

## **Tillamook Urban Renewal Agency Façade Grant Program**

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### **Program Guidelines and Overview**

#### **Purpose:**

The Tillamook Urban Renewal Agency (TURA) has implemented a Façade Grant Program to:

1. Enhance the exterior condition of businesses in the Tillamook Urban Renewal District.
2. Restore the historic character of buildings within the district.
3. Improve private assets of the District by revitalizing distinctiveness and integrity of downtown structures.

#### **Eligible Improvements:**

1. Awnings appropriate for the façade improvement and architecture.
2. Exterior painting that it is consistent with other downtown buildings.
3. Non-illuminating signs that are compatible with other buildings on the block and that conform to the standards of the Tillamook City Code.
4. Exterior masonry repair.
5. Repair to exterior facades (front, rear & side facades are eligible).
6. Sign removal, replacement or repair
7. Installation, repair or replacement to cornices, doors, windows, decorative detail, awnings, window display lighting.
8. Exterior lighting
9. Landscaping features (e.g. window boxes or planters)
10. Bike racks or benches
11. Removal of barriers to access for people with disabilities

#### **Ineligible Projects:**

1. Interior improvements
2. Roofing and paving
3. Structural improvements
4. Security measures (i.e. gates, security systems)
5. Loading docks or parking lot entrances
6. Removal of architecturally important features

## **Application Process:**

In order to receive a Façade Grant the building owner, or tenant approved by the building owner, shall complete all of the following:

1. Review the design guidelines.
2. Complete and submit a Façade Grant Application form including all required documents.
3. Submit a drawing of proposed improvements (plans need not be done by a professional architect unless the project includes structural improvements).
4. **An applicant may request design assistance. Design assistance costs may also be funded by the TURA, in addition to grant allocation. Dollar amount of design funding will be set by the Proposal and Justification Committee . A supplemental application must be submitted to the TURA Proposal and Justification Committee for design assistance.**
5. Submit a specific description of each part of the proposed improvements (paint color, material type, etc.).
6. Submit cost estimates for the proposed improvements. Bids must be provided if the work is being done by a contractor.

## **Conditions of Approval:**

Design reviews will be completed by the TURA Proposal and Justification Committee in the order of date received. Approval will be contingent upon available funds. The following criteria must also be met:

1. Improvements must be on property within the TURA District.
2. Improvements must conform to the standards of the Tillamook Zoning and Development Code and the Tillamook Town Center Plan and all required permits will be obtained.
3. Properties must be up to date on all municipal taxes.
4. “Conditions of Approval” may be developed by the TURA Proposal and Justification Committee or Board and shall be attached to the application.
5. Funding is limited to one grant per business/storefront, per 12 month period.

## **Approval Procedures:**

1. Upon receipt of all application materials described above, the Proposal and Justification Committee will review the application before referring it to the TURA Board of Directors.
2. The board will then make a decision based upon the character of the proposed design and its compliance with the design standards of the Tillamook Town Center Plan. The TURA Proposal and Justification Committee or Board may develop “Conditions of Approval” which shall be attached to the Grant Approval Agreement and Receipt of Funding form.
3. If approved, City staff will contact the applicant and construction may begin after the Grant Approval Agreement and Receipt of Funding form is signed by the applicant. If not approved, the TURA Board will provide a written record

- of reasons for rejection. The board may also include recommendations for steps that may be taken to receive approval.
4. Successful applicants must sign the Grant Approval Agreement and Receipt of Funding form.
  5. These processes and procedures may be altered by the TURA Board of Directors.

**Payment Procedures:**

Construction may begin only after the application is reviewed by the TURA Proposal and Justification Committee and referred to the TURA Board for approval. Any work done prior to formal approval, will not be eligible for grant reimbursement.

Grants will be issued only after construction is complete. Projects must be complete within twelve (12) months of approval by the TURA Proposal and Justification Committee. Upon completion of a project, city staff must be contacted to set up a site inspection by the TURA Contract Committee. If the inspector finds that the project complies with all standards and conditions above and with the pre-approved plans submitted with the application, the TURA shall provide funding for fifty percent (50%) of the total cost of the project, not to exceed \$5,000. For example, a grant could be used to pay \$4,000 of an \$8,000 project. In the event the project should exceed the original estimated costs, the applicant can request additional funding not to exceed \$5,000 for the total grant funding.

If a contractor was used, a written invoice must be provided to the TURA Contract Committee before funds will be granted. If a contractor was not used, receipts must be provided to the Contract Committee before a reimbursement will be issued. Only materials may be reimbursed for projects that do not use a contractor. Receipts and invoices must be accompanied by proof of payment (i.e. cancelled checks). Funds shall then be dispersed within fifteen (15) days from the date of invoice receipt.

