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

The Dairylands
Tillamook, OR

Pre-Application for TURA Assistance

Please review all program guidelines prior to completion of this form in order to select the TURA goals that your project fits. TURA potentially offers grants, loans, combinations of grants and loans, design assistance, and blade sign assistance.

Date: _____

1) Applicant:

Name: _____

Mailing Address: _____

Project Address: _____

Phone: _____Cell Phone:_____

Email address: _____

2) Property Owner (if not applicant):

Name: _____

Mailing Address: _____

Project Address:_____

Phone: _____Cell Phone: _____

Email address: _____

3) Anticipated total project costs: $_____

4) Design/Engineering assistance requested? (Yes) _____ (No) _____

5) Project Summary: On an attached page, please submit a narrative description of the proposed project.

6) TURA Objectives: Please review the **TURA Goals and Objectives** and answer the following questions:

Please note: 1) To be considered for funding, projects must meet at least one or more of TURA's objectives. 2) TURA does not expect any given project to meet all of the objectives set forth.

Does your project meet the objectives of TURA GOAL 1: "Promote private development to increase the City's economic base"? If so, how? _____
Does your project meet the objectives of TURA GOAL 2: "Improve and retain existing profitable business"? If so, how? _____
Does your project meet the objectives of TURA GOAL 3: "Provide efficient safe, and effective streets, streetscapes, and open spaces" ? If so, how? _____

Does your project meet the objectives of TURA GOAL 4: "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"? If so, how? _____
Does your project meet the objectives of TURA GOAL 5: "Upgrade and Repair Buildings within the existing renewal area"? If so, how? _____
Does your project meet the objectives of TURA GOAL 6: "Provide for new housing units that collectively reflect a diversity of housing types, occupancy (rental and owner occupied) and income levels in the city"? If so, how? _____

7) Application Information and Process:

Funding approval will come from the Board of Directors only after submission of a fully completed application. Funding is issued on a reimbursement basis, to the applicant. Any project renovations begun before formal approval by the Board will not be considered as part of the project.

8) Other Certification by Applicant:

The applicant certifies that all information in this pre-application and all information furnished in support of this pre-application is true and complete to the best of the applicant's knowledge. If the applicant is not the owner of the project property, or if the applicable business is a partnership or corporation rather than an individual, the applicant certifies that he/she has the authority to sign and enter into an agreement to perform the renovation work on the property.

_____ _____

Applicant Signature Date

_____ _____

Property Owner Signature Date

Thank you for submitting this pre-application. This allows TURA to understand the scope of your proposed project and determine the extent of funding that might be available. **A Pre-Application Meeting with the TURA Proposal & Justification Committee and staff will be scheduled as soon as possible.** The intention of the Pre-Application process is to allow TURA to give feedback on whether the project meets the goals and objectives of TURA prior to going through the information gathering required for the actual application. For additional information or questions, please call 503-374-1830.

Return Completed Application to: Tillamook Urban Renewal Agency
210 Laurel Avenue
Tillamook, OR 97141

FOR OFFICE USE ONLY			
Grant Amount Request	$	Applicant Contribution	$
Loan Amount Request	$	Estimated Start Date	
Combination Request	$	Estimated End Date	
In-Kind Contribution	$		
Notes:			

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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 Assistance 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

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TILLAMOOK URBAN RENEWAL AGENCY
PRIVATE PROJECT ASSISTANCE GUIDELINES

INTRODUCTION:

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

The Tillamook Urban Renewal Agency (TURA or Agency) offers funding assistance to commercial property owners, residential property owners, and tenants, with property owner approval, including non-profit organizations, within the District boundaries. Funding assistance can be a grant, a loan, or a combination of both for the purpose of renovating and improving the property.

Private projects must meet at least one objective of one goal of the Goals and Objectives of the agency.

Goals One and Two of the Agency plan pertain to the creation of new jobs, the increase of employment, the sustainability of existing jobs, and an increase of the City's economic base. Private projects that provide an increase to the economic base may be viewed with a more favorable decision from the Board.

Work connected to any project that was begun or completed prior to submission of an application is not available for funding. All loan and grant funding is subject to TURA's available annual funds.

All approved funding is paid to the applicant on a reimbursement basis and is reported as Miscellaneous Income on IRS 1099-MISC form. Applicants are required to provide an IRS W-9 form. Applicants are encouraged to contact tax professionals for a full explanation of potential tax consequences.

