

DEPOE BAY URBAN RENEWAL AGENCY (URA)
PRESERVATION, REHABILITATION, DEVELOPMENT AND REDEVELOPMENT INCENTIVE PROGRAM

- A. PURPOSE: The purpose of this program is to set forth policy that will help improve the condition and appearance of buildings in the project area and encourage infill and reuse in the Urban Renewal Area, and to develop or redevelop land or buildings within the Urban Renewal Area, with the primary goal of improving exterior and interior conditions of public and private buildings or properties within the Urban Renewal Area.
- B. GEOGRAPHIC SCOPE: Within the boundary of the Depoe Bay Urban Renewal District.
- C. GENERAL CRITERIA:
1. Subject property/project must lie within the District's Geographic Scope.
 2. Current property owner(s) must be willing and able to undertake a building/property preservation, rehabilitation, development or redevelopment project.
 3. All projects submitted for URA funding consideration must conform to one or more projects or goals stated in the Depoe Bay Urban Renewal Plan of 2008, as amended.
 4. When considerations for project funding are being made, the following criteria will serve as guidelines to help evaluate applications:
 - a) End result of project will be a viable for-profit business occupancy upon project completion.
 - b) Project demonstrates the mitigation, reduction or removal of blight.
 - c) Higher ratio of private investment to public funding.
 - d) Project fully utilizes, or maximizes, the total square footage of the building.
 5. A third party developer may represent the property with written owner's consent.
 6. The project shall be in accordance with the regulations prescribed in the City's Comprehensive Plan, Zoning Ordinance, Sign Ordinance, Subdivision Ordinance, City Charter or any other applicable local, county, state or federal laws regulating the use of property in the Urban Renewal Area.
 7. Any past due fines, taxes, fees or outstanding violations of local ordinances or permits must be addressed prior to any financial participation from the URA.
 8. The Renewal Agency shall require the redeveloper to execute a development agreement acceptable to the Renewal Agency as a condition of any form of assistance by the Renewal Agency. The redeveloper shall accept all conditions and agreements as may be required by the Renewal Agency.
 9. The Renewal Agency may require the redeveloper to submit plans and specifications for the property as a condition of Renewal Agency assistance. The redeveloper shall submit all plans and specifications for construction of improvements on the land to the Renewal Agency or its designated agent, for review and approval prior to distribution of these plans to any additional zoning, planning, or design review bodies required by the City.
 10. The redeveloper shall commence and complete the development of such property for the use provided in this Plan within a reasonable period of time as determined by the Agency.
 11. The redeveloper shall not effect any instrument whereby the sale, lease, or occupancy of the real property, or any part thereof, is restricted upon the basis of age, race, color, religion, sex, marital status, or national origin.
 12. Any funds disbursed by the URA shall be considered a reimbursement based upon qualifying project expenditures submitted by the redeveloper.
 13. The applicant must be able to meet the required match.

D. 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. Building exterior façade renovations, including but not limited to:
 - a. Windows and doors
 - b. Storefronts
 - c. Awnings
 - d. Painting and cleaning
 - e. Masonry repair, restoration or cleaning
 - f. Appropriately repairing, restoring or replacing cornices, entrances, doors, windows, decorative details and awnings
 - g. Sign removal, repair or replacement
 - h. Critical maintenance, structural or code compliance
 - i. Restoration Projects, including roofs and roof repair
4. Accessibility issues
5. Streetscape improvements projects
6. Site related infrastructure
7. Work required for Building Code compliance
8. New site development, new construction
9. Mitigation, reduction or removal of blight
10. Building interior work, to be approved on a case-by-case basis:
 - a. Permanent improvements that have a life span greater than five years, that are not considered basic or minor improvements, and cannot be easily removed from the structure.
 - b. Mechanical, electrical, plumbing systems upgrades or repairs.

