

Tillamook Urban Renewal Agency

TURA Goals and Objectives

The purpose of this Urban Renewal Plan is to eliminate blighting influences found in the Tillamook Urban Renewal Area, to implement goals and objectives of the Tillamook Comprehensive Plan, and to support the continued development of the plan area as a safe, clean, and affordable mixed-use community.

Goal One: Promote private development to increase the City's economic base

Objectives:

- Improve the ratio of profitable business to residential growth within the City and immediate area surrounding the district.
- Improve streets, streetscapes, parks, and public buildings and spaces to enhance investment and development of existing commercial areas within the City and district.
- Assist property owners in rehabilitating existing buildings and property to accommodate more profitable and alluring commercial businesses.
- Increase the number of family wage jobs within the district.
- Help create economic vitality by promoting and creating activities and encouraging uses that bring a significant amount of new business activity and new people into the downtown area.
- Support and assist in implementing the City's Comprehensive & Town Center Plans.

Goal Two: Improve and retain existing profitable businesses

Objectives:

- Entice private investments in new development and redevelopment in the commercial area of the district.
- Encourage retention and expansion of profitable businesses within the commercial areas of the district.
- Support and assist in implementing the City's Comprehensive and Town Center plans.

Goal Three: Provide efficient, safe, and effective streets, streetscapes and open spaces

Objectives:

- Enhance streetscapes by installing street lighting, street furniture, banners, planters, and other amenities.
- Reconstruct existing roadways and sidewalks where needed and in a manner meeting the objectives of the Plan.
- Construct new streets to provide connectivity and encourage private investment.
- Address and improve pedestrian safety on Main and Pacific Avenues.
- Improve pedestrian and bicycle access to and through the renewal area.
- Create pedestrian spaces that are attractive areas for residents and employees that stimulate economic activity and enhance livability.
- Construct or reconstruct utilities (including electrical, water, sewer, and storm sewer) as necessary to encourage and permit development of private properties and public amenities.

Goal Four: Maintain, remodel, and construct public parks and open spaces, public facilities and public safety facilities to maintain and enhance safety in the renewal area and increase public utilization of the renewal area

Objectives:

- Evaluate the adequacy of public facilities serving the renewal area.
- Repair, improve, or construct new public facilities to enable appropriate service within the renewal area.
- Develop convenient, attractive parking facilities close to shopping, entertainment, and business destinations.
- Improve or construct public parking facilities to support profitable business and activities in the area.

Goal Five: Upgrade and repair existing buildings within the renewal area

Objectives:

- Improve the appearance of existing buildings in order to enhance the overall aesthetics of the renewal plan.
- Repair and improve existing historical buildings for architectural continuity and a revitalized appearance.
- Improve the safety of older buildings in regard to seismic stability, fire safety, building code compliance and accessibility to persons with disabilities by repairing or upgrading existing buildings to current code.
- Promote the redevelopment of existing buildings and areas that are inconsistent with the goals and objectives of this Plan in manners that benefit the entire economic development effort and the property owners.

Goal Six: Provide for new housing units that collectively reflect a diversity of housing types, occupancy (rental and owner occupied) and income levels in the City

Objectives:

- Provide a wide range of housing opportunities to accommodate households at all income levels, including low income, moderate-income, and market rate rental and owner-occupied housing which support prospective residential markets in, adjacent to, and near the area.
- Provide assistance to help maintain and assist in the rehabilitation of the stock of existing housing in the renewal area.
- Assist in the development of quality housing for a range of household incomes that are representative of the City as a whole.
- Rehabilitate existing housing stock.

The above information is from the Tillamook Urban Renewal Plan Amended June 18, 2012. A full copy of the TURA Plan can be viewed at www.tillamookor.gov/urban-renewal.

WHAT KIND OF ACTIVITIES CAN YOU FUND WITH URBAN RENEWAL?

