frequently because pedestrians are typically not willing to walk very far to discard garbage. Trash cans also need to be conveniently located for servicing.

The City of Portland has specific requirements for many types of elements in the right of way; refer to the Bureau of Transportation [Pedestrian Design Guide](#) for more information.

AVOID CLUTTER

One of the keys to creating an attractive streetscape is to avoid clutter. When there is too much street furniture or if it appears messy, then street furniture can detract from the positive experience of the street. Items such as too many disparate newspaper boxes or utility poles with layers of outdated posters can overwhelm visitors. Screen or corral unsightly furniture such as garbage cans. Keep them off the street, if possible.

Street Trees and Plantings

A walkable retail district is more than a place where people run their errands. Central business districts are the heart and soul



Designed by a resident sculptor, Alberta garbage cans emphasize recycling with artistic flair.



This original railing with the plantings highlights the style of the Mississippi neighborhood.

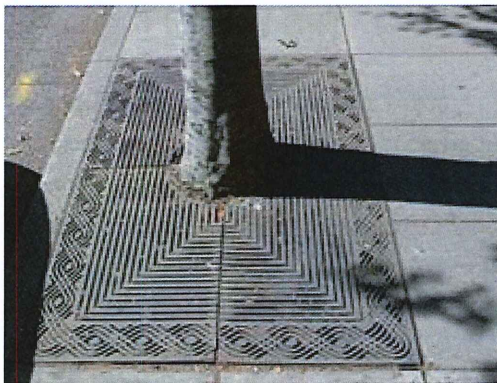


Clutter can weaken the pedestrian/patron experience.





Successful street trees in NW Portland



Creative tree well grate



This planter also doubles as a bench.

of communities. They are places where people can enjoy an appealing atmosphere and have a memorable experience, which gives Main Street a definite edge over its online or mega-mall competitors. The design of a commercial district that uses landscaping and trees can enhance a customer's experience and further strengthen its competitive edge.

Trees positively affect judgments of visual quality, but more significantly, appear to influence other consumer responses and behaviors. Survey participants from all regions of the United States favor trees in retail settings; this preference is further reflected in positive perceptions, customer behavior, and product pricing. It is important to note that the highest ratings were granted to places having full, mature tree canopy, the result of careful maintenance across decades.

The urban forest is an important part of the vibrant, satisfying places that shoppers enjoy. Once they get to these districts, people report that they will stay longer, which could mean greater sales revenue.

MAKING TREES WORK IN YOUR DISTRICT

A comprehensive streetscape plan should include the addition of trees and a plan for their ongoing maintenance. Selecting the right trees and giving them proper care can help your community avoid potential problems and nuisances, such as sign obstruction, foliage debris, and sidewalk damage. A district-wide streetscaping plan is necessary to create a cohesive appearance as well as to choose planting patterns that are visually appealing.

TREE SELECTION

Trees vary dramatically in size, shape, and growth patterns, as well as in their soil, sun, and water needs. Different trees require different planting conditions, placement, and care. When selecting trees for your district, consider the local site conditions, as well as the trees' characteristics so that what you plant fits your community's vision. Tree professionals refer to this as choosing the "right tree, right place."

The City of Portland [Urban Forestry](#) department can provide a list of local or recommended species for the area. Trees that work well in someone's front yard may not thrive in a commercial setting. See [Appendix A](#).

Native species may be good choices because they are often well adjusted to local growing conditions. Native trees are more likely to be resistant to regional tree diseases as well. They can also provide people with a connection to familiar and interesting local vegetation.

Many species have characteristics that may or may not make them a good fit for street plantings. For example, some trees are resistant to air pollution, which may make them ideal for a parking lot. A tree that produces fruits or large seeds should not be planted along the sidewalk.

SOILS

Adequate soil volume for tree roots is crucial. Urban soils are often compacted, which reduces the amount of oxygen and water that can get to the tree roots. Water or oxygen-starved



Lush planter boxes with a variety of colors and textures creates a place where patrons will want to linger. (SE Division St and 20th Ave)



Alternating rhythm of street trees and planters. When possible, plant between glass storefront bays. (NW 5th Ave and Glisan St)



Uniform street trees (SE Belmont St and 33rd Ave)



Well maintained street trees make it easy to see the storefront and signage. (NW 23rd Ave and Quimby St)

trees become stressed and are more susceptible to disease. New structural soils and root barriers, make it possible to extend a tree's root zone under sidewalk and street pavements while preventing root damage to concrete.

SIDEWALKS AND INFRASTRUCTURE

Sidewalks are the front yard of a business. Curb appeal starts at the sidewalk, which serves many functions, including pedestrian movement, ADA accessibility, and outdoor dining. Better sub-grade materials are making it easier to integrate such functions with the needs of trees.

Tree roots and branches can interfere with utilities and pavement. Many of these problems can be avoided by designing planting spaces to accommodate expected tree size. Plants are genetically inclined to attain a certain size in both canopy and root areas. Conflicts arise when such growth zones are too confined for the size of the mature plant.

Trees are living resources that change in character and form over many decades. While this dynamic design element offers opportunities, it also can create tensions in the built environment. Here are some suggestions for integrating trees into the retail streetscape:

PLACE BRANDING

Each species has a distinct mature form, size, and other attributes. Plant selections can "brand" a place through subtle, yet observable, distinctions of texture, seasonal color, and plant massing. Within a shopping district, diverse tree groupings and

arrangement can provide cues for orientation and way finding. Working within a selected plant palette, the landscape designer can promote variety within unity, creating a place with an overall coherence.

ORDER AND TIDINESS

Careful, routine maintenance is also important. The level of care for plants in the sidewalk zone provided cues about the level of care and customer service they might expect from nearby merchants.

SIGNS AND TREES

Merchants often express concerns about trees and the visibility of their signs, awnings, and storefronts. Extra attention to design is necessary to prevent tree-sign conflicts. Here are a few general principles:

Tree Choice: Trees with a more open canopy will permit better views. Tree species with a mature height that is ultimately higher than sign heights are good choices.

Maintenance: Ongoing maintenance should include pruning to guide the shape of the tree’s canopy and remove hazardous limbs. Once the tree grows, the canopy can be “limbed up” to raise branches and foliage above signs and storefronts. The canopy can also be opened up with selective pruning to allow sunlight to filter down on to the sidewalk, making the street more pleasant for pedestrians. Avoid topping because it causes a flush of new branch and leaf growth that creates a more dense

CONCERN	SOLUTION
Trees block views of signs and storefronts.	Co-design signs with trees. In Palo Alto, Calif., businesses and a non-profit worked with the city to relax the sign ordinance to allow for adjustments while trees grew. Prune the canopy to open up views as trees grow larger, but don't top the canopy.
Trees cost money; what do we get back?	Small investments pay off big! Initial planting and maintenance costs for small trees may be about \$500. As the tree grows, it generates greater economic benefits every year – air and water quality, property value, and human health.
Trees get into power lines and underground pipes.	All trees are not the same. Careful choices of tree species suited to the root and canopy space available can minimize damage to utilities.
Tree roots crack the sidewalk!	Trees are living things and their roots need space to grow, as does the tree canopy. Many new technologies are available to increase root space under sidewalks and give roots more space so they don't push up paving.
Trees are messy!	Careful plant selection can reduce problems of falling flowers, fruit, and leaves. In addition, a routine maintenance program takes care of debris before it becomes a problem.
Tree upkeep and maintenance is expensive.	Choose the right tree for the right place to reduce problems. Yearly tree care and maintenance will prevent major tree failures. As with other improvements, costs for a maintenance plan can be shared by all merchants in a district.

