

## TURA PUBLIC PROJECT ASSISTANCE GUIDELINES

### **INTRODUCTION:**

The Tillamook Urban Renewal Plan assists in meeting the City's economic development objectives, not only through rehabilitation of older historic structures and redevelopment of key sites, but by improving transportation and utility facilities in the urban renewal area, assisting with the construction of needed public facilities, and creating public amenities.

Public projects must meet at least one objective of one goal of the Goals and Objectives of the agency. Two of the six goals and their related objectives listed in the plan relate to public improvements within the urban renewal district boundary.

The funding of public projects will be determined through a different application process than private projects. Public project funding is subject to TURA's annual available funds.

### **REQUIREMENTS:**

- ❖ Subject projects must fall within the Urban Renewal District boundary.
- ❖ The TURA Board of Directors shall have the sole authority to approve an application.
- ❖ Any request for TURA assistance will require a presentation to the full board at a regularly scheduled meeting prior to the submission of an application.
- ❖ Along with a full description of the project, applicants should have budget/estimates and a timeline of the project to present to the Board.

### **APPLICATION AND APPROVAL PROCESS:**

- STEP 1:** The public project applicant shall contact staff to be added to the TURA meeting agenda for a presentation to the Board.
- STEP 2:** The applicant shall prepare and submit to staff an information packet for Board review at the presentation and a Public Project Assistance application.
- STEP 3:** The applicant shall make a project presentation to the board. The Board will have the option to request, of the applicant, a full application with further information or the Board may decide to fund the project at that time. If the Board requests a full application, the Proposal & Justification Committee will review and make a recommendation to the full Board at the next regularly scheduled meeting.

## **ADDITIONAL INFORMATION:**

- ❖ Application and payment reimbursement processes and procedures may be altered by the TURA Board of Directors at its discretion.
- ❖ Information, applications, and forms are available at the TURA office located at 210 Laurel Avenue, Tillamook, Oregon or online at [www.tillamookor.gov/urban-renewal](http://www.tillamookor.gov/urban-renewal).
- ❖ Applications will be submitted to the TURA office at 210 Laurel Avenue, Tillamook.

## **PAYMENT PROCEDURES:**

- ❖ Payment requests should be submitted to staff before the last working day of the month.
- ❖ Payments will be issued, after Board approval, to the applicant on a month-by-month basis for on-going projects after Board approval.

## **COLLECTION POLICY:**

TURA liens will be enforced by a Contract, Agreement, or Intergovernmental Agreement (IGA) with default terms specified. All borrowers will sign an agency approved agreement or contract. Delinquencies and foreclosures collection procedures, will be in accordance with existing bank procedures.

## **CONTACT INFORMATION:**

Paul Wyntergreen – TURA Administrator – 503-374-1829 – [pwyntergreen@tillamookor.gov](mailto:pwyntergreen@tillamookor.gov)  
Debbi Reeves – TURA Executive Assistant – 503-374-1830 – [dreeves@tillamookor.gov](mailto:dreeves@tillamookor.gov)

## **MEETING INFORMATION:**

The TURA Board of Directors meets on the second Wednesday of each month at 5:30 PM at Tillamook City Hall, 210 Laurel Avenue, Tillamook, OR.