PROGRAM REQUIREMENTS (please read carefully):

1. In order to provide the Board with a complete understanding of project feasibility, TURA requires that any private project, which needs to secure Planning approval(s), obtain such prior to submission of any full application for TURA funding. The City Planner will determine if the project requires such approval.

2. TURA funds are awarded by application only, except at the discretion of the Board.

3. Staff will meet with private project applicants to determine if the proposed project meets at least one objective of one goal of the Urban Renewal Plan Goals as stated in Section 400 of the Tillamook Urban Renewal Plan, Amended June 8, 2012. The applicant will be asked if design or engineering assistance is required and be given an application if such assistance is desired. The applicant will then be given a full application with projected application deadline dates and be invited to attend a board meeting to answer questions of the Board. Attendance at board meetings is not mandatory, but may result in a more favorable decision from the Board.

4. Subject properties must fall within the Urban Renewal District boundary.

5. The TURA Board of Directors shall have the sole authority to approve project funding.

6. Applicants of approved projects will be required to sign a contract(s) with TURA and liens may be placed on the property as follows. Other conditions may be imposed by the Board of Directors:

Loan/Grant/Combo	Total Funding -$0 to $10,000	Personal Guaranty or Other Security
Loan/Grant/Combo	Total Funding - $10,001 to $25,000	Five year lien on the property secured by Trust Deed for the full amount of funding
Loan/Grant/Combo	Total Funding - $25,001 and Up	A 10-year lien on the property secured by Trust Deed for the full amount of funding

All application documentation recording, reconvenyance, and/or legal costs incurred, will be paid for or reimbursed to the Agency by the Applicant.

7. Building tenants will need to provide collateral to secure a loan. Applicants must demonstrate the ability to repay any loan portion in a timely manner.

8. All Applicants must be current with all City and/or county taxes, licenses, and fees, must obtain all required city permits and provide a copy to the Agency upon request.

9. All tenant applicants will need to provide written approval from the property owner prior to applying for project funding.

10. Those projects including exterior facades shall conform to the design standards of the Tillamook City Comprehensive Plan.

11. Exterior paint colors for all projects in the District shall use the TURA adopted color palette.

12. Projects must be completed within twelve (12) months of the date of the approved contract by the Board of Directors unless extensions have been requested in writing and approved by TURA.

ELIGIBLE ACTIVITIES:

The following non-exhaustive list of eligible building renovations includes, but is not limited to:

1. Placement, replacement, or renovation of signage. Commercial applicants are encouraged to include the addition of or upgrades to blade signs within the Town Center and the District. All signs shall conform to the Tillamook City Comprehensive Plan. Signs should enhance the exterior condition of the business and restore or improve the historic character of buildings within the district;
2. Rehabilitation of building facades;
3. Restoration of historic building features including but not limited to cornices, doors, windows, decorative detail;
4. Renovations to exterior siding;
5. Renovations to exterior masonry repair;
6. Renovations to exterior painting consistent with the TURA color palette;
7. Placement, replacement, or renovations to canopies and awnings appropriate for façade improvement and architecture;
8. Repair to gutters and downspouts;
9. Repairs to sidewalks;
10. Installation of window display lighting;
11. Placement, replacement, or renovations to exterior lighting;
12. Placement, replacement, or renovations to landscaping features (e.g. window boxes or planters);
13. Placement, replacement, or renovations of bicycle racks;
14. Placement, replacement, or renovations of benches;
15. Removal of barriers that limit building access for people with disabilities;
16. At the Agency's discretion, funds may also be used for structural upgrades, code compliance, and minor additions.

INELEGIBLE ACTIVITIES:

Ineligible projects and activities include, but are not limited to:

1. Investment of working capital,
2. Refinance of existing debt,
3. Purchase or replacement of security systems,
4. Purchase or replacement of personal property,
5. Purchase or replacement of furnishings,
6. Purchase of inventory,
7. Purchase or replacement of billboards,
8. Removal of historically significant features,
9. Any project that does not increase the assessed value of the property or revitalize the District.

APPLICATION REQUIREMENTS AND APPROVAL PROCESS:

STEP 1: TURA Pre-Application form shall be submitted.

STEP 2: TURA encourages all potential applicants to thoroughly review the eligibility of their proposed project prior to submittal of any application. Projects should improve private assets of the District by revitalizing distinctiveness and integrity of the structure or property. Staff will meet with private project applicants to determine if the proposed project meets at least one objective of one goal of

the Urban Renewal Plan Goals as stated in Section 400 of the Tillamook Urban Renewal Plan, Amended June 8, 2012. The applicant will be asked if design or engineering assistance is required and be given an application if such assistance is desired. They will then be given a full application with projected application deadline dates and be invited to attend a board meeting to answer questions of the Board. Attendance at board meetings is not mandatory but could result in a more favorable decision from the Board.