A typical urban renewal plan in Oregon might include several of the following types of activities:

Basic Infrastructure, including:

- Curbs, sidewalks, streets, street lighting, signalization
- Water, sewer, storm sewer, and treatment facilities
- Flood control measures
- Relocation or improvement of utilities

Public improvements and facilities, including:

- Parks and open spaces
- Pedestrian and bike trails
- Streetscape and landscape projects
- Assistance in construction of public buildings and facilities
- Parking structures and lots
- Public transportation improvements

Redevelopment assistance for housing or commercial uses, including:

- Land acquisition and disposition for public or private purposes
- Various forms of direct assistance to stimulate private development
- Loans or grants for building rehabilitation, and historic preservation

Planning and Administration, including:

- Market, design, traffic, and engineering studies
- Various forms of technical assistance to developers or property owners
- Renewal Agency staff support

INELIGIBLE ACTIVITIES

Routine maintenance costs

Salaries and materials for non-renewal personnel

Activities outside the renewal area boundary (with rare exceptions)

Façade Grant Program Guidelines and Overview

Purpose:

The Tillamook Urban Renewal Agency (TURA) offers City of Tillamook property owners and business owners within the District boundaries, grant funds not to exceed \$5,000, for the purpose of renovating and improving the exterior façade of the property. A renovation plan should provide wheelchair accessibility from at least one entrance at street level, if one is not currently available. This program does not provide funds for work previously completed. TURA also offers design assistance, not to exceed \$1,000. Design Assistance requires a separate application.

The Tillamook Urban Renewal Agency (TURA) has implemented the 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 not related to the façade.

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 related to the façade).
4. **An applicant may request design assistance. Design assistance costs, not to exceed \$1,000, 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 separate application for Design Assistance must be submitted to TURA prior to any further application for 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. At least two (2) 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 or 503-374-1830



Tillamook Urban Renewal Agency ~ 210 Laurel Avenue ~ Tillamook, Oregon 97141
~ Phone: 503-842-2472 or 503-374-1830 ~ Fax: 503-842-3445

Design Assistance Grant 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 ~ 210 Laurel Avenue ~ Tillamook, Oregon 97141
~ Phone: 503-842-2472 or 503-374-1830 ~ Fax: 503-842-3445

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, building exterior improvements, or other TURA Plan approved renovations. A further description of eligible/ineligible projects are describe by 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 ~ 210 Laurel Avenue ~ Tillamook, Oregon 97141
~ Phone: 503-842-2472 or 503-374-1830 ~ Fax: 503-842-3445

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 one of the Tillamook Urban Renewal Agency’s Grant or Loan Programs. I understand that the proposal includes the following changes and/or enhancements to my building:

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

Signature of Property Owner

Date

Printed Name of Property Owner

Mailing Address of Property Owner

Telephone Number of Property Owner

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



Tillamook Urban Renewal Agency ~ 210 Laurel Avenue ~ Tillamook, Oregon 97141
- Phone: 503-842-2472 or 503-374-1830 - Fax: 503-842-3445

Approval Agreement and Receipt of Funding

Applicant's Name: _____

In consideration of the receipt of funding from TURA:

1. I understand that 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. I understand that any and all changes to the approved plan must be approved by the TURA board and that failure to do so may annul the project funding agreement.**
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** _____

I acknowledge receipt of Grant or Loan funding in full.

Applicant Signature _____ **Date** _____

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

Request for Taxpayer Identification Number and Certification

**Give Form to the
 requester. Do not
 send to the IRS.**

Print or type See Specific Instructions on page 2.	1 Name (as shown on your income tax return). Name is required on this line; do not leave this line blank.	
	2 Business name/disregarded entity name, if different from above	
	3 Check appropriate box for federal tax classification; check only one of the following seven boxes: <input type="checkbox"/> Individual/sole proprietor or single-member LLC <input type="checkbox"/> C Corporation <input type="checkbox"/> S Corporation <input type="checkbox"/> Partnership <input type="checkbox"/> Trust/estate <input type="checkbox"/> Limited liability company. Enter the tax classification (C=C corporation, S=S corporation, P=partnership) ▶ _____ Note. For a single-member LLC that is disregarded, do not check LLC; check the appropriate box in the line above for the tax classification of the single-member owner. <input type="checkbox"/> Other (see instructions) ▶ _____	
	4 Exemptions (codes apply only to certain entities, not individuals; see instructions on page 3): Exempt payee code (if any) _____ Exemption from FATCA reporting code (if any) _____ <i>(Applies to accounts maintained outside the U.S.)</i>	
	5 Address (number, street, and apt. or suite no.)	Requester's name and address (optional)
	6 City, state, and ZIP code	
	7 List account number(s) here (optional)	

