

GARIBALDI URBAN RENEWAL AGENCY

DOWNTOWN REVITALIZATION AND REDEVELOPMENT INCENTIVE PROGRAM

I. Purpose

The purpose of this policy is to provide financial assistance to local business and property owners within the GURA district in improving and renovating existing buildings. This program is intended to offer incentive to make structural improvements that result in increased tax value and aesthetic improvements. These improvements could accomplish any of the following: improving/resolving accessibility issues, streetscape improvement, exterior repair or renovation, and certain forms of interior renovation.

II. Program Compliance with GURA Goals

This subsidy program generally complies with the enumerated goals in the Garibaldi Urban Renewal Plan (GURP). Specifically this program meets the following goals:

1. OVERALL ECONOMIC DEVELOPMENT
 - Promote economic development
 - Promote private development
 - Assist public and private development as incentive to further growth and development
2. IMPROVE VISUAL APPEARANCE
 - Do streetscape and beautification projects
 - Make loans and grants to commercial and residential properties

These goals are accomplished by subsidizing renovation costs to private property owners within the GURA district. This program will lower the overall cost of superficial improvements to commercial, industrial and mixed use property, thereby creating incentive for the elimination of blight. It is the intention of the GURA to administer this program to facilitate beneficial development within the GURA district.

III. General Criteria

1. Subject property(ies)/ project(s) must lie within the Garibaldi Urban Renewal Agency (GURA) district;
2. Current or prospective owner(s) or developers representing owner(s) with consent must be financially able to undertake a building restoration project;
3. Preference will be given to projects that have the end result of viable for-profit business occupancies upon completion of building restoration;
4. A third party developer may represent the property with owner's consent;
5. Any past-due fines, taxes, fees or outstanding violations of local ordinances must be addressed prior to any financial participation from the GURA;
6. Project applicant must enter into an agreement with the GURA to complete the project as described in the application;

7. Any funds disbursed by the GURA will be considered a reimbursement based on qualifying expenses submitted by the applicant unless other arrangements are made at the time of agreement;
8. Preference will be given to projects that can verify the creation of long-term, or retention of existing, jobs within the community;
9. Preference will be given to projects whose new property tax payments to the GURA will be equal to or greater than the original grant award in five years or less;

IV. Allowed Uses of Funds

1. Professional design and engineering services, provided the project is completed within the terms of the agreement;
2. Project must comply with all relevant local, state and federal laws and codes
3. Exterior façade renovations, to include:
 - a. Windows;
 - b. Doors;
 - c. Storefronts;
 - d. Awnings;
 - e. Alley-facing entrances;
 - f. Painting and cleaning;
 - g. Masonry repair, restoration or cleaning;
 - h. Appropriately repairing, restoring or replacing of cornices, entrances, doors, windows, decorative details and awnings;
 - i. Sign removal, repair or replacement;
 - j. Building identification;
 - k. Critical maintenance, structural or code compliance;
 - l. Restoration projects, including removal of slip sheathing or other treatments;
 - m. Roofs & roof repair;
4. Accessibility issues, to include elevators and associated equipment;
5. Streetscape improvement projects;
6. Work required for Building Code compliance;
7. Other interior work to be approved on a case-by-case basis.

V. Prohibited Uses of Funds

1. Refinancing existing debt;
2. Marketing property for re-sale;
3. Conversion of ground-floor uses from retail, entertainment or food & beverage to other uses less likely to facilitate tourism-oriented service;
4. Payment of taxes, fines or fees current or delinquent;

5. Payroll of employees related to the developer or associated businesses, unless involved in the construction phase of the project;
6. Inappropriate cleaning or other restoration activities;
7. Inappropriate or non-approved design or materials;
8. Interiors (unless directly related to an approved exterior project or part of a needed and approved structural or accessibility improvement project);
9. Professional design and engineering services except as part of an approved project;
10. Working capital;
11. Financing of inventory;

VI. Applicant Criteria

1. Proposals may come from tenants, owners of buildings or third party developers; if other than the owners, an authorization letter from owner(s) must accompany proposal/application;
2. Approved renovation projects should be ready to begin within twelve (12) months of application and be completed within eighteen (18) months of application;
3. Applicants must be willing to enter into an agreement with the City and work with City, County and State officials on their project;
4. Applicants for projects located in the Port of Garibaldi must:
 - a. Receive approval from the Port of Garibaldi Commission prior to any grant award and/or disbursement of funds;
 - b. Provide a copy of their lease agreement indicating that they will be occupying the project location for not less than five years after the completion of the project;
 - c. Demonstrate compliance with lease terms and Port of Garibaldi tenant policy;
5. Applicant cannot have any outstanding or unresolved fine, fee, lawsuit or infraction with the City of Garibaldi.

VII. Funding Information

1. Projects should be a minimum of \$10,000, total cost;
2. GURA will fund up to one-half (1/2) of the total project cost, and up to \$25,000 in matching funds per project;
3. Private building owner(s)/tenant(s)/ developer(s) must contribute at least 1/2 of actual total project cost; contribution may come from commercial or other lenders on applicant's behalf;
4. Funding is contingent upon budget approval and subsequent availability of funds;
5. Local funds may at times be augmented by outside sources, such as State of Oregon grants;
6. Funds will be disbursed on a reimbursement basis ONLY; accurate and timely receipts are required to receive funds from the GURA;

7. Normally, funds will be disbursed on completion of the project; however, the applicant may request progress payments be authorized as part of the agreement between the City and the applicant;
8. City will make every effort to provide timely disbursements upon receipt of complete applications and proof of appropriate expenses;
9. For projects eligible for progress payments, minimum disbursement request shall be \$500.00, and no more than two requests may be submitted in any one (1) calendar month;
10. Disbursement requests older than twelve (12) months may not be considered;
11. The Agency will have the ability to make loans in addition to, or in place of, grants at its discretion;

