City of Tillamook
The Dairylands

210 Laurel Avenue • Tillamook, OR 97141
phone 503-842-2472 • fax 503-842-3445

Welcome to the City of Tillamook!

The City is always excited to welcome new businesses to our Town Center and surrounding areas!

Enclosed please find necessary paperwork and information pertinent to downtown business operations.

When you are ready to make substantial exterior façade changes or internal structural changes to your property, please contact City Hall for information on any existing restrictions, necessary permits, or available financial assistance.

We appreciate your cooperation as we work to create and maintain an attractive Town Center as well as surrounding areas of the City.

As a business owner, you may be interested in the following:

- Front Porch Initiative Brochure
- Tillamook Urban Renewal Agency history, objectives and mission brochure
- Tillamook Urban Renewal Agency provides loans and grants for façade improvements, blade signs and other renovations. For additional information please visit www.tillamookor.gov/urban-renewal
- Downtown Parking District Information
- Town Center Boundary Map – City Codes for the Town Center District Section 153.032 can be found on at www.tillamookor.gov/planning-department/2014-city-of-tillamook-zoning-ordinances/

City Staff is here to help you with whatever questions or concerns you may have as a new business owner, so please feel free to contact us during our business hours, Monday through Friday, 8:00 a.m. to 4:00 p.m.

Thank you and again, **WELCOME TO TILLAMOOK**!

City of Tillamook
The Dairylands

Mayor's Welcome Letter

Welcome to the City of Tillamook!

On behalf of the City of Tillamook, I would like to extend a heart-felt welcome as you embark on your new business venture and let you know how truly appreciative I am that you have chosen Tillamook as your place of business.

Tillamook, Oregon is Tillamook County's largest city. We are a community with a rich history. We are a city in transition, a city on the move.

With a population of 4,900, I believe you will come to see and agree with me that the City of Tillamook possesses a dynamic business environment while maintaining its friendly and unique small-town character. As the Mayor, and long-time resident of Tillamook, I am committed to doing what it takes to foster a favorable economic climate and ensure prompt and courteous service by the city so that your business may grow, flourish and become as integral a part of Tillamook itself. My affection for the city remains constant.

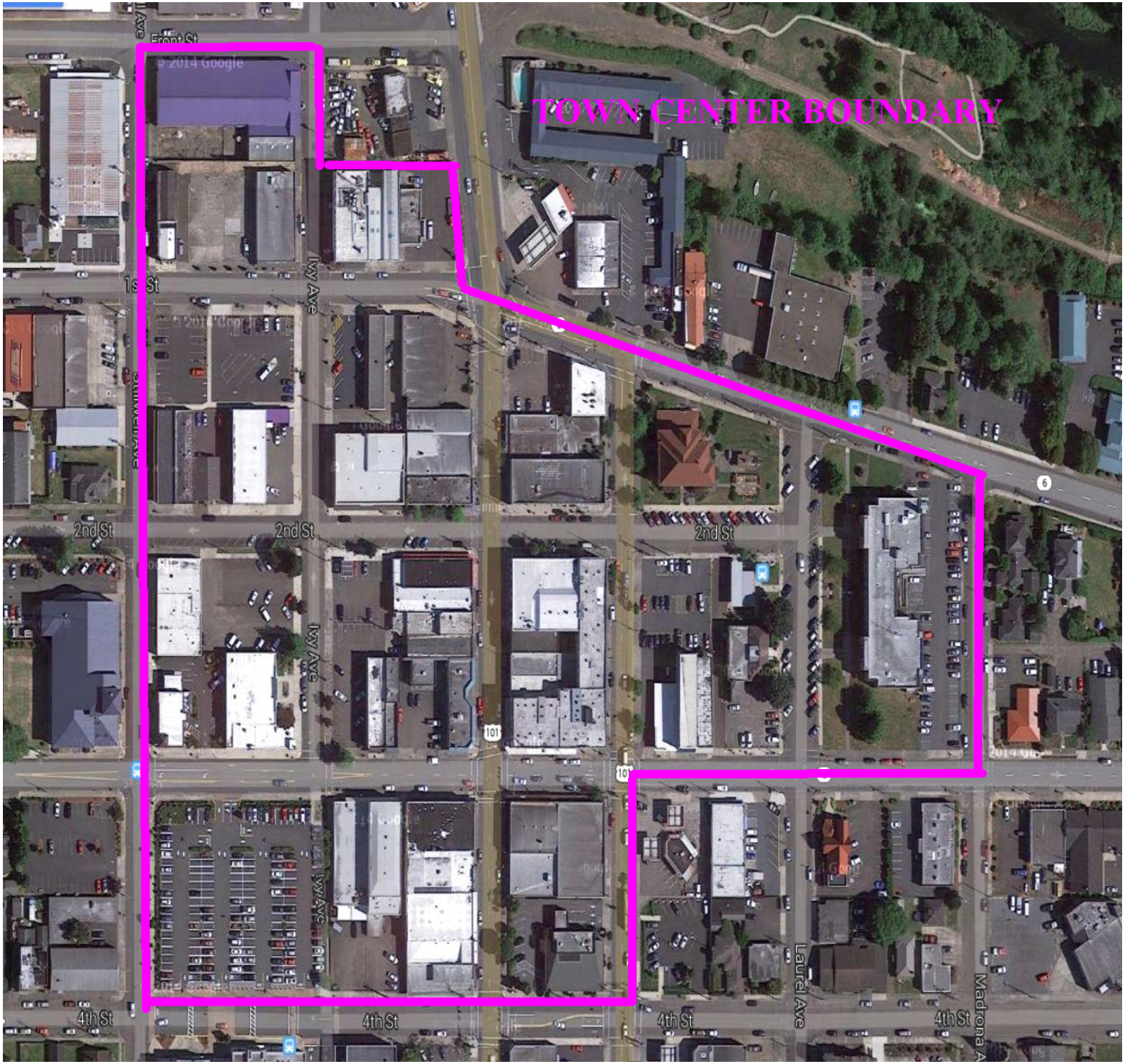
City staff is willing and equipped to help you and your business with any problems or issues that may arise pertaining to the services we offer, from utilities to permits, licensing and more. If you have any questions or issues that you would like to discuss, they are eager to help. The information provided in this packet is also provided to you to assist you with your endeavor.

