

Agenda - Dundee Tourism Committee

Date: Monday, June 29, 2015

Start: 10:00 am

Attendance: Chair Ted Crawford ____, Joe Buck ____, Valerie Cutz ____, Sheryl Kelsh ____, Myrna Miller ____, Nancy Ponzi ____, and Jennifer Sitter ____: Others _____

Agenda Items	Presenter	Time allotted
1. Wine Country License Plate Grant (Dropped)	Ted Crawford	5
Action:		
2. Video Collaboration with DWGA	Ted / Molly	10
Action:		
3. Façade Improvement Program	Ted / Rob	15
Action:		
4. Website – Tourism Kiosk – Events update	Molly	5
Action:		
5. West End & Inn at Red Hills Update	Joe Buck	5
Action:		
6. Dundee Wine Growers Assoc Update	Cathy Martin	5
Action:		

Dundee Business Façade and Exterior Improvements Program

Business and property owners located in the Highway 99W corridor (see attached map) can apply for funding through the Dundee Business Façade and Exterior Improvements Program for the following eligible projects:

- Awnings/Canopies
- Exterior Lighting and Painting
- Windows/Storefronts
- Sign Code Compliance
- Parking/Access Resurfacing
- Landscaping
- Bike and Pedestrian Amenities

Program Information:

- Exterior renovation grants up to \$2,500
- Loans are available in amounts up to \$5,000
- Applications may combine grant and loan funds
- 50/50 match and reimbursement required for grants
- Work must be approved prior to commencement
- All necessary permits must be obtained before work begins
- Projects must be completed and approved before grant money is disbursed
- Funds are dependent upon availability

Program Requirements:

- Projects assisted by this program are to be rehabilitation and renovation projects located in commercial zones showing significant improvement to the property and must be compatible with the Dundee Development Code design standards.
- Grant and loan funds are limited to improvement to the building or improvements attached to the property.
- Loans are available to property owners and are secured by a Trust Deed in the amount of the loan.
- Grant and loan funds may be used for materials and services provided by licensed contractors. The applicant needs to provide at least three bids for every aspect of work greater than \$2,500.

- Projects shall be completed within one year of approval in order to be eligible for reimbursement. The City may grant one 6 month extension for work to be completed under this program. The applicant must submit a written request for the extension and provide justification for the City Council's consideration.
- Loans shall be advanced on a monthly basis in proportion to the amount of work completed and the percentage of the project financed with a loan.
- Grants provide for a single payment after receipts are provided and all work is completed.

Application Procedures:

- Prior to making application, the applicant will meet with staff to discuss proposed improvement plans to determine consistency with the program. Application materials and submittal requirements will also be explained.
- Upon submittal, and the availability of funds, the application will be evaluated and it will be determined if all the necessary information has been submitted. The applicant will be notified of any deficiencies in the submittal.
- The open period for submitting applications shall be the 30 days prior to February 1, June 1 and October 1.
- The Dundee Tourism Committee will meet to review the application and recommend to the Dundee City Council whether to approve the proposal as submitted, deny the proposal or make recommendations for alterations to the proposed work plan. If more than one application is under consideration and there are not sufficient program funds available, the Tourism Committee may rank the applications and/or recommend a reduction to a request for program funds.
- The City Council shall review the application and consider the Tourism Committee's recommendations at a regularly scheduled meeting.
- The applicant shall be notified of the meeting and advised of the City Council's decision in writing.
- Upon approval by the City Council, the applicant will enter into an agreement with the City of Dundee for the proposed improvements.
- Upon conclusion of the project, the applicant shall request an inspection of the completed project and present documentation acceptable to the City, showing that all work was completed as per the agreement.
- Successful applicants may not reapply for a new grant or loan within two years of the completion date of the approved project.

City of Dundee

Business Façade and Exterior Improvements

Grant and Loan Program Application

Applicant

Name: _____

Mailing Address: _____

Phone: _____ E-mail: _____

Property to be Rehabilitated

Business Name: _____

Street Address: _____

Tax Map/Lot Number: _____

Property Owner

Name: _____

Mailing Address: _____

Phone: _____ E-mail: _____

Project Description

Give a brief description of the overall proposed improvements and need for the improvements – attach photos, plans, or other any other documentation that support your request for funds.

Budget/Funding Request

Project Budget – describe major work elements of eligible costs:

- 1. _____ \$ _____
- 2. _____ \$ _____
- 3. _____ \$ _____
- 4. _____ \$ _____
- 5. Total Project Costs (add lines 1 through 4) \$ _____

Grant/Loan Funding Request

- 6. Grant Amount Requested (Max. \$2,500 or 50% of line 5) \$ _____
- 7. Grant Match (equal to grant request) \$ _____
- 8. Total Grant and Match Amounts (add lines 6 and 7) \$ _____
- 9. Project Cost net of Grant (line 5 minus line 8) \$ _____
- 10. Loan Amount Requested (Max. \$5,000 or line 9) \$ _____
- 11. Project Cost net of Grant and Loan (line 9 minus line 10) \$ _____

CERTIFICATION BY APPLICANT

The applicant certifies that all information provided in this application is true and complete to the best of the applicant’s knowledge and belief. If the applicant is not the owner of the property to be rehabilitated, or if the applicant is an organization rather than an individual, the applicant certifies that he/she has the authority to sign and enter into an agreement to perform the proposed work described in this application. Evidence of this authority must be attached.

Applicant’s Signature

Date

Return Application To:
Dundee Tourism Committee
Attn: City Administrator
P O Box 220
620 SW Fifth Street
Dundee, OR 97115