



City of Sutherlin Urban Renewal District Grant Instruction Sheet

Overview

The purpose of this grant program is to provide incentive monies to stimulate economic investment into our downtown core by helping to upgrade and beautify a model section along Central Avenue. We also seek new businesses representing those boutique retail/commercial enterprises identified in our surveys and specialized downtown business workshops facilitated by the Oregon Main Street Program. A listing of those desired businesses is available from the Sutherlin Downtown Development Inc. (SDDI) or from City Hall.

Goals

This program seeks to revitalize the City's downtown core, promote continuing pride of ownership, reduce blight, and foster economic growth while retaining and enhancing the character of the district.

Who may apply?

Owners of properties (and business owners with property owner consent) within the Urban Renewal District of the Downtown area, may apply. *Please note: the first available funds may be restricted to the identified pilot project.*

Specific Provisions

1. Up to \$1,000.00 per lineal foot to a maximum of \$25,000.00 per building shall be considered for façade improvement supporting the image, vision and approved color palette of the Sutherlin Downtown Urban Renewal Task Force. Additional grants may be considered on a case-by-case basis if additional funds remain available for this program.
2. Up to \$5,000 may be granted to a new business, with additional improvement grant monies considered on a case-by-case basis.
3. City Staff will evaluate each application and make recommendations to the Task Force for approval and inclusion in the recommended actions presented to the Urban Renewal Agency.
4. Unsuccessful or incomplete applications will be returned to the applicant with comments and recommendations for further action.

Qualifications

1. Applicants will have completed business registration with the City of Sutherlin Community Development Department.
2. Both the property owner and the tenant must sign the application.
3. A drawing of the intended improvement or improvements is required. A professionally drawn depiction is not mandatory, but all colors, design schemes and façade materials must be described and be complimentary to the designs of Buglin' Heights Drafting and Design new building front, Smalley Mobile-Diesel or Backside Outpost at or near the intersection of Central Avenue and State Street.
4. The business shall be a demonstrated "front-door" retail/commercial operation open to the public and must:
 - a. Sell a product or provide a service to individual consumers.
 - b. Conduct business transactions that occur in which a consumer pays the brick-and-mortar business for a product or service with an immediate exchange of money from consumer to the business.
 - c. Provide a visible and approachable storefront with open hours of operation at least five days a week.

All alterations/improvements made to buildings and properties shall be made pursuant to any required building permits, and constructed in accordance with the Sutherlin Development Code, and all applicable zoning requirements, planning approvals and Urban Renewal Agency reviews.

Source of Funding

The grants are made available through the Sutherlin Urban Renewal, Tax Increment Financing District. Funds will be paid at the time of project completion.

Grant Procedures

- Fill out application along with supporting documents and submit them to Community Development Department.
- City staff will review the project and submit completed applications to the Urban Renewal Task Force.
- Once staff and the Task Force have approved the application, the application will be forwarded to the Urban Renewal Agency for funding approval.
- It is the Grantee's responsibility to obtain any permits required to do the project.

- A Grant Agreement outlining terms and conditions of the project including reimbursement must be signed.
- Upon completion of the project, Certificate of Occupancy (C of O) or Final permits shall be submitted.
- Once the project is complete Grantee must submit a paid bill or invoice along with any cancelled checks and/or receipts of payment before reimbursement can be issued. Such documentation must be submitted for City review within 30 days of completion.
- Any unapproved changes will not be funded. If Grantee modifies the project after approval, Grantee must contact the City of Sutherlin's Community Development Department.

Questions and applications will be accepted at:

City of Sutherlin
Community Development Department
126 E. Central Ave
Sutherlin, OR 97479
541-459-2856
www.cityofsutherlin.com

ⁱ Pilot Project is the northwestern 100 block of west Central Avenue.