As Mayor, I welcome you to our city and invite you to discover the many great things Tillamook has to offer.

Sincerely,

Suzanne Weber

Mayor Suzanne Weber
City of Tillamook


TOWN CENTER BOUNDARY
Front St
1st St
Ivy Ave
2nd St
4th St
Laurel Ave
Madrona A
101
6

BUSINESS REGISTRATION APPLICATION
CITY OF TILLAMOOK
210 LAUREL AVENUE
TILLAMOOK, OR 97141
503-374-1814
Fax 503-842-3445
mtucker@tillamookor.gov

NOTICE: Acceptance of business registration application does not certify that applicant has complied with all City Code provisions.

All information must be completed before application will be accepted
Please review, make any additions or corrections, sign and return to City Hall with payment

Please print or type information.

Business Name:_____**Business Phone**:_____

Email Address_____**Fax**_____

Business Street Address:_____

Business Mailing Address: _____

Business Owners Name: _____**Phone**:_____

Additional Business Owners Name:_____**Phone**:_____

Type of business to be conducted: _____

Fees: $25.00 Surcharge in addition to registration fees per Resolution No. 1663
Base fee per Resolution No. 1661 (up to 11 employees) $ 75.00 + $25.00 = $100.00*
12 – 30 employees $150.00 +$25.00 = $175.00*
31 + employees $300.00 + $25.00 = $325.00*
***Two part-time employees (20 hrs.) are considered one full-time employee for licensing costs.**
Temporary (Up to three months) One-third of the annual fee + prorated surcharge ($6.25)

Business registrations follow the City's fiscal year and run from July 1 thru June 30 of the following calendar year. Registration and surcharge fees are prorated quarterly for new businesses.

Number of On-site Employees-Full Time:_____**Part Time**:_____

(*Owner(s) counts as one employee*)