Business owners have many concerns about street trees. It is important to discuss a master tree plan that best works for your district. (Diagram by Main Street News Vol #263, Aug 2009)



On-street parking (NW Marshall St and 18th Ave)



Off-street parking has nicely designed vegetation buffers that double as storm water facilities. (NW Vaughn St and 19th Ave)



This non-traditional building with pull-in parking has a layer of plantings to screen cars from the walkway. (NW Kearney St and 23rd Ave)

visual obstruction. Repeated shearing of treetops often causes poor tree health in the long run.

Consider signage design: Color and material choices for signs should contrast with foliage. Monumental signage can be used to consolidate several scattered signs into a single street side structure that is readily seen and understood. Perhaps “iconic” signs, using quickly interpreted symbols for goods and services, could be installed, reducing the need for many highly individualized signs that are difficult for passing motorists to comprehend.

Parking

Parking is an essential part of attracting visitors to your commercial district. It should be easy to locate, simple and safe to use, and within close walking distance to businesses. Parking is the problem most often cited by merchants and business owners as the reason for a commercial district’s decline. It is a feeling echoed in surveys of shoppers and employees, many of whom blame a ‘lack of parking’ for all ills. Rarely is the ‘parking problem’ the only reason for a downtown’s deterioration. Parking is merely one of many interrelated elements that contribute to a healthy commercial district. Creating and enforcing a well managed strategy for street parking is essential to making the most of this resource.

BIKE PARKING

A significant portion of Portland visitors and business employees will come to your commercial district on their bikes. There

should be both short-term and long-term bike parking options to fulfill the variety of user needs. Bike racks make a commercial district more attractive by reducing the clutter of bikes attached to poles, parking meters, or railings. When they are properly located, they keep the pedestrian zone free of obstructions and keep bikes and bikers safely separated from moving traffic. The City of Portland has many helpful [resources](#) and programs to help with a successful design and installation. (See [Appendix](#).)

SHORT-TERM BIKE PARKING

The [bike rack](#) is the most common type of bike parking, typically the hitching post type located in the furnishing zone of the sidewalk. If your location fits the City requirements, the City of Portland will install a bike rack free of charge. Contact the City of Portland Bureau of Transportation for more information. Art racks are non-standard bike rack with an artistic flair. They are privately installed, owned, and maintained. Portland also offers on-street bike corral parking if neighboring businesses are interested. On-street [bike corral parking](#) replaces existing on-street parking space(s) and provides room for many bikes, keeping the sidewalk and furnishing zone free. It presents a highly visible bike presence and creates a concentrated activity zone.

LONG-TERM BIKE PARKING

Long-term bike parking requires more security and protection from the elements, and may or may not be open to the public. Long-term parking would most likely be used by employees in the area. It might include a dedicated bike room or locked bike enclosure. Some of the best long-term bicycle parking areas take advantage of unused areas inside buildings or parking lots.



Bike racks should be easy to lock a bike to without damage to the bike. (NW 10th Ave and Lovejoy St)



Art Racks can help to identify a business. (SW 1st Ave and Oak St)



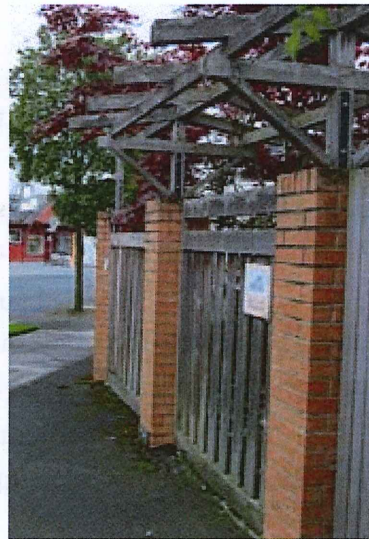
Bike corrals give a highly-visible bike presence and define area of the streetscape. (SW 1st Ave and Ash St)



Screening can provide an attractive barrier between parking and sidewalks (N Interstate Ave and Rosa Parks Way)



Parking Screen Wall



Street Screen Wall

ON-STREET CAR PARKING

There are several advantages to having on-street parking in a commercial district. On-street parking provides customers with a highly visible place to park. That visibility, coupled with the proximity to populated areas give the visitor a perceived sense of safety. On-street parking slows traffic because cars are coming and going. Parked cars provide a buffer to pedestrians from traffic, which can make the walking experience feel safer. As opposed to expansive parking lots or crowded parking garages, on-street parking is inherently more in scale with pedestrians and small commercial districts.

OFF-STREET CAR PARKING

There are two types of off-street parking facilities: parking lots and parking garages. Parking garages, have two or more levels: a surface level and additional levels either above or below grade or both. Parking garages are usually located in communities in which building densities and land costs are high. Drivers are often reluctant to use parking because of the higher costs and a perception that parking garages are difficult or dangerous to use.

Parking lots are constructed entirely on the surface, usually at grade level. Access to the parking lot take place directly from adjacent streets with one or more entries and exits. Parking lots may be gate or cashier controlled, or they may have open access with meters or 'pay and display' machines. Their advantages include high visibility, ease of use, inexpensive to build, more compatible with the scale of smaller communities, and perception of safety. Parking lots are the most common form of off-street parking.

PARKING DESIGN GUIDELINES

1. The facility should be safe with adequate sight distance at the lot's entrance and exit points.
2. Placing a lot in the center of a row of retail businesses should be avoided because it breaks up physical continuity of the street and disrupts the shopping pattern.
3. The lot should be compatible with adjacent building uses and traffic circulation patterns. Entries and exits should be easy to recognize
4. Include landscaping to present a pleasing appearance and to minimize the visual impact of the lot on surrounding properties and uses.
5. There should be a clear boundary, such as landscaping, to screen parked cars from other uses.
6. Large lots located in the middle of a pedestrian circulation corridor disrupts the continuity of the corridor and will discourage people from walking along that route.

Make sure to consult the Bureau of Environmental Services' [Stormwater Manual](#) for rainwater management requirements)



Parking Screen Wall

Sustainability



Vegetation wall at NW 18th Avenue and Pettygrove St



Salvage materials on display and available on N. Mississippi Ave.

The Purpose of Sustainability

Sustainability has become a broad and all-encompassing term permeating every aspect of urban improvements and development, as it should be. To generalize the subject, sustainability can be broken into three large categories:

- Environmental
- Economical
- Social

All aspects of sustainability should be considered in the group planning of your Main Street district. Because these guidelines are focused on design, this chapter will mainly focus on the environmental portion; however, all three parts are interconnected. A more sustainable environment will definitely influence the economical and social components on your main street.

The principles will introduce you to the potential of incorporating sustainable improvements into your building. Starting with simple improvements to an individual building, you will begin to understand the sustainable benefits associated with improving an existing building. Completing multiple energy conserving improvements will lead to measurable cost savings in your energy consumption.

Stormwater management will be addressed more as a design statement within the district rather than a technical guide. Stormwater has great potential for introducing water features and native vegetation to the streetscape. As a result, stormwater facility design can be considered as a possible public im-

provement to the district environment and not just individual properties. For this reason, this section will present successful systems and examples that might add to the unique character or your district.

The section on alternative transportation is meant to have each district consider how it is meeting the needs of its patrons arriving in numerous ways. When a neighborhood becomes known for successfully accommodating a group's needs, it can become a city-wide draw and give strength to its identity.

