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June 23, 2020

TO: Property Owner in the McMinnville Urban Renewal District

RE: **BUSINESS RECOVERY FAÇADE IMPROVEMENT GRANT OPPORTUNITY, UP TO \$5,000, 10% MATCH, LIMITED TIME JULY 1, 2020 – JULY 1, 2021.**

We know that these are unprecedented times and that businesses and commercial property owners have been unduly impacted by the recent COVID-19 measures. Recently the McMinnville Urban Renewal Advisory Committee (MURAC) voted to temporarily change the parameters of their Façade Improvement Grant to make it more favorable to property owners and require much less capital match so that you can protect your cash flow yet still make improvements to your property to help your tenants.

As a property owner in the McMinnville Urban Renewal District you have access to a Façade Improvement Grant program. Historically, the program has provided up to \$5,000 of matching grant funds for qualifying exterior façade improvement projects. For one year, the agency is going to reduce the match requirement from 50% of the total project costs to just 10% of the total project costs.

If you have been thinking of painting your building, replacing your awning, developing new signage programs, etc., this is the opportunity to do that and only pay for 10% of the improvement. As people have developed new habits of staying home it will be important to help draw attention back to our city center businesses. One good way to do that is investing in a cosmetic refresh of the outside of the building.

All projects need to meet specific criteria that are outlined in the attached program summary. I encourage you to contact me to discuss your project so that we can see how to ensure it meets the criteria for the grants. We have also included an application for you to use given the short timeframe for the program.

We want to help you and your tenants. Urban renewal dollars cannot be invested in business operations but it can be invested in property assistance through brick and mortar capital improvement projects on your building. If there is a way that we can help you help your tenants by sprucing up their storefront façade, we want to be able to be there for you and your tenant.

Sincerely,

A handwritten signature in black ink, appearing to read "Heather Richards", is written over a white background.

Heather Richards, PCED
Planning Director
503-434-7311



MCMINNVILLE URBAN RENEWAL AGENCY BUSINESS RECOVERY FAÇADE IMPROVEMENT GRANT

PROGRAM SUMMARY AND APPLICATION

The Business Recovery Façade Improvement Grant Program is a grant program of the City of McMinnville Urban Renewal Agency designed to help property owners invest in their buildings to assist their tenants in recovering from COVID closures. The maximum individual grant is limited to \$5,000. The match requirement is only 10%. Funds will be on a first-come, first-served basis and this program will be available July 1, 2020 - July 1, 2021.

The purposes of the Façade Improvement Grant Program are:

1. To improve the aesthetic appearance of the exterior facades of existing buildings and businesses in the District;
2. To restore the unique historic character of buildings in the District as much as practicable; and
3. To encourage private investment in District properties and businesses.

Eligibility:

The following persons are eligible to apply and receive grant funds:

1. Property owners of commercial or industrial zoned buildings within the District.
2. Business owners or tenants of commercial or industrial zoned buildings within the District with property owner consent.

Ineligible Property:

The following types of property are not eligible for funding:

1. Tax delinquent property within the Urban Renewal District.
2. Property in litigation.
3. Property in condemnation or receivership.
4. Property owned by religious groups.
5. Property owned by 501(c)3 nonprofit organizations on which taxes are not being paid.
6. Properties on which taxes are being paid, but have nonprofit use, such as schools, charities, clubs, etc.
7. Exclusively residential buildings.
8. Daycare centers.

Eligible Improvements:

Funds may be used for existing exterior façade improvements on commercial and industrial zoned buildings within the District in compliance with the McMinnville Zoning Ordinance and NE Gateway Planned Development Overlay standards. For the purpose of this program, “façade” includes the exterior of any street-facing building wall, but does not include the building’s interior, roofing, signs, structural improvements, or other site improvements except as noted below.

The types of eligible projects include:

1. Repair, restoration, or installation of exterior masonry and siding materials.
2. Repair, replacement, or installation of awnings, windows, trim, doors, gutters, downspouts, stone or brick, or other architectural details.
3. Repair or replacement of exterior lighting attached to a building or illuminating a sign.
4. Repair or construction of entryways.
5. Cleaning, preparation, and painting of exterior walls and trim in conformance with the approved color palette.
6. Removal of barriers to access for people with disabilities.
7. Removal, replacement, or repair of exterior wall, freestanding, or projecting signs.
8. Other improvements as approved.

Financing:

The maximum grant award for a single project is \$5,000. A minimum private match of 10% of the grant amount is required.

Application Process:

The application process includes the following steps:

1. Applicant to review Downtown Design Guidelines and Standards in Chapter 17.59 of the McMinnville Zoning Ordinance, Historic Resources Ordinance, or the NE Gateway Planned Development Overlay, as applicable.
2. Applicant prepares a written description of proposed improvements including cost estimates, and information regarding colors, materials, and other elements necessary to describe the proposed improvement and demonstrate compliance with the applicable design guidelines.
3. Applicant schedules a grant application meeting with the Planning Director to discuss proposed improvements. City staff will explain grant application requirements.
4. Applicant submits a grant application with supporting documentation as outlined in the grant application meeting.
5. Projects requiring further review as specified in Chapter 17.59 of the zoning ordinance, Historic Resources Ordinance, or NE Gateway Planned Development are required to complete those reviews prior to submittal of a grant application.
6. Applications received after the deadline for submittal will not be considered.