_____ _____ _____
Date Submitted **Print Applicant's Name** **Applicant's Signature**

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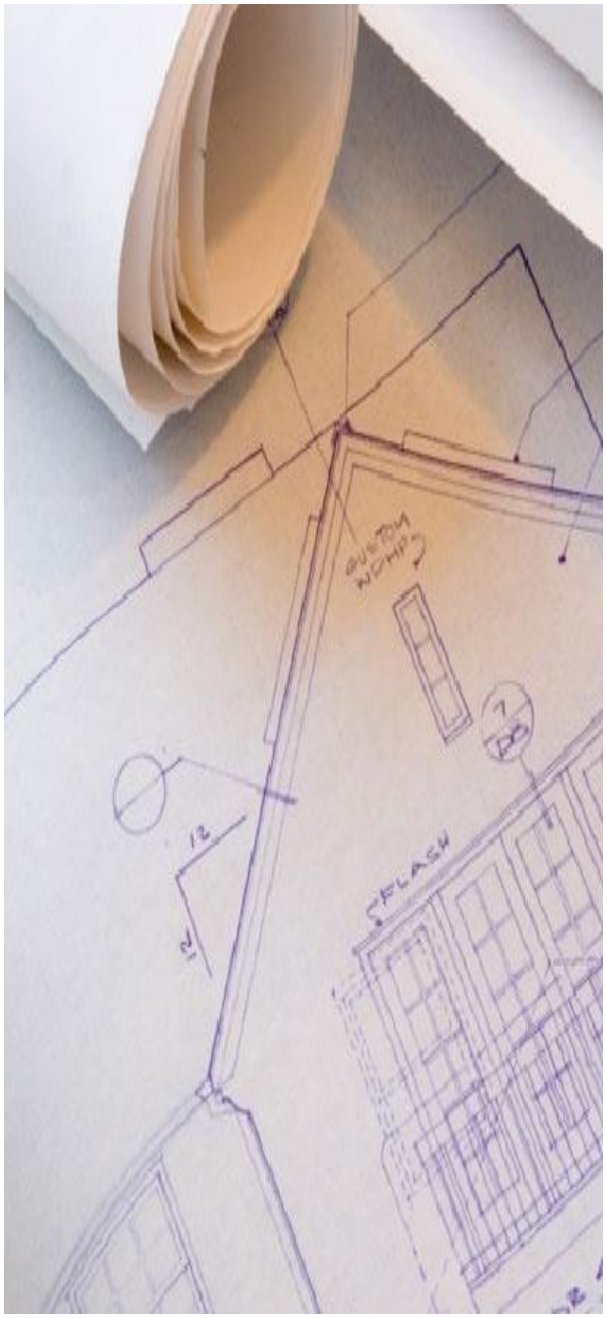
OFFICE USE ONLY

Receipt No. _____ Date Paid _____ Application No. _____

REV 5/25/16 Date Certificate Mailed _____

THE ZONING CLEARANCE PERMIT PROCESS



Zoning Clearance Permits are necessary for the planning and zoning review by the City. Construction inside and outside the City Limits and within the Urban Growth Boundary requires a City Zoning Clearance Permit that the City signs for required approval.

The following **require a Zoning Clearance Permit**:

- **New Residential, Commercial, or Industrial Structure**
- **Accessory Structures greater than 200 sq ft,**
- **Most repairs or alterations to a house or business building**
- **Electrical and Plumbing, even though not "structural" sometimes**
- **Commercial roofing/reroofing**
- **Dry rot repairs to structural members**
- **Some reuses of commercial buildings**
- **Address Issuance**
- **Special Use Permit**
- **Temporary Use Permit**
- **Wetlands/Riparian Area Use Permit**
- **Home Occupation**

The following **do not require a Zoning Clearance Permit**:

- **Ordinary repairs that are not structural**
- **Window replacement, as long as the framing isn't being enlarged**
- **Siding**
- **Retrofitting insulation**
- **Residential roofing, unless the roofing is being stripped down to the sheathing**
- **Accessory buildings to residential uses less than 200 square**

The Process

The Zoning Clearance Permit Application Process begins at the City Hall. Electrical, Plumbing, and Mechanical (for a furnace) permits are different, and are available from the County Community Development Department located at 1510 Third Street. County Building Permits require an approved City Zoning Clearance Permit.

The Zoning Clearance Permit fees are as follows:

Commercial, Institutional, Apartments and Multi-family dwellings	$400.00
One and Two Family Dwellings	$300.00
Accessory Structures	$100.00
Interior Remodeling	$ 50.00
Re-roofing	$ 50.00
Demolition	$ 50.00
Address Issuance	$ 50.00
Special Use Permits	$ 200.00
Temporary Use Permit	$ 50.00
Time Extension Request	$ 100.00
Wetlands/Riparian Area Use Permit	$ 100.00

Please check with the City to verify the fees, especially if you aren't sure or your request isn't listed.

Please submit **three (3) copies to scale of the work plans** with **three (3) copies to scale of the plot plan**, showing how the improvement "fits" on the property, along with the fees and your application form.

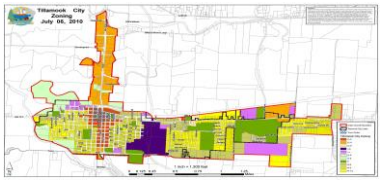
The application process is reviewed by City Planner, City Public Works director, and Fire Marshall who sign the applications after reviewing it for compliance.

Further questions? Please call the Tillamook City Planning Department at 842-3443.