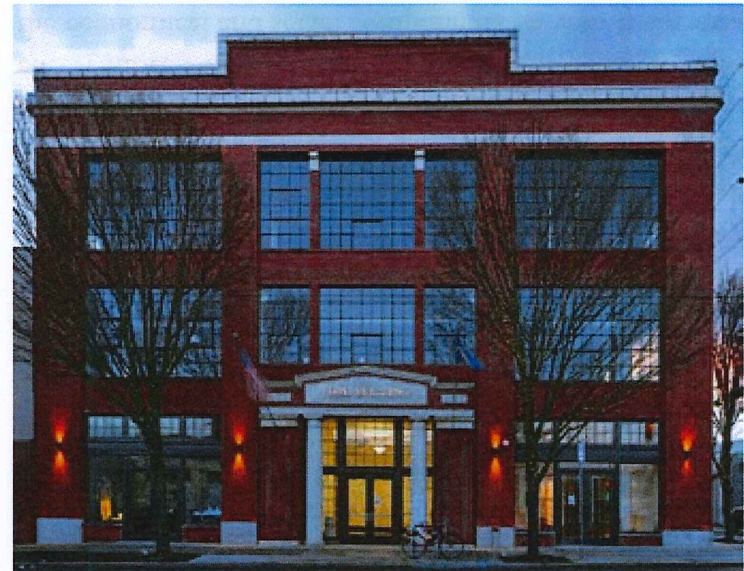
Sustainability of Existing Buildings

It is important to realize that reusing a historic building is the ultimate form of recycling. With new construction comes the need for processing materials, energy consumption associated with manufacturing and shipping materials, site excavation, and possibly the development of new infrastructure. While new buildings can strive to make a lighter environmental footprint by incorporating recycled materials or energy-efficient systems, a lot of already expended energy and expenses went into constructing existing buildings. When historic buildings are demolished, their embodied energy (the amount of energy associated with extracting, processing, manufacturing, transporting, and assembling building materials) is lost and building material waste is hauled to overflowing landfills.

Reusing our historic buildings will almost always be more environmentally responsible than building new structures, even if those new structures are "green buildings". Many historic



Martha H. Terrell Community Services Center uses a green roof, living screen wall & large storm planters to make a rich environment. (NE Alberta St and 8th Ave)



Replacement windows on the ground floor restore the historical character of the building. Photo by Sally Painter. (SE Division St and 11th Ave)



Operable awnings and shutters control how much sunlight enters the building (NW 23rd Ave and Flanders St)



Historic photo from 1929 shows the benefits of retractable awnings and transom windows on a grey Oregon day.

buildings were constructed with features that made use of specific building materials and the local climate to maximize their performance. Up until the post-World War II era, buildings were designed to operate on much lower energy budgets and take advantage of natural elements. High ceilings, natural light, and windows for cross ventilation; shutters and canopies for controlling sunlight; and a variety of other traditional design elements are being rediscovered today as effective means to reducing a building's energy consumption.

Focusing on key envelope upgrades and state of the art mechanical systems that are sensitively integrated with the building can boost performance to modern building standards without compromising the original building integrity.

ENVIRONMENTAL BENEFITS OF EXISTING BUILDINGS

Older main street buildings are ideal models of sustainability. There is simply no method of construction that is more environmentally responsible than rehabilitating an old building. After reading about the strengths of your old building learn about applicable sustainable best practices for your situation.

Shared Party Walls: traditional main street storefront buildings are narrow and deep with shared side walls. The shared walls conserve heat, limiting the amount of wall surface experiencing significant heat loss.

Thick Masonry Walls: solid masonry walls store heat and cool air efficiently, helping regulate the temperature inside the building.

Operable Awnings: awnings that can be rolled down when the weather is hot can reduce heat gain by more than 65 percent, and rolling up the awnings when it's cold outside increases heat gain inside the building.

Operable Windows: Open windows help circulate air and regulate interior temperatures. For example, opening the top sash of a typical double-hung window on the sunny side of a room permits hot air near the ceiling to escape; opening the bottom sash of a double-hung window on the shady side of the room lets in cooler air.

Operable Shutters: operable shutters on upper-floor windows keep rooms cool during hot weather by shading out the sun while allowing ventilation.

Reflective Ceilings: shiny ceilings painted a light color, such as white or silver, reflect light back into the building, reducing or even eliminating the need for artificial lighting during the day.

Transom Windows: transom windows provide ambient light while intensifying heat in the area immediately behind the storefront window. They can also provide secure venting if operable.

Skylights: skylights boost the amount of natural light inside, thereby reducing the need for artificial lighting.

Tall Ceilings and Ceiling Fans: hot air rises naturally, so tall ceilings help keep low air space cool in warm weather, while ceiling fans circulate the air above, moderating temperatures.



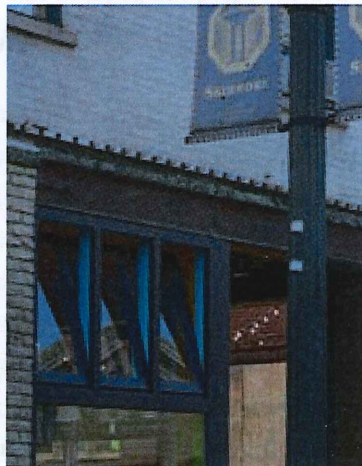
Narrow building maximizes day lighting with transom windows and a skylight (NW 23rd Ave and Johnson St)



This atrium with skylights above allows light to travel deep into the building. (SW 1st Ave and Pine St)



New project taking clues from the old (N. Mississippi Ave and Mason St)



Vented transoms are a great way to bring in natural breezes (W Burnside)

Passive Solar: as sunlight shines through windows, the masonry flooring inside the storefront window absorbs heat, radiating it back into the ground-floor space when the temperature cools.

Recessed Entryway: a recessed entryway helps prevent hot or cold air from rushing in when the front door is opened.

Atrium: whether protected by a skylight or open, an atrium illuminates the interiors of multi-floor buildings.

Embodied Energy: the energy it took to manufacture the materials used in buildings, transport them to the construction site, and construct the building has already been spent and is embodied in the building itself.

Materials Created Locally: historically, most main street building materials were purchased from local or regional sources, rather than being shipped in from long distances.

Walkability: one of the most environmentally friendly characteristics of older and historic main streets is that they are walkable.

Durability: older main street buildings were built to last for decades, if not centuries, with durable materials like stone, brick, copper, and dense heartwood.

Sustainable Building Improvements

At its simplest level, making main street buildings more environmentally friendly involves just two things: using fewer materials and using less energy. Using less energy means consuming less energy, primarily through passive methods such as using natural sunlight and heat gain or generating more “green” energy, or both. Using fewer materials means being thoughtful with design and construction. Retain and reuse as much of the existing building as possible. Here are some major actions that can make main street buildings greener:

SEAL AIR LEAKS AND MAINTAIN WINDOWS

Air leaks are one of the biggest energy-related problems in older commercial buildings. By most estimates, leaks can waste 20 to 50 percent of the energy spent on heating and cooling commercial buildings.

Make sure doors and windows weather-stripping is tight and that any gaps are caulked. Install interior storm windows, if desired, by attaching them to the interior window casing with magnets or brackets. Use duct insulation to wrap heating and cooling ducts. If the building has a basement or crawl space, be sure it is adequately insulated. If the building has a wood frame, make sure the external walls have adequate insulation in the cavities between the exterior siding and interior wall finish.