STEP 3: A full application shall be submitted to the P&J Committee. Applications will be accepted and reviewed year round. At a minimum, completed applications will include the pre-application form, the application form, evidence of property and/or business ownership, a plot plan, preliminary design drawings, a preliminary budget of project costs, and contractor estimates.

The applicant will provide a breakdown of materials & labor cost estimates from licensed contractors, as shown below:

TOTAL Project Costs Estimated under $20,000	1 estimate
TOTAL Project Costs Estimated over $20,000	2 estimates
****NOTE: If the required number of estimates cannot be provided, please explain in a letter to the TURA Board why estimates could not be obtained.**	

Contractor bids may not be dated more than 6 months prior to the application date.

STEP 4: Full applications are reviewed by the P&J Committee, which will determine if an application is substantially complete and could meet eligibility requirements. Upon request, the P&J Committee may request additional information, which may include, but is not limited to, an interview, site inspection, preliminary title report, credit report, appraisal/evaluation report, and city or county permits.

STEP 5: A recommendation by the P&J Committee will be submitted to the TURA Board of Directors for a final determination.

STEP 6: An applicant obtaining a loan, a grant, or a combination of both will be required to sign a contract(s) with TURA and a lien may be placed on the property in accordance with page 2 of these guidelines.

DESIGN OR ENGINEERING ASSISTANCE:

At the request and recommendation of the P&J Committee, TURA may offer design or engineering assistance for potential projects that need a professional design plan or structural engineering. At the recommendation of the P & J Committee, to the full Board, Design or Engineering assistance will be reimbursed to the applicant.

ADDITIONAL INFORMATION:

1. Loans will be due and payable upon the sale or refinance of the property or business, if so stated in the contract terms.

2. Application and payment reimbursement processes and procedures may be altered by the TURA Board of Directors at its discretion.

3. 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

4. The TURA Board of Directors approves, modifies, or rejects the application. If not approved, the TURA Board will provide a written record of reason(s) for rejection. The Board may also include recommendations for steps that may be taken to receive approval.

5. Other conditions of approval may be applied by the Board of Directors, attached and included in the final contract.

6. Construction must begin within six (6) months and completed within twelve (12) months of TURA contract signing. Applicants must request an extension, in writing, if the project cannot be started or completed within this timeframe. The written request must include the reason for the extension.

7. Loan payments begin after the first draw request, with payments based on the entire loan amount, unless otherwise agreed upon by TURA and borrower.

PROJECT CONSTRUCTION &PAYMENT REIMBURSEMENT PROCEDURES:

1. Construction may begin only after all contract documents have been signed by the applicant and TURA. Any work done prior to contract approval will not be eligible for reimbursement.

2. Projects that do not comply with submitted plans will not qualify for payment and the Agency has the authority to issue a stop order and the applicant will be required to meet with the TURA Contract Committee or Board.

3. **Any changes to approved projects must be submitted for Board consideration and approval.**

4. Projects will be monitored by the TURA Contract Committee and reported to the full TURA board.

5. All TURA assistance funds are issued as reimbursement payments to the applicant. Reimbursement payments to the applicant are disbursed on a monthly basis, as work is completed, similar to a bank construction loan. All reimbursement requests must be approved by the Board. Reimbursement requests should be submitted to staff before the last working day of the month. All proof of payment will be reviewed by staff and referred to the Contract Committee for site inspection. Proof of payment for work completed shall be submitted by one or more or the following:
    - canceled check copies (front and back),
    - paid receipts,
    - credit card statements,
    - bank statements,
    - or another form of acceptable written proof.

COLLECTION POLICY:

TURA liens will be a Deed of Trust or other form of approved lien documentation with default terms specified on the note. All borrowers will sign an agency approved agreement or contract. All loans will become due and payable in full, upon sale of or transfer of lease of the property and will be outlined in the contract agreement. Delinquencies, collection procedures, and foreclosures will be in accordance with existing laws.

CONTACT INFORMATION:

Paul Wyntergreen – TURA Administrator – 503-374-1829 – pwyntergreen@tillamookor.gov
Debbi Reeves – TURA Executive Assistant – 503-374-1830 – dreeves@tillamookor.gov

MEETING TIMES:

The TURA Board of Directors meets on the second Wednesday of each month at 5:30 p.m. at Tillamook City Hall, 210 Laurel Avenue, Tillamook OR 97141.