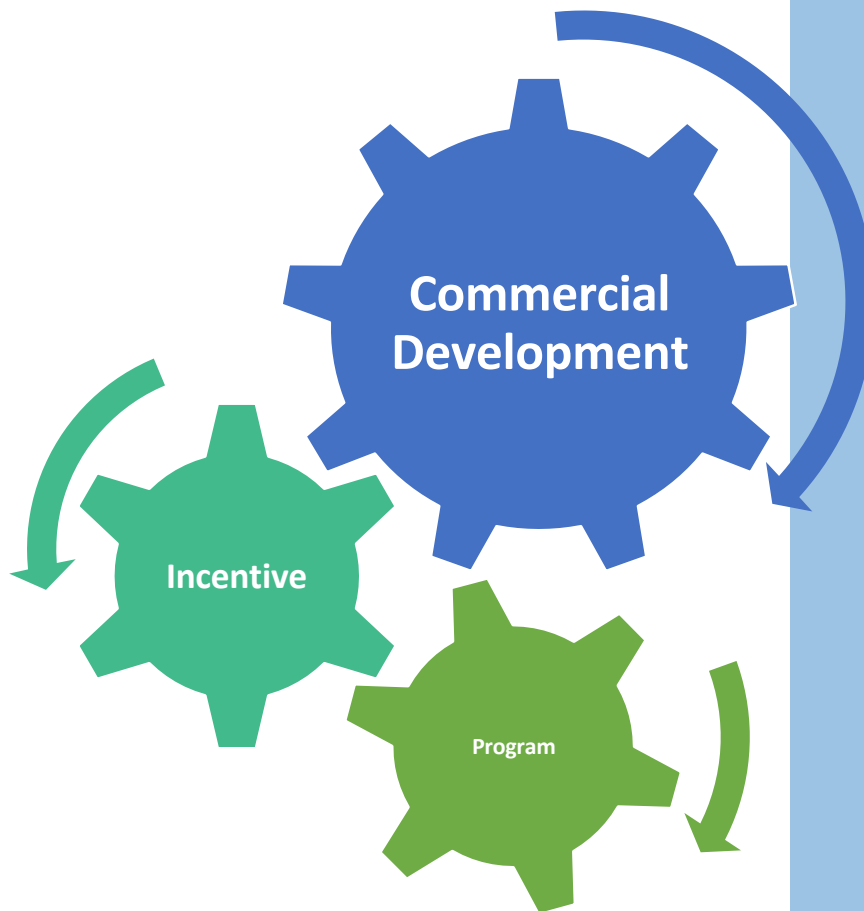


City of Veneta Commercial Development Incentive Program & Application Packet



Adopted October 10, 2022

Introduction

The City of Veneta is proud to offer a Commercial Development Incentive Program to developers within Veneta's Urban Growth Boundary. The overall goals of the City's Commercial Development Incentive Program are to encourage business expansions and startups which create or retain job opportunities in Veneta, and add to a vibrant business climate. Eligible developers may apply to receive a transportation system development charge (SDC) reduction of up to 50%. The application process is intended to provide the Business Assistance Committee and Veneta City Council with the information necessary to determine which applicants are awarded transportation SDC reductions.

How to Submit a Grant Application

- Applicants may begin the process to submit a CDIP application after holding a pre-development conference with the City Planning Department, submitting a transportation impact report, and receiving an estimate of the transportation SDC fees associated with the proposed development. Contact the Planning Department in-person at Veneta City Hall or by phone at 541-935-2191.
- After a preliminary interview, interested persons may begin to complete the application packet which includes:
 - Site map
 - Transportation SDC Fee as Calculated by the City Engineer
 - Formal Request for Specified SDC Reduction Amount
 - Narrative Explaining Why the Developer Needs the Requested Discount
 - Estimated Number of Jobs Created by the Commercial Development Project
 - CDIP Application Form
- Applications may be submitted in person at Veneta City Hall or **(preferably)** by email at jthode@ci.veneta.or.us
- Applications will not be reviewed by staff, the Business Assistance Committee, or Veneta City Council until the required application fee has been submitted to Veneta City Hall. Fee details can be found in this document under the Eligibility, Criteria, & Fees section (Part F. Fees & Charges).
- Upon successful staff review, applicants will be considered by the Business Assistance Committee (BAC). The BAC will review applications in detail and make recommendations to Veneta City Council. Sensitive personal and business information from applicants will be kept confidential at this meeting to the extent requested by the applicant and possible under Oregon statute.

- Positive BAC recommendations will be considered by City Council at the next possible Council Meeting. City Council will award transportation SDC reductions at their discretion. Sensitive personal and business information from applicants will be kept confidential at this meeting to the extent requested by the applicant and possible under Oregon statute.

After Being Awarded a Reduction

- The business will receive a specified reduction in transportation SDC fees for a commercial development project.

Eligibility, Criteria, & Fees

The standards described below apply to the performance of the CDIP as a whole. The selection of a recipient of the CDIP will be based on its ability to meet the following standards. Individual CDIP awards may vary up to 50% of the transportation SDC fee. Less than the specified performance on one or all of the standards may be acceptable in such cases.