Older masonry – stone, brick, concrete block, etc. absorbs moisture from outside air and must be able to “breathe” to let moisture evaporate. Hire a contractor who has worked on older and



Contractors replacing a storefront with durable wood windows



Exposing original wood ceilings add visual warmth. Relite windows to the ceiling allow natural light farther into interior spaces



This solar array is used to charge electric cars (SE Water Ave)



On site solar PV's are hidden from street view by this building's parapet (SW 1st Ave and Harrison St)

historic buildings and understands how to install insulation and seal windows and doors in a manner that won't trap moisture inside walls or allow it to condense on wall or trim surfaces.

REPAIR OR REPLACE INEFFICIENT HEATING AND COOLING UNITS

According to the U.S. Department of Energy's Energy Efficiency and Renewable Energy (EERE) program, heating, ventilation, and air conditioning (HVAC) consume 40 to 60 percent of all energy used in commercial buildings and houses in the United States. Of all the ways in which the energy efficiency of main street buildings can be improved, HVAC is, without a doubt, the most significant.

There is no single solution for all main street buildings. The best HVAC system for a particular building will depend on its size and materials, its orientation, the local climate, and the availability of nearby energy resources, among other factors. The good news is that more options for making main street buildings' HVAC systems energy- and cost-efficient are available now than at any point in history.

GENERATE ON-SITE ENERGY

The range of options available for generating on-site electricity has expanded dramatically in the past few years. For older and historic main street buildings that have roofs with access to direct sunlight, roof-mounted photo voltaic solar panels that convert sunlight into electricity are becoming a practical option. Solar panels can provide part or all of the electricity required to operate a main street building, depending on how much sunlight the building receives and how much electricity it consumes.

Energy from a solar panel can be fed directly into a building's electrical panel for immediate use, stored in batteries for later use, or put back into the electrical grid.

Roof-mounted wind turbines can vibrate so much that they jar loose masonry and mortar, which makes them a poor choice for older and historic buildings.

OBTAIN BUILDING MATERIALS LOCALLY

Historically, it was common for building materials to come from manufacturers within the community or the region. Today, building materials are usually trucked in from many miles away. Buying materials locally or regionally cuts down on the amount of gasoline needed to transport materials and, ultimately, on costs. Consult the Living Building Challenge's "[Materials Red List](#)" to learn about avoiding hazardous materials and chemicals.

IMPROVE INTERIOR AND EXTERIOR LIGHTING

Compact fluorescent light bulbs are widely available, and their cost and energy savings are well known. Other choices are on the horizon as well; LED light bulbs, in particular, could surpass compact fluorescent in light quality, bulb longevity, and cost efficiency.

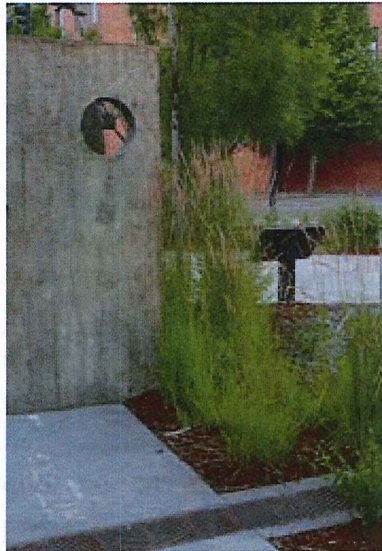
There are other things building owners can do to improve the lighting energy efficiency. Installing timers and occupancy sensors can ensure that lights are turned on only when needed. Removing the covering from a transom window can improve interior lighting. Be sure the ceiling is painted a light color with a glossy finish to maximize natural light transmission.



Storefront entry improvements built with local doug fir
(SE Clay St and 6th Ave)



Deck and green roof (NE 8th Ave and Alberta St)



Reuse of building scrap material for landscape feature (SE Water Ave and Clay St)

INSTALL GREEN ROOFS

The rectangular, gently sloping roofs of most main street buildings are ideal candidates for “greening.” A green roof is simple – it’s basically just an engineered layer of vegetation on top of a building – but it helps the environment in two major ways: it improves air quality by absorbing carbon and releasing oxygen; and it absorbs rainwater, reducing runoff into the stormwater system. A green roof also provides other benefits for the building. It helps prevent heat loss during cold weather and helps keep the building cool during hot weather, reducing utility costs. By protecting the roof surface from harsh sunlight, a green roof lasts longer than a conventional membrane or built-up roof. The cost of an integral, extensive green roof is only slightly greater than the cost of a conventional roof.

There are two ways to install a green roof on a main street building: it can be integral to the roof structure itself, or it can consist simply of shallow planting boxes placed on top of the roof. See the section on Stormwater Possibilities

UNDO INAPPROPRIATE ALTERATIONS

The first step in (re)greening main street buildings is simply to undo the alterations that have, over the years, reduced their energy- efficiency. In a few instances, the alterations may be so extensive that undoing them would be prohibitively costly. But, in most cases, the alterations are relatively simple, and it is usually possible to reverse them on a minimal budget: removing a suspended ceiling, for example, uncovering transom windows, or restoring a storefront window.

Maintain and repair existing upper floor windows: it has become popular belief that replacing the upper-floor windows in a historic commercial building is an energy-wise improvement. The R-value of a double-glazed window, however, is only nominally better than that of a single-glazed window; and the historic window's heartwood frame will last decades longer than its replacement. It is usually more environmentally responsible, and less expensive, to simply repair the original window, seal any gaps or cracks around the molding to prevent air infiltration, and install an interior storm window.

Maintain and repair original ceilings: suspended acoustical tile ceilings erase several green characteristics of traditional main street commercial buildings – particularly in ground-floor storefront spaces. By lowering the ceiling height, they disrupt vertical air circulation. By blocking the transom window and covering up the bright, shiny original ceiling, they significantly cut the flow of natural light into the building.

Maintain and repair original storefront windows: some businesses – especially professional offices and bars – have a tendency to reduce the size of their storefront windows by partially enclosing them. This disrupts the passive solar benefits of large storefront windows and disrupts the visual rhythm of the overall streetscape.

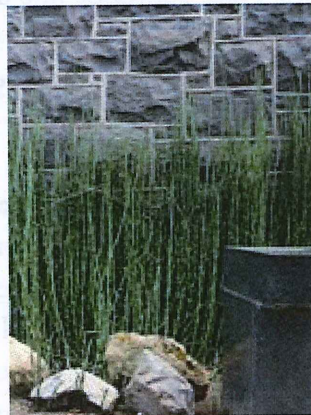
Install or maintain functional awnings: often awnings are now frequently used as business signs, rather than for the energy-conserving purposes – allowing or preventing heat gain – for which they were originally intended.



New sustainability features are incorporated but the original rhythm & composition is maintained to give it the authenticity of a well restored building. (SE Water Ave and Clay St)



This stormwater planter is also a courtyard landscape feature (Mississippi Ave)



Retain existing rooftop water tanks: Unfortunately, many rooftop water tanks have been removed; but, by collecting rainwater and using it to fill toilet tanks, they helped manage the district's storm water, reduced demand for treated water, and saved property owners money. These practices are being rediscovered in new projects

Stormwater Management Possibilities

Cities, especially Portland, are rethinking the way that we manage simple elemental things like rainwater. A passage from the City of Portland's pamphlet [Why Sustainable Stormwater Management Matters](#) describes their new goals:

Before Portland was developed, forests and open spaces absorbed rainwater. Today, rain falls on buildings, streets, sidewalks, and other hard surfaces and runs off into rivers and streams. Stormwater runoff causes erosion, carries pollution and sediment to the river, decreases groundwater recharge, and increases river temperatures.