**Further Information:**

It is recommended that the applicant discuss their project with the Board or Proposal and Justification Committee prior to submitting an application. Questions and applications will be accepted at;

Tillamook Urban Renewal Agency  
210 Laurel Avenue  
Tillamook, OR 97141  
503-842-2472



## Tillamook Urban Renewal Agency

### Façade Design Assistance Grant Program

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#### Façade Design Assistance Application

Date of Submission \_\_\_\_\_

#### Applicant Information:

Company \_\_\_\_\_

Address \_\_\_\_\_

Address of Subject Property \_\_\_\_\_

Assessor Tax Lot Number \_\_\_\_\_

Contact Person \_\_\_\_\_ Email Address \_\_\_\_\_

Phone Number \_\_\_\_\_ Fax Number \_\_\_\_\_

Building Owner

Tenant

#### Building Owner Information (if different from applicant):

Contact Person \_\_\_\_\_

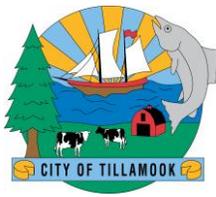
Contact Address \_\_\_\_\_

Email Address \_\_\_\_\_ Phone Number \_\_\_\_\_

Fax Number \_\_\_\_\_

Owner is aware of the application

Owner has endorsed the application



## Tillamook Urban Renewal Agency

### Façade Design Assistance Grant Program

**Please submit the following information with your application:**

- Photographs clearly showing existing conditions of the building to be improved;
- A written description of the proposed work (attached);
- Basic drawings or sketches showing the proposed improvements
- Written consent from the property owner, if owner is different from applicant.

**Requirements:**

- Professional design work shall not begin until this application is approved by the Tillamook Urban Renewal Agency board.
- Design services are limited to facades or building exterior improvements (further descriptions of eligible projects are describe by the Façade Grant Program Guidelines and Overview).
- Funding will **only** be provided to design consultants pre-approved by the Tillamook Urban Renewal Agency Proposal and Justification Committee.
- Design assistance funding shall be issued by the Tillamook Urban Renewal Agency board directly to the approved designer **only** after receipt of reproducible design materials.

**Project Start Date** \_\_\_\_\_

**Expected Completion Date** \_\_\_\_\_

**Total Estimated Cost of Project** \_\_\_\_\_

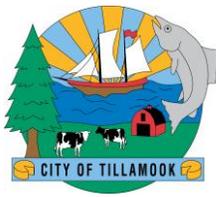
**Grant Amount Requested** \_\_\_\_\_

\_\_\_\_\_  
*I agree that the information provided above and within is accurate and correct to the best of my knowledge and that all required permits will be obtained. I also assure that my person and business are in compliance with all laws, ordinances, rules and regulations of the State of Oregon and the Tillamook Urban Renewal Agency.*

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

Signature of Design Consultant \_\_\_\_\_





## Tillamook Urban Renewal Agency

### Façade Design Assistance Grant Program

#### Property Owner Consent Form:

I, \_\_\_\_\_ (“Property Owner”), certify that I own the property located at \_\_\_\_\_ (“Address”) in Tillamook, Oregon and that I have reviewed the application by \_\_\_\_\_ (“Applicant”) for participation in the Tillamook Urban Renewal Agency’s Façade Design Assistance Grant Program. I understand that the proposal includes the following changes and/or enhancements to my building:

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I fully support this application and further certify that the Applicant holds a valid lease for \_\_\_\_\_ months, expiring on \_\_\_\_\_.

Date Signature of Property Owner

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Printed Name of Property Owner

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Mailing Address of Property Owner

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Telephone Number of Property Owner

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Return to:  
Tillamook Urban Renewal Agency  
City of Tillamook  
210 Laurel Avenue  
Tillamook, OR 97141  
503-842-2472



**Tillamook Urban Renewal Agency  
Façade Grant and Grant-Loan Program**

**Approval Agreement and Receipt of Funding**

**Applicant's Name:** \_\_\_\_\_

**In consideration of the receipt of funding from TURA:**

1. I understand that grant monies shall not be distributed until all proposed work is completed and inspected.
2. I understand that an inspection of the project must be performed by TURA Contract Committee upon completion of the project.
3. I agree to follow the plan submitted with the application and I understand that failure to do so may disqualify the project for grant funding.
4. If attached, I understand and agree to "Conditions of Approval" as developed by the TURA Board.
5. I agree to complete all improvements within one year of approval from the TURA Board. Any time extension must be filed and approved the TURA Board.
6. I waive and relinquish all claims, demands, and liabilities, past, present or future, of any nature against all officers, directors, members, agents and employees of TURA ("Indemnified Persons") arising from, related to or connected with the Grant or Loan and agree to indemnify and hold harmless each Indemnified Person from and against all claims, demands, and liabilities arising from, related to or connected with the Grant or Loan or the use, occupation, or implementation of the project.

**Applicant Signature** \_\_\_\_\_ **Date** \_\_\_\_\_

**TURA Representative** \_\_\_\_\_ **Date** \_\_\_\_\_

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**I acknowledge receipt of Grant or Loan funding in full.**

**Applicant Signature** \_\_\_\_\_ **Date** \_\_\_\_\_

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