Tillamook Urban Renewal Agency
Façade Grant Program

Façade Grant 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.
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.
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.
3. If approved, City staff will contact the applicant and construction may begin after the Grant Approval Agreement 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 Façade Grant Approval Agreement.
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 Grant Program

Application

Date Application Submitted _____

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

I have reviewed the following document(s), as it pertains to my application:

☐ Tillamook City Zoning Ordinance 979

☐ Tillamook Town Center Plan

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);

☐ Drawings or sketches showing the proposed improvements on the building and placement of other features around the building, if applicable; Exact samples of paint, colors and materials (please attach);

☐ A cost estimate from a contractor (if used), including contact information for the contractor (please attach);

☐ Written consent from the property owner, if owner is different from applicant.

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. 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 _____

Written Summary of Proposed Work:

Please be specific, providing as many details regarding materials as possible. Also explain how the proposed project will enhance the integrity of the TURA District. In addition, please provide; purpose for the project, intended use of the building, current use of the building and estimated age of the building.

**Attach additional sheets if necessary.

Tillamook Urban Renewal Agency

Façade Grant and Grant-Loan 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 Grant or Grant-Loan Program. 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
210 Laurel Avenue
Tillamook, OR 97141
503-842-2472