



**BEND URBAN RENEWAL AGENCY**

[corearea@bendoregon.gov](mailto:corearea@bendoregon.gov)

**710 NW Wall Street Bend, OR 97703**

Please email your application and attachments to [corearea@bendoregon.gov](mailto:corearea@bendoregon.gov)

## **CORE AREA BUSINESS ASSISTANCE PROGRAM APPLICATION**

*Only Permitted Land Uses identified in Bend Development Code are eligible for grants unless other terms apply. Note that some uses may not be Permitted in all Zoning Districts, and this form may not reflect those unique instances. Refer to [Title 2 of the Bend Development Code](#) for additional information or contact [corearea@bendoregon.gov](mailto:corearea@bendoregon.gov) with questions.*

1. Business/Organization Name:
  2. Applicant Name:
  3. Applicant Email:
  4. Applicant Phone Number:
  5. Property Address (where proposed improvements are to take place):
- 
6. How are you (Applicant) involved in this project?
    - Applicant is a business owner, and leases their space from someone else
    - Applicant is both the property owner and business owner, and their business occupies the entire building
    - Applicant is both the property owner and a business owner who occupies one space in the building, and leases the other space(s) to other business(es)
    - Applicant is the Property Owner, and leases all spaces in the building to businesses

*Note: If Applicant/Business is not the sole property owner, you are required to upload a completed Owner Authorization Form in the Attachments section of this application.*

7. Property Owner Name:

- 8. Property Owner Email:
- 9. Property Owner Phone:
- 10. Please describe nature of the Applicant's business and business operations:

11. Applying for:

- Design Assistance
- Construction Assistance

12. Funding Request in \$ (for Construction Assistance only)

- \$10,000 or less: \_\_\_\_\_
- \$10,001-\$25,000: \_\_\_\_\_
- \$25,001-\$50,000: \_\_\_\_\_

13. Business Tenancy demonstrated by the following documentation (please upload selected documentation):

- Ownership of site
- Current Lease
- Letter of Intent to Lease

14. Does the business where proposed improvements are to take place provide one of the following services (check all that apply):

- Customer-facing (ie. retail; not office)
- Food and/or beverage
- Entertainment/art
- Childcare
- Makers (art, craft, design, or production related businesses including but not limited to artisanal foods, baked goods, brewing, decorative arts, glassblowing, pottery, printmaking, textiles, traditional crafts, reuse, and woodcrafting)
- Other. If so, please describe: \_\_\_\_\_

15. Is your business any of the following (check all that apply)

- Local (headquarters are, or will be located in Core TIF Area)
- Business has been in Core Area for 5 or more years
- Business ownership includes 50% or more ownership by a person or people that identify as one of the following identities:
  - Lower socioeconomic status (<80% Area Median Income, 2023)
    - <\$53,312 (1-person household)
    - <\$60,928 (2-person household)
    - <\$68,544 (3-person household)
    - <\$76,160 (4-person household)
  - Woman
  - Black, Indigenous, and/or Person of Color (BIPOC)
  - Lesbian, Gay, Bisexual, Transgender, Queer and/or Questioning, Intersex, Asexual, Two-Spirit (LGBTQIA2S+)
  - Veteran
  - Person with a disability
  - Non-English Speaking
  - Non-citizen(s)

16. What are the intended use of requested funds (check all that apply)?

- Building façade or exterior upgrades (doors, windows, lighting, signage, siding, awnings, paint, murals)
- Frontage improvements (sidewalks, landscaping, signage, accessibility upgrades pedestrian amenities and utilities including utility undergrounding)
- Internal or external building renovations (accessibility upgrades, improvements to older building to meet current codes, mechanical/electrical or building safety upgrades such as fire suppression/seismic upgrades, energy efficiency improvements)
- Permit fees
- Design services such as design, architectural or engineering services

17. Please provide description of proposed improvements and the need or problem your project will address:

*Note: if applying for Design Assistance, please describe desired improvements.*

18. Help us understand why a grant is needed on this project?

- I have funds to do this project without a grant, but I would prefer to use those funds for other expenses.
- I would do a small version of this project without a grant, but a grant will help me complete the full project.
- I cannot do any version of this project unless I receive a grant.