Stormwater management recognizes the relationship between the natural environment and the built environment, and manages them as integrated components of a watershed. Sustainable stormwater management is an alternative to the traditional piped approach. It promotes on site collection and conveyance of stormwater from roofs, parking lots, streets, and other surfaces to infiltrate into the ground or collect for reuse, often reducing the need for costly underground structures.

STORMWATER MANAGEMENT ON MAIN STREET

This is an opportunity to incorporate an active natural resource into your streetscape. Depending on the management system that you adopt, the design can add an attractive planter, paver pattern or water feature to your district's environment.

Urban life has been dependant on water being distributed and disposed of with little more to think of than where do we put the faucet and drain. With the growing populations and the huge expense associated with upgrading existing pipelines, municipalities have realized that upgrades can be minimized with the age old practice of letting the rain water become the ground water again.

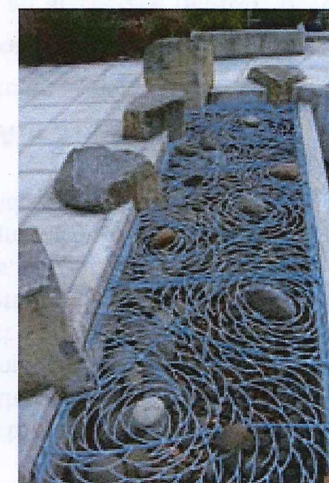
SIMPLE IDEA WITH MANY SOLUTIONS

Stormwater management introduces a new complexity to building design. For new construction and additions, the City of Portland is requiring that every horizontal surface, whether rooftop, parking lot, sidewalk and street, be considered a place that stormwater needs to be responsibly managed on-site. The Bureau of Environmental Services is a valuable resource (see [Appendix](#)) and must be consulted to become familiar with all the criteria involved when selecting a stormwater system that is right for your property's situation.

Before briefly touching on the many different systems and inspiring examples that have been successfully completed, it is important to realize that your project could play a bigger role in the overall development of your district. Many stormwater management systems play a vital role creating fantastic public spaces, active water features or beautiful native planter boxes that embellish the streetscape. Scale is a big factor in the design of your stormwater management system. This is the strength of your Main Street district. If your business/property is small and poses a high expense for a small system, communicate with your neighbors to see if a larger, shared facility is possible. A



Planting strips along exterior walls



Artistic rainwater collection strip (Milwaukie, OR)



Planting strip in front of a food co-op on SE 21st Ave. provides curb appeal



A creative stormwater downspout and rainwater sculpture makes for an dynamic stormwater planter (SE Division St and 20th Ave)



A roof drain integrates into the landscape as a flow-through planter. (SE Water Ave and Clay St)

larger development has more potential to create a community gathering space for the district.

DISCONNECTED DOWNSPOUT

Existing roof downspouts can be disconnected on commercial and industrial properties where runoff can be redirected to a yard, garden, swale, stormwater planter or cistern for storage.

ROOF GARDEN

Also know as an intensive roof, this heavyweight roof system is used in place of a conventional roof. A flat, waterproof membrane, drainage layer and a thick layer of soil, vegetation and hardscape for garden access is typical for a roof garden. Weight will be a big consideration in choosing this system.

ECOROOF

An ecoroof (aka extensive roof or green roof) is a lightweight vegetated roof system used in place of a conventional roof. Ecoroofs are typically made of a waterproof membrane, drainage material, a lightweight layer of soil, and a cover of small plants. The plant selection is limited and small in scale. Ecoroofs are not intended to be accessed except for maintenance.

PERVIOUS PAVERS PARKING LOT

Pervious parking lots are made of materials that allow water to permeate through them. Pervious pavement or pavers let the water pass through the material to a precisely planned reservoir base of crushed aggregate, that allows the water to infiltrate into the ground

PARKING LOT SWALES

Swales are gently sloping depressions planted with dense vegetation (often grass) that treat stormwater runoff from rooftops, streets and parking lots. As the runoff flows along the length of the swale, the vegetation slows and filters it and allows it to infiltrate into the ground. Where soils do not drain well, swales are lined and convey the runoff to a dry-well or soakage trench. A swale can look like a typically landscaped area.

SIDEWALK PLANTER WITH TREES

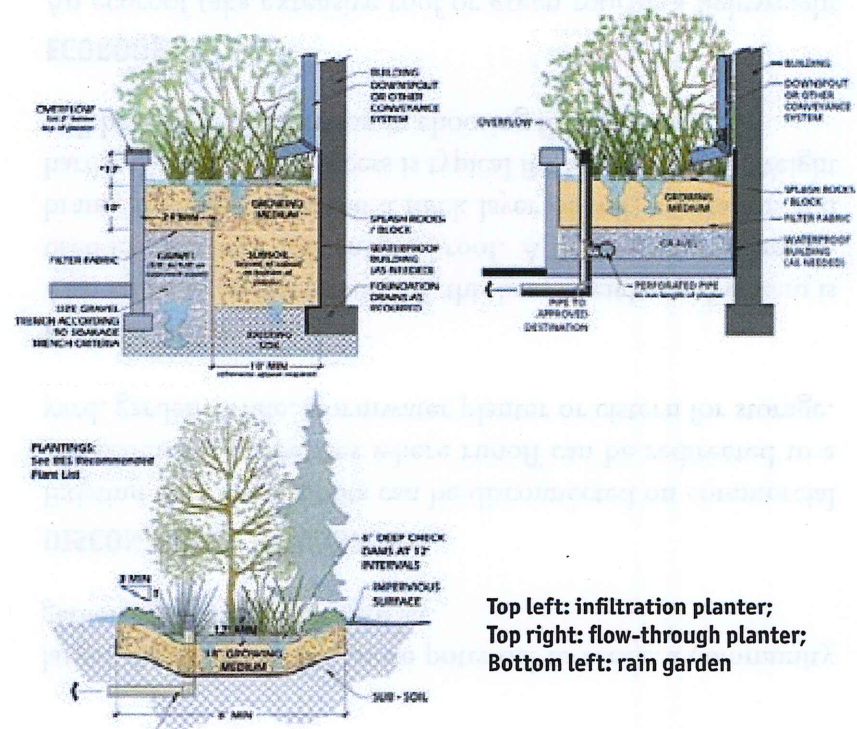
There are two types of planters: infiltration planters and flow-through planters. Both types are similar in that they carefully layer gravel, soil and vegetation but the final destination of the water is different. The infiltration planter allows the water to filter directly back into the ground. Flow through planters are used when native soils don't drain well and it is necessary to put the water into the City of Portland's stormwater system after slowing down the flow. When these planters are handling more water than just run-off from the sidewalk, it is important that the soils are tested for adequate drainage. Plant and tree selection are important to ensuring the longevity of the planter.

NATURESCAPING

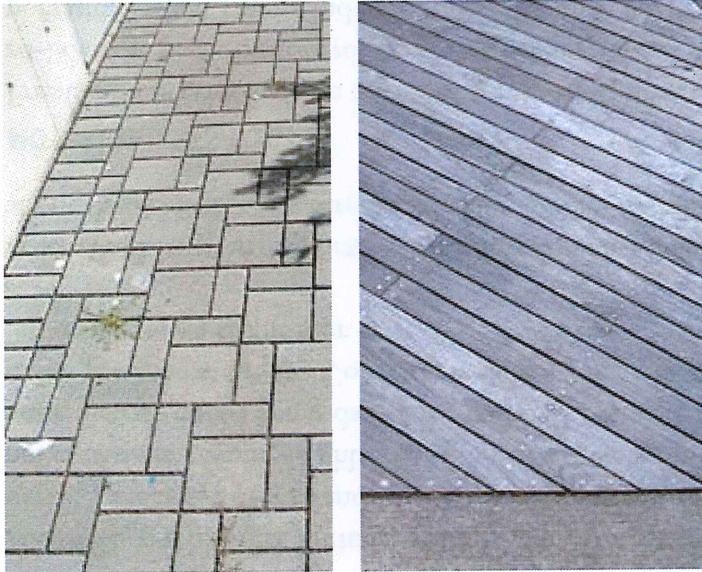
Whenever possible, it is beneficial to all parties to plant trees and native plants instead of constructing impervious surfaces. A single tree with a 30 foot crown can intercept over 700 gallons of rainfall annually. Evergreen trees will capture more rainwater in winter months.