General Conditions:

1. Approval of grant applications is contingent upon available funds.
2. Funding is limited to one façade and one sign grant per property per year.
3. All projects shall conform to the design standards of Chapter 17.59 of the McMinnville Zoning Ordinance and NE Gateway Planned Development Overlay Ordinance. As such, some projects may require staff or Historic Landmark Committee review prior to submittal of a grant application.
4. Once an application is approved, the applicant will be required to enter into a Grant Approval Agreement with the Urban Renewal Agency.
5. Construction may begin only after an application is approved. Any work completed prior to formal approval and signing of the Grant Agreement may not be eligible for grant reimbursement.
6. All construction contractors shall have a valid license in the State of Oregon.
7. Only projects utilizing a licensed contractor will be eligible for reimbursement of labor costs. Projects not completed by a licensed contractor are eligible for material costs only.
8. Projects are required to be completed within one (1) year from the date of grant approval.
9. Applicants are responsible for obtaining all necessary permits prior to conducting work.
10. The applicant must submit before and after color photos of the project.
11. Additional conditions may be included with the grant approval.

Review Process:

Grant applications are reviewed initially by the McMinnville Planning Director to determine eligibility and consistency with the submittal requirements of this grant program. Applications meeting these requirements are then forwarded to the McMinnville Urban Renewal Advisory Committee for review and decision at a regularly scheduled meeting of the committee.

Review Criteria:

All projects will be reviewed based on the following criteria:

1. Positive impact of the project on the aesthetic appearance of the building.
2. Positive impact of the project on the overall streetscape.
3. Preservation and enhancement of the architectural integrity of the building.
4. Positive contribution of the project on the urban renewal effort.
5. Amount of additional investment leveraged by the grant.
6. Compliance with applicable design guidelines and standards.
7. Evidence of financial ability to meet matching requirements (e.g., bank statement, loan commitment letter, etc.)

Reimbursement Procedure:

Project reimbursement will occur based on the following procedures:

1. Reimbursement will occur only after construction is complete and a city inspection has been conducted.
2. Upon project completion, city staff should be contacted to conduct a site inspection.
3. Detailed written invoice(s) or itemized receipts and proof of payment (e.g., cancelled checks) shall be provided with all reimbursement requests.
4. If a licensed contractor was not used, receipts for materials shall be provided.
5. Funds will be dispersed within three (3) to six (6) weeks following submittal and verification of all documentation.

The Agency reserves the right to refuse reimbursements in whole or in part for work that:

1. Does not conform to the program or design guidelines.
2. Does not conform to the proposal submitted with the application and authorized by the Agency.
3. Are not commensurate with the workmanship and cost customary to the industry.
4. Is not completed within one year. (Requests for extension will be considered only if made in writing and progress towards completion has been demonstrated).
5. Does not conform to the terms of the grant agreement.

Further Information Contact:

Heather Richards
Planning Director
City of McMinnville
231 NE 5th Street
Ph. (503) 434-7311
Email heather.richards@mcminnvilleoregon.gov



McMinnville Urban Renewal Agency FAÇADE IMPROVEMENT GRANT

McMinnville Urban Renewal Agency
c/o Planning Department
231 NE Fifth Street ◦ McMinnville, OR 97128
(503) 434-7311 Office ◦ (503) 474-4955 Fax
www.mcminnvilleoregon.gov

Office Use Only: File No. _____ Date Received _____ Received by _____

Applicant Information

Applicant is: Property Owner Tenant Option Holder Other _____

Applicant Name _____ Phone _____

Contact Name _____ Phone _____
(If different than above)

Address _____

City, State, Zip _____

Contact Email _____

Property Owner Information

Property Owner Name _____ Phone _____
(If different than above)

Contact Name _____ Phone _____

Address _____

City, State, Zip _____

Contact Email _____

Site Location and Description

(If metes and bounds description, indicate on separate sheet)

Business Name _____

Property Address _____

Assessor Map No. R4 - -

PROJECT INFORMATION:

Estimated Project Start Date: _____ Estimated Project Completion Date: _____

Grant Amount Requested (*no more than \$5,000*): \$ _____

Applicant Matching Funds: \$ _____

Total Project Costs: \$ _____

Note: The total grant amount requested should equal or exceed the matching funds total.

Project Budget

Attach documentation for costs such as contractor's bids or detailed estimate for materials and labor costs. (*Attach additional sheets as needed*)

Labor	Materials	Purpose (i.e. painting, awning, repair)	Estimated Cost
			\$
			\$
			\$
			\$
			\$
			\$
			\$
			\$
Total Project Costs:			\$



McMinnville Urban Renewal Agency
FAÇADE IMPROVEMENT GRANT

HOLD HARMLESS AGREEMENT

AND

**OWNER AUTHORIZATION FOR TENANT TO CARRY OUT FAÇADE IMPROVEMENT
AND/OR REHABILITATION PROJECT**

I, _____ hereby authorize _____ to
carry out improvements as specified in the accompanying Façade Improvement Grant
Application, on my property located at _____,
which is within the City of McMinnville’s Urban Renewal District.

I also agree to hold harmless the City of McMinnville in the event of property damage or physical
injury as a result of working on the aforementioned project.

Property Owner

Date

Notary

Return To:
Heather Richards
Planning Director
City of McMinnville
231 NE 5th Street
McMinnville, OR 97128
Phone: (503) 434-7311
Fax: (503) 434-4955
E-mail: heather.richards@mcminnvilleoregon.gov

Map of McMinnville Urban Renewal Area with Zoning and Comprehensive Plan Designations