Part I Taxpayer Identification Number (TIN)

Enter your TIN in the appropriate box. The TIN provided must match the name given on line 1 to avoid backup withholding. For individuals, this is generally your social security number (SSN). However, for a resident alien, sole proprietor, or disregarded entity, see the Part I instructions on page 3. For other entities, it is your employer identification number (EIN). If you do not have a number, see *How to get a TIN* on page 3.

Note. If the account is in more than one name, see the instructions for line 1 and the chart on page 4 for guidelines on whose number to enter.

Social security number									
				-			-		
or									
Employer identification number									
				-					

Part II Certification

Under penalties of perjury, I certify that:

1. The number shown on this form is my correct taxpayer identification number (or I am waiting for a number to be issued to me); and
2. I am not subject to backup withholding because: (a) I am exempt from backup withholding, or (b) I have not been notified by the Internal Revenue Service (IRS) that I am subject to backup withholding as a result of a failure to report all interest or dividends, or (c) the IRS has notified me that I am no longer subject to backup withholding; and
3. I am a U.S. citizen or other U.S. person (defined below); and
4. The FATCA code(s) entered on this form (if any) indicating that I am exempt from FATCA reporting is correct.

Certification instructions. You must cross out item 2 above if you have been notified by the IRS that you are currently subject to backup withholding because you have failed to report all interest and dividends on your tax return. For real estate transactions, item 2 does not apply. For mortgage interest paid, acquisition or abandonment of secured property, cancellation of debt, contributions to an individual retirement arrangement (IRA), and generally, payments other than interest and dividends, you are not required to sign the certification, but you must provide your correct TIN. See the instructions on page 3.

Sign Here	Signature of U.S. person ▶	Date ▶
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General Instructions

Section references are to the Internal Revenue Code unless otherwise noted.

Future developments. Information about developments affecting Form W-9 (such as legislation enacted after we release it) is at www.irs.gov/fw9.

Purpose of Form

An individual or entity (Form W-9 requester) who is required to file an information return with the IRS must obtain your correct taxpayer identification number (TIN) which may be your social security number (SSN), individual taxpayer identification number (ITIN), adoption taxpayer identification number (ATIN), or employer identification number (EIN), to report on an information return the amount paid to you, or other amount reportable on an information return. Examples of information returns include, but are not limited to, the following:

- Form 1099-INT (interest earned or paid)
- Form 1099-DIV (dividends, including those from stocks or mutual funds)
- Form 1099-MISC (various types of income, prizes, awards, or gross proceeds)
- Form 1099-B (stock or mutual fund sales and certain other transactions by brokers)
- Form 1099-S (proceeds from real estate transactions)
- Form 1099-K (merchant card and third party network transactions)

- Form 1098 (home mortgage interest), 1098-E (student loan interest), 1098-T (tuition)
- Form 1099-C (canceled debt)
- Form 1099-A (acquisition or abandonment of secured property)

Use Form W-9 only if you are a U.S. person (including a resident alien), to provide your correct TIN.

If you do not return Form W-9 to the requester with a TIN, you might be subject to backup withholding. See What is backup withholding? on page 2.

By signing the filled-out form, you:

1. Certify that the TIN you are giving is correct (or you are waiting for a number to be issued),
2. Certify that you are not subject to backup withholding, or
3. Claim exemption from backup withholding if you are a U.S. exempt payee. If applicable, you are also certifying that as a U.S. person, your allocable share of any partnership income from a U.S. trade or business is not subject to the withholding tax on foreign partners' share of effectively connected income, and
4. Certify that FATCA code(s) entered on this form (if any) indicating that you are exempt from the FATCA reporting, is correct. See *What is FATCA reporting?* on page 2 for further information.