VIII. Application and Approval Procedure

1. Application will be accepted twice per year. The City Manager will notice the availability of the program and set an application period that includes not less than 90 days notice. method and extent of noticing will be at the discretion of the City Manager;
2. Application must be on a form provided by the City of Garibaldi and must include all necessary and required supporting documentation so as to fully satisfy all of the above-stated criteria. Project applications may be submitted either as digital entries (Adobe Acrobat, Microsoft Word, Microsoft Excel, Microsoft PowerPoint or JPEG image files are acceptable formats) that are emailed or hand-delivered as a CD, or as hard copies hand-delivered or mailed to City Hall. Faxed copies will not be accepted;
3. Upon closing of the application period, applicants will be notified within ninety (90) days of project approval or denial;
4. Any and all of the following bodies, including and not limited to their employees, elected and appointed officials, may be involved in the review phase of a project at the discretion of the City of Garibaldi Manager:
 - a. Garibaldi Urban Renewal Agency;
 - b. City of Garibaldi;
 - c. Port of Garibaldi;
 - d. Tillamook County;
 - e. State of Oregon;
 - f. Tillamook County Economic Development Council;
 - g. Tillamook County Transportation District;
 - h. Tillamook Area Chamber of Commerce;
5. All applications will be presented to the GURA board at a regular meeting with recommendations for awards made by the City Manager, and based on the results of the review phase;
6. Applications may be modified or approved with conditions by the GURA board at the recommendation of the City Manager, and based on the review phase of the application process;

7. Grants may be substituted with loans at the discretion of the GURA board. Terms for loans will be determined by the City Manager and will be consistent with providing an economic advantage over commercially available loans. Any substitution of a grant with a loan must be accepted by the applicant, and applicant rejection of a loan shall not affect the applicant's eligibility for future grant application;
8. City staff will provide technical assistance and resources to applicants to help ensure successful applications to the extent possible.

IX. Submittal Requirements

1. All submissions must be accompanied with the following information:
 - a. Building owner name & contact information;
 - b. Project applicant name (if different from above) & contact information;
 - c. Letter of authorization from building owner, if owner is not applicant;
 - d. Building address;
 - e. Building historic name, if known;
 - f. Current photograph of the building & historic photos, if available;
 - g. Funding amount requested;
 - h. Detailed project budget, including sources of matching funds;
 - i. Detailed text and/or visual description of project;
 - j. Current building use, including tenant names and contact information;
 - k. Project timeline;
2. The submitted application and proposal for the project, once accepted as the final concept, shall become and wholly remain the property of the GURA and the City of Garibaldi. The GURA and the City of Garibaldi will retain the reproduction rights to use images of the artwork to prepare and distribute marketing materials, web site materials or for any other use in promotional materials.

###

GURA DOWNTOWN REVITALIZATION AND REDEVELOPMENT INCENTIVE PROGRAM

Applicant: _____	Property Owner: _____
Mailing Address: _____	Mailing Address: _____
City: _____ State: _____ Zip: _____	City: _____ State: _____ Zip: _____
Home Phone: _____ Cell Phone: _____	Home Phone: _____ Work Phone: _____
Work Phone: _____ Other Phone: _____	Physical Address of Project: _____
E-Mail: _____	Map: _____ Tax Lot: _____
<u>Signature</u> of Property Owner: _____	Lot Number: _____ Block: _____ Addition: _____
<u>Signature</u> of Applicant: _____	Date of Application: _____

This application packet includes a complete set of program guidelines. It is recommended that all applicants familiarize themselves with these guidelines before preparing and submitting a grant application. Complete application must be submitted by one of the following:

By US Postal Service: Garibaldi City Hall, P.O. Box 708, Garibaldi, OR 97118;
 by email: city@ci.garibaldi.or.us; or physically delivered to 107 6th Street, Garibaldi, OR

Completed applications must include the following items unless otherwise noted below:

- Proof of legal ownership of property (deed, bank mortgage records, etc...) – *no page limit; page size must be no larger than 11" X 17"*
- Written consent of application by legal property owner if different than the applicant (must be notarized) – *no page limit; page size must be no larger than 8½" X 11"*
- A detailed plot plan of the property (as would be required for a land use permit in the City of Garibaldi) – *1 page only; page size must be no larger than 11" X 17"*
- Cross section of proposed improvements – *optional; 1 page only; page size must be no larger than 11" X 17"*
- Photos of the site and building: must include one or more photos of the current site and building; historic photos of the building if available; annotated photos showing the intended results of project (if appropriate) – *no limit on number of photos; page size must be no larger than 8½" X 11"*
- A description (narrative) of the project and an explanation of why this work is needed. This narrative should address the following points: what the goal of the project is; how this project will increase either the assessed or real market value of the property; how this project will facilitate job growth; how this project improves the local economy; and how this project improves aesthetic conditions within the GURA district – *3 pages maximum; page size must be no larger than 8½" X 11"*
- A project time line that describes when the work could begin, bench marks for the project, and the expected completion of the project. – *1 page only; page size must be no larger than 8½" X 11"*
- A project budget that itemizes cosmetic, structural, weatherization, and ADA compliancy components; cites sources of proposed costs (contractor quotes, engineering estimates, etc...); describes applicant funding sources (bank loan, cash on hand, etc...); and states the funding amount requested of GURA by the applicant (this cannot be more than 50% of the total project cost as estimated) – *2 pages maximum; page size must be no larger than 8½" X 11"*
- Letters of support from individuals or organizations. Do not solicit letters of support individuals involved in the grant award selection process – *no more than 3 letters; one page limit per letter; page size must be no larger than 8½" X 11"*