LAND USE PROCESS FOR NEW BUSINESSES

If interested in establishing a new business in Tillamook, there are a few questions that will need to be answered:

- Is the business going into an existing building? Or will it require the construction of a new building? Will it require the expansion of an existing building?
- Where is the business located? Make sure the zoning district for the business location allows commercial uses.



Things to know:

- A City Business Registration application is *required* for new businesses in the City.
- A Zoning Clearance Permit *may be* required. Zoning Clearance Permits are necessary for planning and zoning review by the City.
    - **If there will be construction involved with the establishment of the new business, a *Zoning Clearance Permit* will be required.**
    - **Home Occupations require a permit. Make sure and review the *Zoning Clearance Permit Process*.**
- In Tillamook, there are standards for the placement and size of signs, which are the responsibilities of those persons erecting said signs. Make sure to review the *Sign Permit Process*.
- Public Works Permits are required for the following projects:
    - **Sidewalk, street and driveway improvements,**
    - **Sewer and water line extension projects in the City Right-of-Way,**
    - **Planting street trees in the City Right-of-Way.**

  Make sure to review the Public Works Permit Process.
- If a residential structure in a commercial zone will be remodeled for commercial reuse, *Planning Commission approval* will be required for a *Conditional Use Permit*. If a new structure is proposed, *Planning Commission approval* will be required for a *Site Plan Review*.

Please check with the City to make sure all land use requirements are met especially if you aren't sure and have some questions. The City is eager to provide assistance.

Further questions? Please call the Tillamook City Planning Department at 842-3443.

THE PUBLIC WORKS PERMIT PROCESS

Public Works Permits are necessary for the review of public works projects inside and outside the City Limits and within the Urban Growth Boundary. The following projects require a City Public Works Permit:

- **Sidewalk, street and driveway improvements,**
- **Sewer and water line extension projects in the City Right-of-Way.**
- **Planting street trees in the City Right-of-Way.**

If you are going to be doing work that does not occur in the public Right-of-Way, a Public Works Permit is probably not required.

The Process

The Public Works Permit Application process begins at the City Hall. Work in the public Right-of-Way may begin once a City Public Works Permit application is approved by the City Planner and the City Public Works Director, and any other required permits from other public agencies such as the County.

The City Public Works Permit fees are as follows:

Driveway Permit Review. **$100.00**
Sewer Line Extension Review. **$100.00**
Sidewalk Permit Review **$100.00**
Street Tree Planting Review . . . **$50.00**
Water Line Extension Review .**$100.00**

Please submit **two (2) copies to scale of the work plans** with **two (2) copies to scale of the plot plan**, showing the Public Works project location in the Right-of-Way, along with the fees and your application form.

Check with the City to verify the need for a Public Works Permit, and any applicable fees, especially if you aren't sure or your request isn't listed.

Further questions? Please call the Tillamook City Planning Department at 842-3443, or the City Public Works Department at 842-2472 ext. 3446.

THE SIGN PERMIT PROCESS

Sign Permits are necessary for the review of new signs by the City. Sign placement inside and outside the City Limits, and within the Urban Growth Boundary, requires a City Sign Permit.

In Tillamook, there are standards for the placement and size of signs, which are the responsibility of those persons erecting the signs. **These signs require sign permits**:

- **On-building Wall signs**
- **Awning signs**
- **Freestanding or ground-mounted signs**
- **Off-premise signs**
- **Temporary Sidewalk Sandwich Board Signs and other temporary signs**
- **Off-premise directional signs directing traffic to an event**

Right-of-Way Use Permit applications are also required for signs located in the street right-of-way.

There are a number of signs that *do not* require approval of a Sign Permit. **These signs do not require a permit**:

- **Residential Name Plates**
- **Incidental Sign such as emblems, decals identifying membership, brand names sold, acceptance of credit cards**
- **Portable Service Station Signs**
- **"For Rent", "For Sale", and Real Estate Signs**
- **Garage Sale signs**
- **Temporary Window Signs**
- **Political Signs**

The Process

The Sign Permit Application Process begins at the City Hall. Once a City Sign Permit application is approved by the City Planner, an electrical permit and/or Structural Building Permit is available from the County Community Development Department located at 1510 Third Street. County Building and Electrical Permits require an approved City Sign Permit.

The City Sign Permit fees are as follows:

Less than 24 sq ft in total face area **$50.00**
24 sq ft to 100 sq ft in total face area **$75.00**
Greater than 100 sq ft in total face area . . **$100.00**

Check with the City to verify the sign sizes and height requirements, and fees, especially if you aren't sure or your request isn't listed.