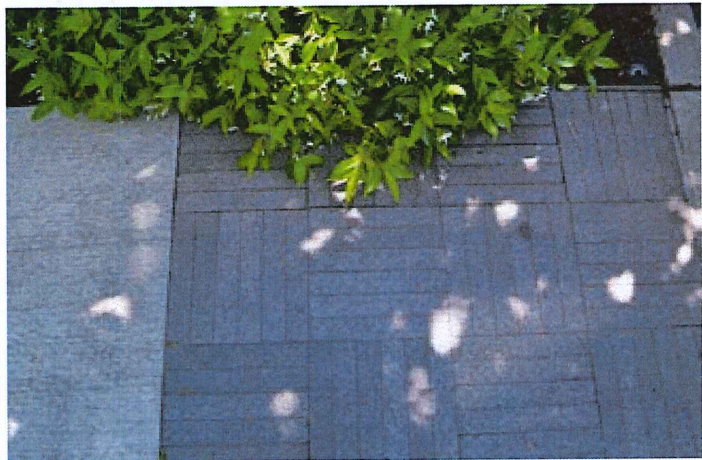
Integrated rainwater-courtyard gives the gathering space a natural setting (Main and Harrison St, Milwaukie)



Top left: infiltration planter;
Top right: flow-through planter;
Bottom left: rain garden



Pervious surfaces allow water to drain into the ground



Granite paver inlays in Chinatown distinguishes this part of downtown

Alternative Transportation

Automobile traffic has dominated American cities since the mid-20th century but the general public is realizing that other forms of transport are more appropriate for moving about within local shopping hubs. It is important for a district to create a plan to accommodate all the various methods that people might arrive in your district to do their business.

PEDESTRIANS

Safety: sidewalks need to be continuous to all areas of your district. They should be well maintained and unbroken. Make sure that the over-sized street trees are not fracturing and raising sections of sidewalk that could be tripping hazards or obstacles for the disabled.

Crosswalks: pedestrian crossing areas should be clearly marked and frequent enough to be convenient for walkers to visit businesses on both sides of the street. Crossing signals and ADA corner ramps are helpful to stop car traffic and make pedestrians feel safe while crossing.

Shelter: awnings and recessed openings above business storefronts provide shelter from the frequent Portland showers and (less-frequent) hot summer sun.

MASS TRANSIT

First Impressions: many people arrive and depart from your district at the local bus and MAX stops. Does your district make this a place to feel welcome while waiting?

Support: provide convenient food and drink, way-finding signage, garbage receptacles and shelter near the transit stop (a dedicated structure, nearby awning, street tree).

Artwork: transit locations can be great places for art. It is an opportunity for a district to build a memorable identity.

BICYCLISTS

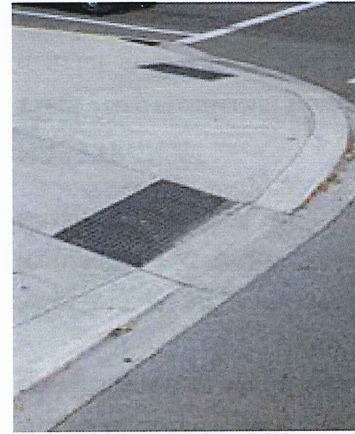
Safe pathways: bicyclists are a big faction in the Portland environment. They don't fit completely in either the pedestrian zone or the automobile traffic zone. Portland's Bureau of Transportation has made designated bike paths along the roadways as a means to address the needs of a bicyclist. Each district should evaluate how bicyclists are adequately accommodated within their boundaries.

Identify pathways: within a district there might be scenic parks, waterways or wetlands that offer opportunities to channel cyclists into your neighborhood. A new bike path through your district could bring daily bike-commuter traffic right by down your main street. Convenience plays a big role in offering services to a commuter.

Bike Parking: an important consideration to make. Read about the subject in the Streetscape bike parking section.

MOTORCYCLISTS

Frequently overlooked as a means of transportation in the metro-Portland area, motorcyclists are a growing means of transportation, when you include scooters. Because Portland win-



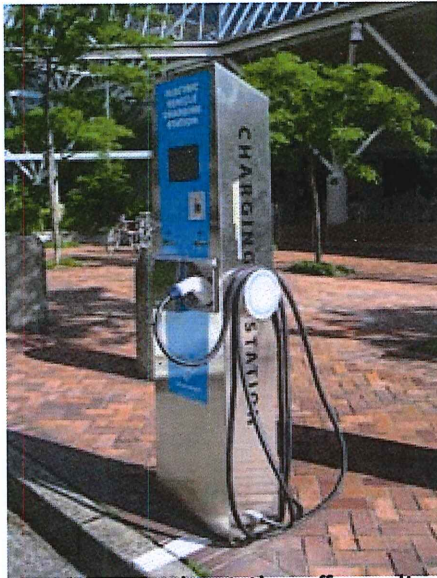
ADA crosswalk ramps with a tactile warning mat.



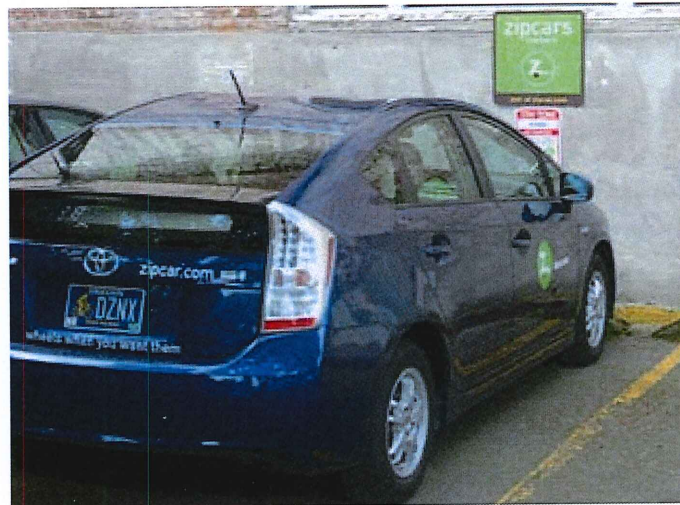
Bicycle racks



Ample bicycle parking a safe distance from the road adds vitality to neighborhood cafes and restaurants (N. Albina Ave and Blandena St)



Electric car charging stations offer an alternative fuel source



Companies provide convenient car-sharing (auto rentals) at various parking spots throughout the city

ters are not often compatible with motorcycle riding, it makes sense to have seasonal spots designated for them. Remember one parking space can accommodate 4-5 motorcycle patrons.

ELECTRIC POWERED AUTOMOBILES

As petroleum products become more expensive neighborhood districts will see more alternative energy source vehicles. Can your district accommodate an electric charging station? Could the station be supplemented with a solar panel? Talk to you local utility for programs available to your district.

CAR-SHARING

Does your community have a designated space for a car share? This could allow employees or business owners who frequently travel to out-of-office meetings to leave their cars at home rather than parking in a potential customer space.

