

# **2022 – 2023 City of Myrtle Creek Central Business District Building Improvement Grant Program**

## **Summary**

The City of Myrtle Creek's Central Business District Improvement Grant program encourages renovation and improvement of properties within the Urban Renewal portion of the Central Business District of Myrtle Creek. The grant reimburses for structural improvements made to buildings, regardless of individual historic status.

## **Goals**

This program seeks to revitalize the City's Central Business District, 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 portion of the Central Business District.

The City retains the right and absolute discretion to reject an application received from a person or corporation which in the opinion of the City or its professional advisers, does not possess the experience, financial, technical, personnel, or other resources required to carry out the obligations the applicant proposes to assume under the terms of the application and grant agreement.

Owners are only eligible to apply for one grant per business location. However, with successful completion of a grant awarded project, after three years from date of completion of project, if the grant program is still offered, a business owner can apply for a second grant for a business location if there is funding that is not dedicated by January 1, of a granting period.

## **Eligible Improvements**

- Structural improvements
- Improvements needed to resolve safety issues
- Improvements to allow for new business operations
- Structural improvements need to enhance business operations.
- Installation or upgrade of exterior lighting
- Window and door installation or replacement
- Other functional improvements to reduce blight or promote economic growth.

***All alterations/improvements made to buildings and properties shall be made pursuant to any required building permits and constructed in accordance with the Land Use Development Ordinance, and all applicable zoning requirements, planning approvals and historic reviews.***

## **Ineligible Projects:**

- Removal of architecturally important features

## Source of Funding

The grants are made available through the Myrtle Creek Urban Renewal Fund on a reimbursement basis, paid at the time of project completion. The total amount of Urban Renewal funds to be allocated to the grant program will be \$50,000. Maximum reimbursement is capped at \$25,000. There is no cost for the grant application; however, certain projects may require a fee for historic site plan review. Urban Renewal Funding within the Central Business District are available from July 1, 2022 to June 30, 2023. Projects and required documentation must be completed prior to May 31, 2023, in order to receive reimbursement. The program will allow for two (2) \$25,000 grants to be awarded per fiscal year. If there are funds remaining in the \$50,000 budget after the initial two grant are awarded, a third grant may be offered up to amount remaining of the \$50,000 funding obligation.

## Project Requirements

- Where practical, all buildings shall be restored to their original period design.
- All storefronts shall be designed, constructed, and maintained to compliment the architectural features of the building. All accessories, signs and awnings shall likewise harmonize with the overall character of the building.
- Existing and proposed land use and structures must be in conformance with applicable Myrtle Creek Municipal Code, Land Use and Development Ordinance, and other planning requirements at the local, state, and national level.
- To qualify for grant funds, an application and appropriate plans must be submitted to the Community Development Department at City Hall.
- All alterations/improvements made to buildings and properties shall be made pursuant to required building permits and constructed in accordance with all applicable zoning requirements and planning approvals.
- No work for which a grant is sought may begin until all necessary approvals have been obtained by the Grantee.
- Construction of all proposed improvements must be completed by May 31, 2023. If work is not completed within that time, the grant reimbursement will not be paid.
- All work must be performed by a contractor licensed in the State of Oregon and who has a valid business license with the City of Myrtle Creek
  - Projects costing less than \$10,000 require submittal of at least two competitive contractor quotes
  - Projects costing \$10,000 or more require submittal of at least three competitive contractor quotes
- The building must be occupied with an operating business for a minimum of two year from the date of project completion. If the business remains open for two years, the grant will be free and clear. If the business fails to remain open for two years, the grantee will be required to repay a portion of the grant based on the repayment schedule below for the period the business failed to remain open. If the grant is not repaid a lean will be placed on the building for the amount owed.

### Repayment Schedule:

- 100% repayment if business does not open or closes withing 6 months
- 75%% repayment if business closes within 6 months to one year
- 50% repayment if business closes within one year to one year six months
- 25% repayment if business closes within 1 year six months to two years
- No repayment required if business closes after two years.
- If business is sold but remains open, grantee may elect to repay the remaining portion of the grant owed based on the schedule above or have the new owner sign an agreement to assume the remaining obligation.

## **Grant Procedures**

- Fill out application along with supporting documents and submit to the Community Development Department.
- City staff will conduct a review of the proposed project.
- Application and Project will be presented to the Urban Renewal Board for review and approval.
- Once the Urban Renewal Board has approved the project, Grantee is eligible to obtain permits required for proposed work.
- It is the Grantee's responsibility to obtain any permits required to do the project. Cost of permitting cannot be part of grant funding.
- A Grant Agreement outlining terms and conditions of the project including reimbursement must be signed before work can begin.
- 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 by May 31, 2023.
- Any unapproved changes will not be funded. If Grantee modifies the project after approval, Grantee must contact the City of Myrtle Creek's Community Development Department.

It is recommended the applicant discuss their project with the City Administrator at City Hall prior to submitting an application. Questions and applications will be accepted at:

City of Myrtle Creek  
Attn: City Administrator



# Myrtle Creek Building Improvement Grant Eligible Properties within the Central Business District