Please submit **three (3) copies to scale of the work plans** with , **three (3) copies to scale of the plot plan**, showing the sign location on the property, along with the fees and your application forms.

The application is reviewed by the City Planner to make sure the proposed signage meets the required size, height and setbacks as set by the Zoning Ordinance. Sign Permit identification numbers are given and fees are collected. The City Planner signs the applications after review for compliance.

Further questions? Please call the Tillamook City Planning Department at 842-3443.

Downtown Parking District

City of Tillamook
The Dairylands

In cooperation with Employers and Employees

As the Community Resource Aide for the City of Tillamook, one of my duties is to enforce our City's parking ordinances. I hope to provide you with resources that will answer your questions regarding downtown parking, as well as help to resolve any parking issues/concerns you may have.

There have been some questions regarding which parking lots and roadside spaces are available for Employee/Employer parking. The Parking District map and information sheet should clarify this issue.

I understand that our city's parking ordinances directly impact where some of you are accustomed to parking. I recognize the frustration this may cause. My job is to enforce these parking ordinances in an effort to make our parking district safe and user friendly for your customers and for visitors to our downtown area.

I hope we can work together to create a downtown parking area that is accessible and convenient.

Thank you for
your cooperation

Julie Steinbach/307
Community Resource Aide

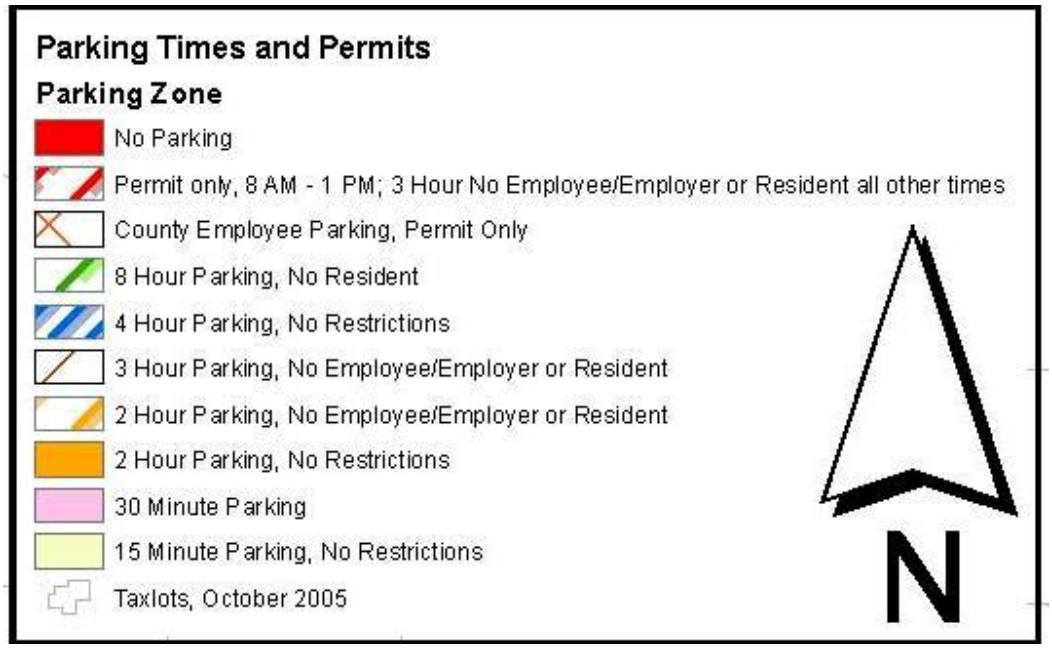
Parking ordinances are enforced
Mon-Sat 9:00am-5:00pm
Not including holidays

- Employee/Employers wishing to continue to park in the Downtown District may purchase a parking permit from the City Hall for $30/mo. *This permit will allow you to park in any space in the highlighted "permit" lot indicated on the attached map.*