Figure 10-10: Sustainable transportation and energy (continued)

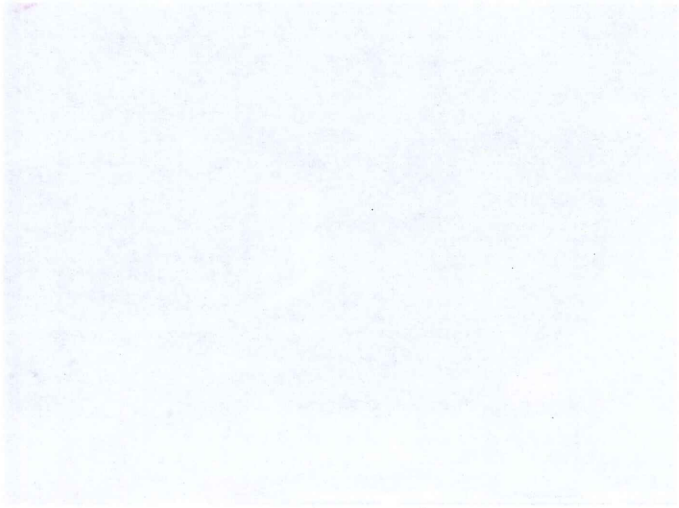


Figure 10-11: Sustainable transportation and energy

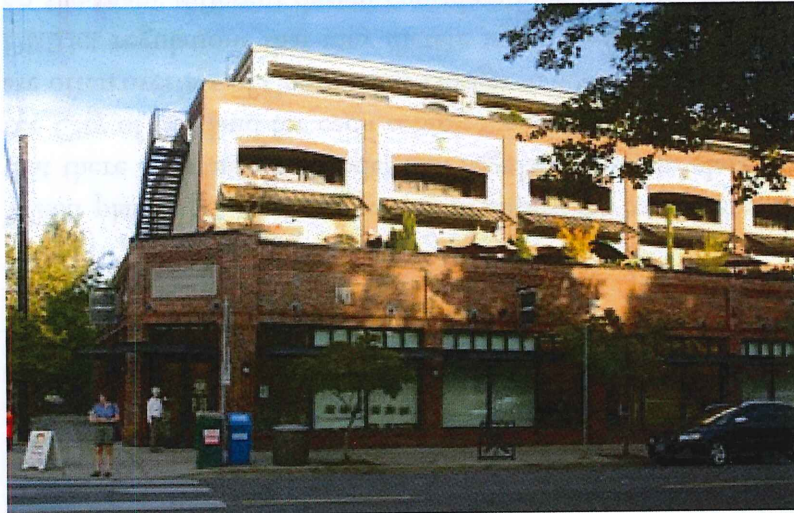


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New Development



The stepped-back facade integrates the main floor with the neighborhood storefronts but provides additional privacy and outdoor space to the upper residences (SE 13th Ave and Bidwell St)



New setback requirements can make street wall alignments difficult to maintain but this new development still relates to the neighboring context (N Mississippi Ave and Shaver St)

New Development Principles

Every district has vacant lots or incompatible buildings in the built environment. These properties present exciting opportunities for new construction. Buildings represent a tremendous investment and will outlive most of the community residents, they therefore need to be carefully considered. The design principles for creating a new building or significant addition are often complex and context specific. A professional design team will be required, along with a much deeper understanding of the municipal codes and requirements. For these reasons, the Portland Main Street Design Handbook will touch on the subject, and encourage the reader to explore additional civic resources or your district-specific design supplement.

Districts evolve over time and as a result, it is natural to see a variety of architectural styles and construction methods. A new building should be current, yet designed to respect the context of the existing structures around it. It is generally agreed that a new building should not pretend to be historic-kitschy. Detailing that mimics period architecture is easily recognized as fake and takes away from the authenticity of the real history in the district. At the same time, a building that feels alien in its context and calls too much attention to itself takes away from the unity of the district. A better approach is to compliment the character of its neighbors in terms of scale, storefront pattern and design details - these buildings will strengthen the district over time. The goal is to build a district that is more than the sum of the parts, with each element making an important contribution.

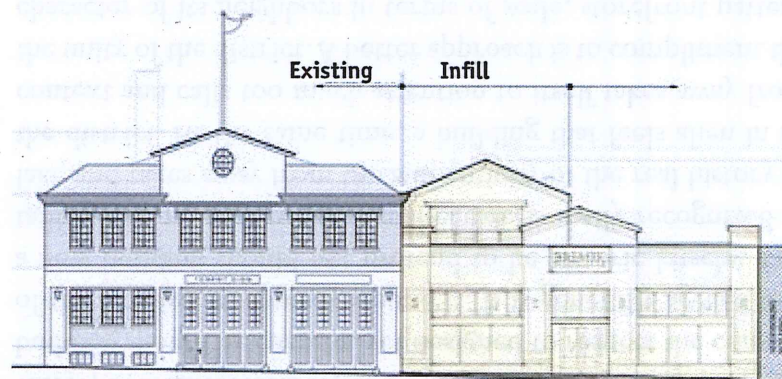
Beyond recommending a “good neighbor” policy for design, there are too many regulations specific to each building type, site, and the neighborhood to develop a concise set of fundamental guidelines. The risk is recommending advice that is contradictory to the city of Portland’s comprehensive planning and building codes.

If new construction and infill projects play a major factor in the goals of a district, Portland Main Street encourages the Board of Directors to focus on developing a district design plan to define and understand the potential opportunity sites. Furthermore, the design committee should develop a district specific design supplement that can be attached to this Portland Main Street Design Handbook discussing the goals and principles for new development. A clear set of guidelines will make it a lot easier to uphold your districts expectations for new construction.

Contemporary Portland developers and architects have created many exemplary projects. This chapter includes a few photos of projects that have found successful design solutions that strengthened the urban fabric of their community. There are many more examples, and exploring the city for both the good and the bad is encouraged.

When planning a new project, it is important to remember that there are numerous codes and regulations set in place by the City of Portland for each zoning type. Additionally, there are often overlays of Community Design standards and/or Plan District regulations that may dictate more specific guidelines on the many different design considerations for your project.

Understanding your specific zoning and adhering to the various design guidelines will help define the parameters of your design process. Refer to the City of Portland’s Zoning Code Title 33 for civic guidelines that apply to your district.



This drawing delineates the original firehouse with the new infill project next to it.



Carefully restored buildings along with new construction can work well to compliment each other. Changing brick color clearly defines these two buildings. (SE 11th Ave and SE Stark St)



This infill project adopts the scale and massing of it's surrounding context (NE 18th Ave and Alberta St)



The resurgence of mixed-use buildings give life to Portland's neighborhoods when retail and residential coexist in one building. (SE 33rd Ave and Belmont St)



Innovative use of durable materials and screened residential balconies make this infill project notable (SE 35th and Belmont St)



Creating a rhythm of forms to break up large facades is helpful when integrating into traditional neighborhoods. Modern materials should be sensitive to the architecture of the neighboring buildings. (SE 35th and Hawthorne St)

Figure 10-1: Aerial view of the intersection of Main Street and Commercial Street in Portland, Oregon, showing the proposed design for the intersection.



Figure 10-2: Aerial view of the intersection of Main Street and Commercial Street in Portland, Oregon, showing the proposed design for the intersection.



Figure 10-3: Aerial view of the intersection of Main Street and Commercial Street in Portland, Oregon, showing the proposed design for the intersection.