E. PROHIBITED USES OF FUNDS:

1. Refinancing existing debt
2. Marketing property for re-sale
3. Payment of taxes, fines or fees, current or delinquent
4. Payroll of employees related to the redeveloper or associated businesses
5. Cleaning unless it is required as part of an otherwise allowable use of funds
6. Inappropriate restoration activities
7. Inappropriate or non-approved design or materials
8. Interior improvements (unless directly related to an approved exterior project or part of a needed and approved structural or accessibility improvement project) including but not limited to:
 - a. Carpeting, floor coverings
 - b. Painting, wallpaper, window coverings, etc.
 - c. Removable fixtures, furnishings, etc.
9. Professional design and engineering services except as part of an approved project
10. Working capital
11. Financing of inventory

F. APPLICANT CRITERIA:

1. Funding request applications may be submitted to the URA by current property owner(s), or third party developers with an authorization letter from the owner(s) accompanying the application.
2. Approved projects should be ready to begin within six (6) months of approval and shall be completed within eighteen (18) months of approval.
3. Applicant must enter into written agreement with the URA and work with the City/URA on the project.
4. Applicant cannot have any outstanding or unresolved fine, fee, permit, lawsuit or infraction with the City of Depoe Bay.
5. Any agreement or application extensions may only be granted by the URA.
6. Any deviations from the initial submittals must be approved by the URA.
7. Projects may commence prior to funding award, at the Applicant's risk. Applicant acknowledges that submission of the funding application does not bind the URA in any way.

G. FUNDING INFORMATION:

1. Project total cost should be a minimum of \$10,000:
 - a. URA may fund up to 50% of total project cost, in no instance will URA funding exceed \$50,000
 - b. Redeveloper must contribute at least 50% of total project cost
2. Funding is contingent upon budget approval and subsequent availability of funds.
3. Funds will be disbursed on a reimbursement basis ONLY; accurate and timely receipts are required to receive funds from the URA. URA will make every effort to provide timely disbursements upon receipt of written proof of appropriate expenditures. Normally, funds will be disbursed upon completion of the project, however, Redeveloper may request one progress payment prior to completion. A progress payment request shall be accompanied with receipts to support to requested amount.
4. Real property related to the project may not be transferred or sold within five (5) years from the date of the first disbursement of funds. In the event of a sale or transfer, the URA funding contribution will be considered a loan and the full amount of any and all URA funds disbursed shall become due and payable to the URA immediately upon said sale or transfer. Liens for amounts up to the full grant amount may be placed on properties receiving URA funds.

H. APPLICATION and APPROVAL PROCEDURE:

1. Application must be on a Depoe Bay Urban Renewal Grant Funding application form as provided by the URA and must include all necessary and required supporting documentation so as to fully satisfy all of the above-mentioned criteria in order to be deemed complete.
2. All application submissions must be accompanied with the following information:
 - a. Property Owner name and contact information
 - b. Applicant name and contact information if different from above
 - c. Letter of authorization from Owner if Owner is not the applicant
 - d. Project property site address
 - e. Funding amount requested
 - f. Detailed project budget, including sources of funds
 - g. Detailed text and visual (drawings, photos) description of the project
 - h. Current use of property
 - i. Project timeline
 - j. Confirmation that no past-due fines, taxes, fees or outstanding violations of local ordinances or permits relating to the property exist.

3. Application must be submitted not later than the date established by the URA as the cutoff for consideration each fiscal year to be considered for funding award. Approved projects will normally receive funding approval effective on July 1 (beginning of fiscal year following award).
4. Any or all of the following bodies may be involved in the review and/or approval of a proposed project:
 - a. Depoe Bay URA
 - b. Depoe Bay City Council
 - c. Depoe Bay Planning Commission
 - d. City of Depoe Bay Staff, including City Planner
5. All funding requests will require URA approval at a public meeting.
6. Applicants will be notified of application completeness, or the lack thereof, within thirty (30) days of receipt of the application.
7. Applications may be modified, or approved with conditions.
8. Applicants may be asked to present their proposed projects to any of the bodies listed in Section H.4.
9. The URA shall meet to consider and evaluate funding applications. For each application, the URA, based upon the criteria contained in this policy and input received at the meeting, shall determine funding for each project.
10. For each project awarded funding, the URA shall establish a maximum amount to be funded by the URA for the project. The maximum shall not be more than 50% of total project cost, and shall not exceed \$50,000 for any project.
11. For each project awarded funding, the Applicant and URA shall enter into, and fully execute, a written Agreement for the project funding.