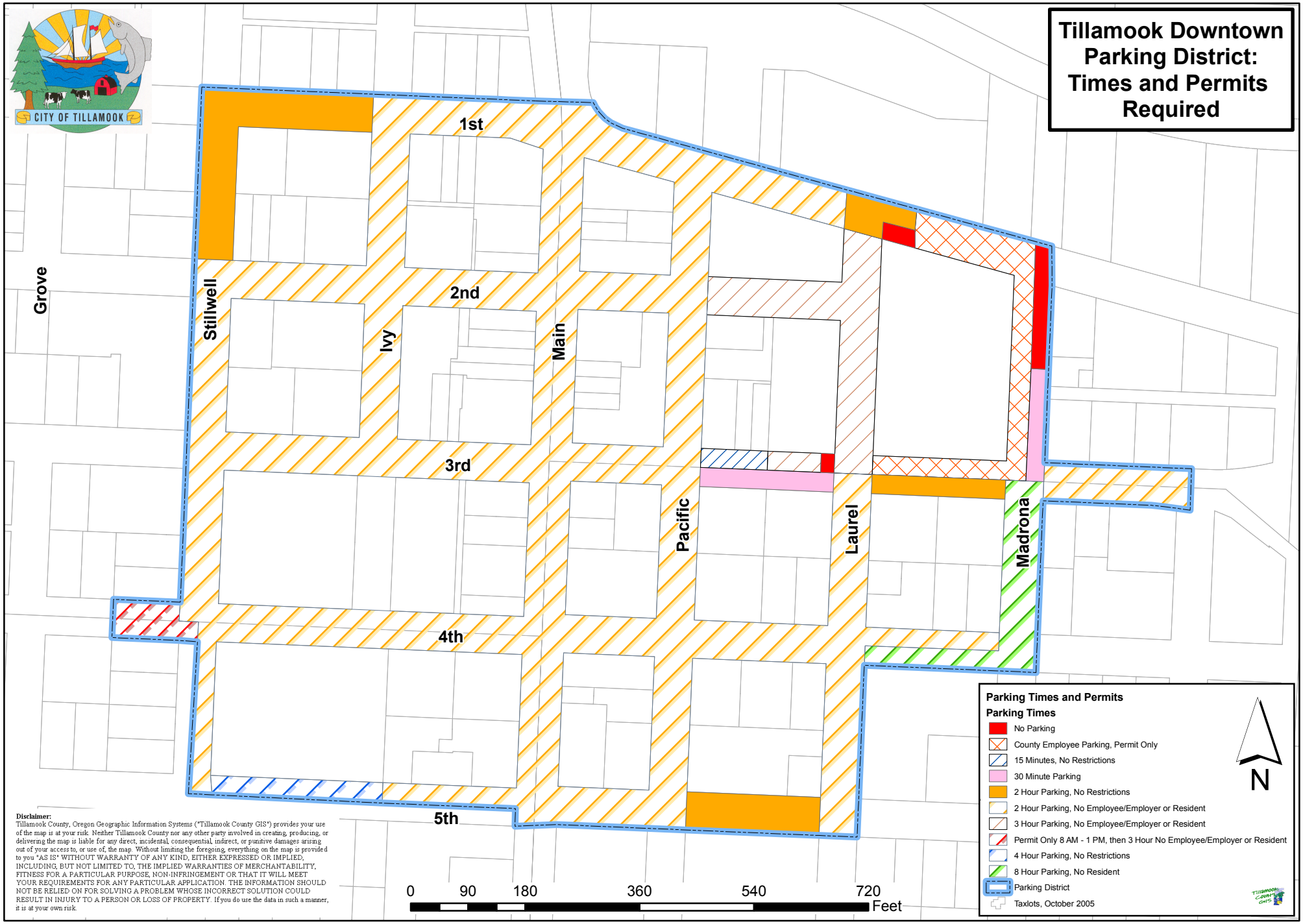
- The parking lot along 1st, between Ivy and Stillwell is our City's TURA (Tillamook Urban Renewal Agency) lot. This parking lot is intended for the customers and visitors to our downtown businesses.

- Any business in the Downtown Parking District may apply to the City for a modification of parking restrictions. Modification can be for either both sides or just one side of that block in which it is located. This will require a majority of businesses for that specific area to be in agreement. Modification can be to any of the restrictions, including time limits and who is restricted. A written request, identifying the specific area involved, which businesses are in the affected area, which businesses would like the change and what change is requested, shall be submitted to the City Manager. The City Manager will process the request, up to and including presenting it to the City Council. Please contact me at the Police Department for more information.
jsteinbach@tillamookor.gov
503-842-2522

Parking zone key



Tillamook Downtown Parking District: Times and Permits Required



Disclaimer:
Tillamook County, Oregon Geographic Information Systems ("Tillamook County GIS") provides your use of the map is at your risk. Neither Tillamook County nor any other party involved in creating, producing, or delivering the map is liable for any direct, incidental, consequential, indirect, or punitive damages arising out of your access to, or use of, the map. Without limiting the foregoing, everything on the map is provided to you "AS IS" WITHOUT WARRANTY OF ANY KIND, EITHER EXPRESSED OR IMPLIED, INCLUDING, BUT NOT LIMITED TO, THE IMPLIED WARRANTIES OF MERCHANTABILITY, FITNESS FOR A PARTICULAR PURPOSE, NON-INFRINGEMENT OR THAT IT WILL MEET YOUR REQUIREMENTS FOR ANY PARTICULAR APPLICATION. THE INFORMATION SHOULD NOT BE RELIED ON FOR SOLVING A PROBLEM WHOSE INCORRECT SOLUTION COULD RESULT IN INJURY TO A PERSON OR LOSS OF PROPERTY. If you do use the data in such a manner, it is at your own risk.