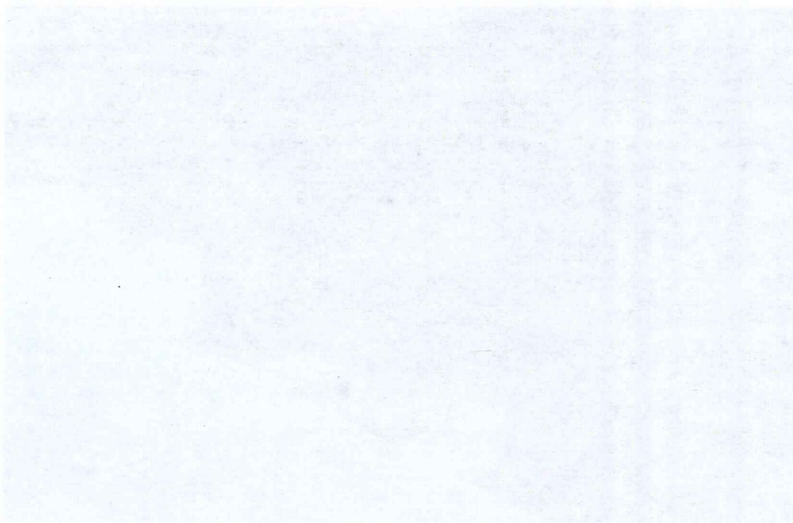
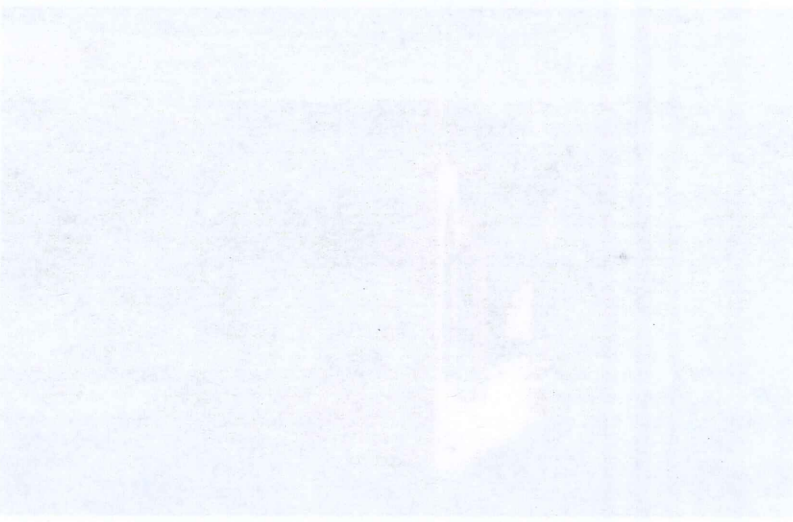


Figure 10-4: Aerial view of the intersection of Main Street and Commercial Street in Portland, Oregon, showing the proposed design for the intersection.



Appendix

Portland Main Street Organizations

Portland Development Commission (PDC)

222 NW 5th Ave.
Portland, OR 97209
General phone: 503-823-3200
<http://www.pdc.us>

Portland Main Street -- Main Street Coordinator

PDC
222 NW 5th Ave.
Portland, OR 97209
Phone: 503-823-3234
http://www.pdc.us/bus_serv/business_support/mainstreet.asp

DESIGNATED MAIN STREET NEIGHBORHOODS

Alberta Main Street
<http://www.albertamainst.org/>

Hillsdale Main Street
<Http://hillsdalemainstreet.org/>

St Johns Main Street
<http://stjohnsmainstreet.org/>

Regulatory Agencies & Internet Resources

Portland Bureau of Development Services (permitting services)

1900 SW 4th Ave., Ste. 5000
Portland, OR 97201
(503) 823-7357
<http://www.portlandonline.com/bds/>

Portland Bureau of Development Services (planning + zoning)

1900 SW 4th Ave., Ste. 5000
Portland, OR 97201
(503) 823-7526
<http://www.portlandonline.com/bds/>

Portland Bureau of Environmental Services - (stormwater)

1120 SW 5th Ave.
Portland, OR 97204
<http://www.portlandonline.com/bes>

Portland's Urban Forest-Parks & Recreation (street trees)

1120 SW Fifth Ave #1302
Portland, Oregon 97204
503-823-4489
<http://www.portlandonline.com/parks/index.cfm?c=38294>

Portland Bureau of Transportation (sidewalks+streets)

1120 SW Fifth Ave, Suite 800
Portland, OR 97204
503-823-5185
<http://www.portlandonline.com/transportation/>

CITY OF PORTLAND WEB LINKS

Portland Maps - (general property information)
<http://www.portlandmaps.com>

Portland Zoning Plan Districts (regulation overlays)
<http://www.portlandonline.com/bds/index.cfm?c=43094>

Portland Permitting Early Assistance (project start-up Q & A)
<http://www.portlandonline.com/bds/index.cfm?c=36648>

Portland Parks & Recreation Urban Forestry (tree permitting)
<http://www.portlandonline.com/parks/index.cfm?c=39712>

PP&R Brochure on tree installation, removal and pruning
<http://www.portlandonline.com/parks/index.cfm?c=39712&a=164329>

Portland Pedestrian Design Guide (curb cuts+street planters)
<http://www.portlandonline.com/transportation/index.cfm?c=36167&a=84048>

Portland Planning Atlas
<http://www.portlandonline.com/portlandplan/index.cfm?c=51992>

Portland Zoning Code Signage Requirements
<http://www.portlandonline.com/auditor/index.cfm?c=28196>

Portland Zoning Code Storefront Regulations
<http://www.portlandonline.com/bps/index.cfm?c=31612>

STATE

Oregon Main Street
<http://www.oregon.gov/OBDD/mainstreet/home.shtml>

State Historical Preservation Organization (SHPO)
<http://www.oregon.gov/OPRD/HCD/SHPO/>

NATIONAL

National Trust Main Street Center®
<http://www.preservationnation.org/main-street/>

National Trust Main Street Center®. *Revitalizing Main Street: A Practitioner's Guide to Comprehensive Commercial District Revitalization*. Washington DC: National Trust for Historic Preservation, 2009. Print.

National Trust for Historic Preservation
<http://www.preservationnation.org/>

Secretary of the Interior's Guidelines for Rehabilitation
<http://www.preservationnation.org/resources/faq/historic-homes/secretarys-standards.html>

BIKE PARKING

Installing bike parking
<http://www.portlandonline.com/transportation/index.cfm?print=1&a=58409&c=34813>

Bike Corrals

<http://www.portlandonline.com/transportation/index.cfm?&a=250076&c=34813>

Bike Parking Application

<http://www.portlandonline.com/transportation/index.cfm?&a=270766&c=34813>

SUSTAINABILITY

Sustainability at Work (sustainability chapter - intro)

<http://www.bestbusinesscenter.org/>

Sustainable Stormwater Management Solutions

<http://www.portlandonline.com/bes/index.cfm?c=31870>

Earth Advantage (sustainable new construction programs)

<http://www.earthadvantage.org/programs/commercial-new-construction/>

Living Building Challenge (self-sustaining building goals)

<https://ilbi.org/>

CONSERVATION, PRESERVATION, EDUCATION AND ADVOCACY

Historic Preservation League of Oregon

<http://www.historicpreservationleague.org/>

Office of Neighborhood Involvement (crime prevention - human safety)

<http://www.portlandonline.com/oni/>

Walk Score (streetscape chapter – vacant lot)

<http://www.walkscore.com/>

All images are from the Portland area and provided courtesy of Emerick Architects P.C. unless specifically noted otherwise.