- Location: Projects that have a physical location must be located within Veneta's UGB. The organization/applicant receiving funds must be located within, or relocating to, within Veneta's UGB.
- Employment Ratio: One full time equivalent job will be created, retained, or supported for each \$25,000 of transportation SDC fees reduced.
- Demonstration of Need: Businesses must demonstrate that they are not able to fund a project through traditional means or that funding a project through traditional means would be cost prohibitive.
- Other Economic Objectives/Benefits: Other elements which will receive consideration in the selection of applicants for the program are:
 - Linkages with the area's existing economy which would permit a business to absorb displaced or underemployed skilled workers in the area labor force, particularly for the low and moderate income.
 - Companies whose markets appear to indicate the opportunity for significant expansion or production, and employment, over the short term.
 - Significant opportunities for the development and/or expansion of minority or female-owned and operated small business concerns.

F. Fees and Charges

- There will be a \$1000 fee charged to applicants of the CDIP.
- Applications will not be reviewed by staff, the Business Assistance Committee, or Veneta City Council until the application fee has been delivered to the City of Veneta.

- Applicants must submit their application fee in person at Veneta City Hall or by mail to PO BOX 458 Veneta, OR 97487. All checks should include “CDIP Application Payment” in the memo.

Administrative Elements

A. Business Assistance Committee

The Business Assistance Committee (BAC) reviews all applications in detail and makes recommendations to the City Council to award incentives to applicants. The BAC consists of three members, one of which is a City Councilor, an alternate, and a non-voting member representing the Veneta Economic Development Committee. The alternate is a voting member during any temporary absences or conflict of interest disqualifications of regular members. BAC appointments are made by the Mayor and approved by the Council for terms of two years. Preference is given to the appointment of commercial lending and/or accounting professionals.

The Business Assistance Committee reviews Commercial Development Program applications on a monthly basis, elects its own Chairperson, has its own by-laws, and receives legal services “as needed”.

B. Staff Operation

The operation of the Commercial Development Incentive Program (CDIP), or parts thereof, may be performed by the staff of the City of Veneta or by any agent or entity with whom an agreement may be entered into for such purposes.

The primary activities of the staff with respect to the Program are as follows:

- Publicize CDIP objectives and availability in the Veneta community.
- Invite promising candidates to submit detailed applications.
- Assist applicants throughout the submission process.
- Monitor ongoing operations of award recipients.



Commercial Development Incentive Program Application Form

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

Commercial Development Incentive Program application information and accompanying financial records submitted to the City of Veneta will be kept in confidence to the extent permitted by law, and while the City believes that the records will not be subject to disclosure, it is possible that disclosure might be required for some documents.

APPLICANT					
Full Legal Name of Applicant(s) and/or Company/Organization:				Telephone Numbers:	
				Business:	
				Personal:	
				Fax:	
Primary Contact:					
Street Address:					
City:		State:		Zip:	
Proposed Business Address (If different from above):					
City:		State:		Zip:	
Nature of Business:				Date Established:	Date Under Current Management:
COMPANY OWNERSHIP (List below all owners, principals and officers; attach schedule of additional names, if necessary) Show 100% of Ownership					
Name		Title		% of Ownership	
				%	
				%	
				%	
Total: 100%					
AFFILIATES (List all business concerns in which the Applicant Company/individuals listed in the ownership section above have any ownership. Attach current financial statement and tax return.)					
Company Name		Owner (Applicant Company or Individuals)		% of Ownership	
				%	
OTHER INFORMATION					
Has the applicant, any of its principals, or any other business in which the principals were principals filed bankruptcy or defaulted on any debts within the past 10 years?				<input type="checkbox"/> Yes	<input type="checkbox"/> No
Is applicant or any of its principals a party to any claim or lawsuit? Is any principal or applicant (i) currently under indictment, or on parole or probation: (ii) ever been charged with or arrested for any criminal offense, other than a minor motor vehicle violation; or (iii) ever been convicted of any criminal offense?				<input type="checkbox"/> Yes	<input type="checkbox"/> No
Does the applicant owe any taxes for years prior to the current year?				<input type="checkbox"/> Yes	<input type="checkbox"/> No
AGREEMENT					



Commercial Development Incentive Program Application Form

- By signing below, you certify that all the information you have given in this application is true and complete. You authorize us to verify all your statements with any source, obtain credit and employment history (including your spouse's, if you live in a community-property state), provide any necessary documents to obtain your credit and employment history, and exchange information with others about your credit and account experience with us. You agree to provide additional information that we may require to process this application, including but not limited to, true and complete federal income tax returns, employment verification and income verification.
- You also agree to reimburse the City for its expenses incurred in connection with any credit commitment. These expenses include, without limitation, the City's appraisal, environmental services and legal costs, which are payable even though the extension of credit may not be consummated.
- You also represent that if you currently have any indebtedness or other obligations owing to the City, you have no defenses to or setoffs against such indebtedness or obligations. You also represent that you have no claims against the City for any matter regardless of whether or not they are related to this application.
- You acknowledge that you are applying for a transportation SDC reduction from the City of Veneta for a commercial project.
- **You agree to pay the non-refundable application fee upon submitting your application.**

Authorized Signature	Authorized Signature
Print Name	Print Name
Title	Title
Date	Date

Return with payment to:

City of Veneta
88148 8th Street
Veneta, OR 97487

Phone: 541-935-2191

Fax: 541-935-1838

Mail Payment to:

City of Veneta
PO BOX 458
Veneta, OR 97487

Please make any checks out to City of Veneta. Include the reason for the check (CDIP Application Fee) and the name of your business in the memo.