Some Quick and Easy Tips For A Great First Impression of Your Business!!

- ~ Sweep away debris and litter
- ~ Clean the sidewalk in front of your store
- ~ Install flower boxes and planters
- ~ Add a new welcome flag or sign
- ~ Refresh your window displays periodically
- ~ Decorate for the season
- ~ Dust and organize your merchandise
- ~ Ensure your lighting works properly
- ~ Make sure your sign is fresh and clean
- ~ Give your front door and trim a fresh coat of paint

Weekly Check List

CHECK THESE ITEMS DAILY

Task							
Day	S	M	T	W	T	F	S
Sidewalks							
Windows							
Façade							
Displays							
Planters							

National studies show that a prospective customer takes just four (4) seconds to decide whether or not to enter your store!

That decision is based purely on the aesthetics and cleanliness of your exterior.

Do these simple steps and potential customers will not pass you by.

City of Tillamook
Tillamook Urban Renewal Agency (TURA)
210 Laurel Avenue
Tillamook, OR 97141
(503)842-2472

Tillamook Urban Renewal Agency
&
City of Tillamook

TILLAMOOK FRONT PORCH INITIATIVE

Just like we want the front porch of our home to be welcoming and attractive, our downtown serves as the front porch of our community. This brochure offers some ideas on making your businesses and property entries more attractive to our residents, visitors and customers. National research shows, when people feel welcomed and comfortable they will spend more as customers and tenants.

www.tillamookor.gov

Look through your customers' eyes

Outside Appearance

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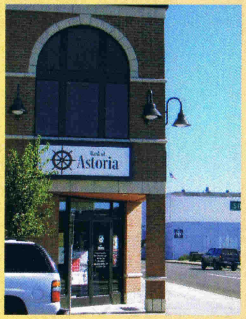


Front Door & Facade

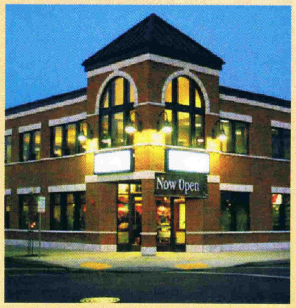
Does your front door open easily? Is it clean and well painted? Are plantings and window boxes kept up and changed seasonally? Are flags fresh and clean? Is your sign in good condition? Are your store hours posted?

Sidewalk

Is it clear and free from debris and litter? Is it easy for your customers to access your business? Do you have an attractive mini-streetscape or a sea of weeds, leaves and cigarette butts?

Windows

Can you see directly into the store from the sidewalk? Is the window glass clean? Are there unnecessary, out of date, faded or hand lettered posters or signs? Is it well lit with state of the art halogen bulbs? Lighting a window display is the least expensive advertising you can do.



Inside Appearance

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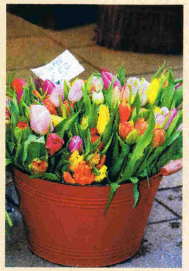
Décor

Is the carpet or floor well maintained and clean? Is the ceiling clean and free of cobwebs? Is the lighting working and focused properly? Is the paint fresh and clean? Is the store layout inviting for exploration?

Senses

Does the store smell fresh and clean? Is the music or noise at a comfortable level for your customers? Is the merchandise clean and free of dust?

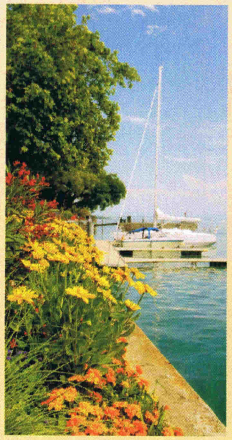


Personal

Are owners and employees well dressed and groomed? Are they helpful and informed? Can they provide insight and information about the area?