19. Please further describe your need for funding assistance, why are funds needed to support these improvements? I.e. Is your business undercapitalized (ie unable to access equity and/or traditional debt resources); at risk of leaving the Core Area; won't be able to start operations in the Core Area if improvements aren't made.

20. What types of funding will you use to match funds provided by the City of Bend (check all that apply):

- Loan from Bank or Credit Union
- Business Savings
- Personal Savings
- Loan from Friend or Family Member
- Grant Funding from Another Source
- Gift
- Other

If you are applying for funding above \$10,000, it requires a cash match, how will you pay for the rest?

21. Describe the ways in which your proposed project will have a long-term impact on the need or problem being addressed? What is the intended life span of the improvements (ie number of years)?

22. Will improvements be on a street-facing location or visible from the street or public sidewalk:

- Yes
- No

23. For projects applying for construction assistance, have you progressed on any of the following to support your intended improvements?

- Design concept
- Completed design
- Architect secured
- Contractor secured
- Permit(s) secured

24. For projects applying for construction assistance what is your anticipated start and end date for improvements (month and year)?

- Anticipated Start date: \_\_\_\_\_
- Anticipated Completion date: \_\_\_\_\_

## **ATTACHMENTS**

Please verify that you have the following documentation to support your application.

### **For All Applicants**

- Map of Project Location
- Property Legal Description
- Proof of Ownership, Copy of Lease, or Letter of Intent to Lease
- Owner Authorization Form (only if applicant is not the property owner)
- Photos of Existing Conditions. Include 3-4 current photos of the building or tenant space focusing on areas you want to improve as part of the project.

### **For Construction Assistance Applicants Only**

- Detailed Project Budget including required match if applicable
  - Please provide a detailed project budget for the proposed improvements including a description of the assumptions used to determine total project cost including funding sources and a statement regarding your organization's ability to proceed without your requested funds.
- Plans, Elevations, Renderings, and/or Sketches (optional)
- Site Plan, Design, and/or Construction Drawings (optional)

**MEMO**

**To:** Tammy Rundle, The Growing Tree  
**From:** Bruce Jessup  
**Date:** October 10, 2023  
**RE:** Electrical Service Upgrade

To accommodate current and future operations, the existing electrical service at The Growing Tree will require an upgrade.

Colebreit calculates that a new electrical service of 400A @ 120/208V 3ph will be necessary. The new service will include a new Utility meter and disconnect at the exterior of the building and new distribution panelboards within.

A new 3-phase Utility strike will be required from Pacificorp. They have a point of presence in the alley. (1) 4" conduit will be fed underground from their service pole and into the new meter location at the exterior. There will be excavation, trenching, and backfill necessary for the installation of the raceway.

The existing electrical service and Utility strike will be demolished once the new electrical service is energized.

Cost Estimates:

- Demo and disposal - \$1,500
- New Electrical Service - \$12,500
- New Distribution - \$8,000
- Excavation - \$7,500
- Utility Fees - \$7,000

**Total Estimate - \$36,500**

Respectfully submitted,

Bruce Jessup  
Senior Electrical Designer



# NOTICE OF ADMINISTRATIVE REVIEW

The following application has been received by the City of Bend. If you wish additional information, please call the Planning Department at 338-5580. You may send written comments to the City of Bend Planning Department, P. O. Box 431, Bend, Oregon 97709, no later than April 11, 1987.

**APPLICANT:** Growing Tree Children's Center  
**FILE NUMBER:** C-9-87  
**REQUEST:** Site plan approval for a 6,248 square foot day care facility, and variance to reduce the required outdoor play area from 10,000 square feet to 9,275 square feet  
**LOCATION:** Southeast corner of NE 4th and Kearney; Lots 1, 2, and 3, Block 30, Center Addition; 17-12-33 BC, Tax Lots 6800, 6900, and 7000