Stay Fresh With Flowers

- ~ **Nothing is more welcoming than flowers**
- ~ **Install window boxes or planters**
- ~ **Change the plantings seasonally**
- ~ **Assign a staff person to care for flowers and plants**
- ~ **Send yourself flowers at your store**
- ~ **Give customers seeds as promotional gifts**
- ~ **Flowers are a BIG impact for a small investment**



Convenience

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Store Hours

Do your store hours allow all your customers a chance to shop in your store? Are your hours consistant and predictable? Are you open nights and weekends? Successful downtown shopping districts have coordinated hours for evening shopping. With an influx of restaurant traffic, merchants find evening hours profitable.

Parking

Who uses the most convenient parking spots, your employees or your customers? Is your signage and striping current and understandable? Is your parking and entrance appropriately lit?

Why is our FRONT PORCH important?

- The commercial district is a reflection of community image.
- Downtown is a prominent employment center.
- Downtown represents a significant portion of the tax base.
- Our downtown is ideal for independent business.
- Historic communities are tourist draws.
- Commercial districts often prevent sprawl.
- A pretty and clean downtown protects property taxes.
- Downtown shopping is convenient.
- The commercial district represents a public/private investment.
- Downtown is a community gathering place.
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Recent Progress in Tillamook

Bank of Astoria Tillamook Branch

TLC Federal Credit Union

Tillamook Transit Center

Funding Mechanism

The revitalization project is projected to be completed by the year 2030-31. The total capital costs of project activities are expected to total $12,228,000 in 2006 dollars. During the plan period, assessed property values in the Urban Renewal Area are expected to increase by approximately $98.2 million.

The Urban Renewal Agency received its first tax increment funds in November of 2007. Project activities fully began in 2009. The sequencing and prioritization of individual project activities will be done by the Urban Renewal Agency, and any citizen advisory bodies that the Agency calls upon to assist in this process. The priority of projects and annual funding will be as established in the annual budget process.

Tillamook Urban Renewal Agency
210 Laurel Avenue
Tillamook, OR 97141
503-842-2472
503 842-3445 FAX
www.tillamookor.gov/abouttillamook/urbanrenewal.html

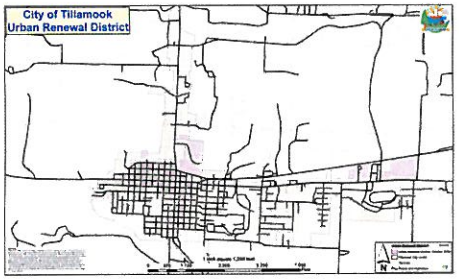
Tillamook Urban Renewal Agency

City of Tillamook

TURA History

In the year 2000, Tillamook commissioned a study effort resulting in an Oregon Downtown Development Association Resource Team Report focused on downtown Tillamook and another study in 2001 producing the Tillamook Town Center Plan. Both studies recommended design and other economic development strategies intended to bolster downtown Tillamook. While both studies provided ideas, the missing element was the financial means to implement the recommendations. Late in 2005, The City of Tillamook decided to explore use of urban renewal as a means to make needed improvements in Tillamook's downtown and central areas and attract new development into Tillamook.

This Tillamook Urban Renewal Plan was developed in a series of eight public meetings and public "open house" workshops, held between January and September 2006. The meetings were conducted by a Citizens Advisory Committee (CAC) approved by the City Council. The CAC reviewed and helped develop all aspects of the Urban Renewal Plan and Report. Meeting topics included basic information on urban renewal and tax increment financing, development of project goals and objectives, development of a list of project activities, and a thorough review of the revenues, costs and tax impacts of carrying out the project. The public involvement process included well-publicized open house workshops in April and September 2006. The April workshop was set up in roundtable fashion, to provide information on urban renewal, and to allow broad discussion and input on boundaries, goals, and activities to be funded. The September workshop was to review the draft urban renewal plan and to allow discussion of key elements of the plan and report.



www.tillamookor.gov/images/TURAMap.pdf

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.
- 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.
- 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.

Projects to Undertake

Public Improvements
Public Utilities
Streetscapes
Neighborhood Beautification
Pedestrian, Bicycle, Transit Improvements
Public Safety Improvements
Public Buildings & Facilities

Mission Statement

The mission of the Tillamook Urban Renewal Agency is to stabilize and improve property values, thus improving the quality of life for those who live, work, and visit within the area. Elimination of existing blight in commercial, industrial, and/or residential properties will aid in providing positive results.

Viewing *dock at Hoquarton InterpretiveTrail Park*

Applications for TURA funding and assistance can be downloaded from the City of Tillamook website shown in this brochure or can be picked up at City Hall. For more assistance contact City Manager at 503-842-2472 Ext. 3460 or Debbi Reeves at Ext.3463.