



**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)

## Malia Finazzo-Krueger – Timber Kiddies Preschool Cont. for Improvement Grant

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

The move into the preschool was April 28, 2023. I began working hard over that weekend to get the space ready and safe for children on May 1. Being that the building is older, the biggest improvements needed were painting and upgrading some windows, ceiling, and doors. The total cost of that was \$1,300(Receipts attached and still waiting for receipt from the ceiling work). One of the improvements which is a work in progress, is applying for the school to be a licensed center. The school has gone through some tough transitions which have involved licensing. Through the city, we obtained a certificate of occupancy which the whole process for that certificate of occupancy totaled, \$781.11. This was just for the City of Bend Building/Permitting. For Sanitation, it will cost \$265 to submit the plan review and then another \$266 for the Pre-opening inspection. Lead Testing for property water is \$26 Per test and shipping in addition. Secure fencing was done on June 6, 2023, and the total cost was \$2000. Money is still owed for the Fence (\$800). Fagan Wood Chip Co delivered wood chips for the preschool playground on June 26. The cost of the wood chips and delivery was \$840. I have purchased a play structure dome and a water fixture. All the other toys have been garage sale finds. For people to see my business well for advertising, a big sign on the front of the school building still needs to be purchased and installed. The building front is a prime location for many people to see the school with proper signage. I have asked for a quote and am still waiting to receive it. Will attach when I receive it.

*Please further describe your need for funding assistance, why are funds needed to support these improvements? Is your business undercapitalized (i.e., 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.*

Listed below are some big reasons why this funding is highly needed to support the school's improvements. As everyone knows, starting a business takes time and money. I have been trying to recruit for the past 6 months that we have been open. If I cannot get at least 5 more students to enroll, it will make it very difficult to operate. Most of the advertising is through word of mouth. Instagram and Facebook have been other ways I have advertised. A Google Business Profile has been set up along with many reviews. I have opened the preschool to Mom groups on Instagram and Facebook to come and play (for free), so that I can get people in the space to see what is available. I have coordinated with other local businesses to help one another advertise and spread the word about their business as they will get to share mine. My preschool is looking for a steady flow of 3–5-year-olds and would like to have them attend 9-4pm. Right now, I have 4 kiddos enrolled and they are all part time. This makes it very difficult to pay rent and bills. Some money for advertising would be very helpful in recruiting more students.

For the City Improvement Grant, I am asking for \$10,000.

*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



**Timber Kiddies Preschool- Business Assistance Application**  
**Detailed Budget**

<b>Item</b>	<b>Cost</b>	<b>Notes</b>
Painting, mailbox, window/door upgrades	\$525.60	Home Depot & ACE purchases
Ceiling Repair	\$693.00	Invoice from Ron Kravitz (General Labor)
City of Bend permit fees (CofO)	\$781.11	
State Licensing Sanitation plan review	\$265.00	
State Licensing Pre-opening inspection	\$266.00	
State Licensing lead testing	\$26.00	
Fencing	\$2,000.00	Deschutes Fence LLC quote
Fagan Wood Chips for outdoor play area	\$840.00	
Signage	\$3,267.00	\$2267 quote from Carlson signs plus permit fees (approx \$1,000)
Play equipment (dome and water fixture)	\$375.98	Costco & Walmart purchases
Updated Building Alarm SOS Alarm Co	\$319.47	
Alarm Battery for the system	\$43.99	
Parking & ADA striping and signage and fees	\$1,000.00	Estimate including permit fees
Fix and Install more irrigation system for garden box	\$500.00	
City of Bend permit fees	\$142.80	Aug 7, 2023 Ch # 0104
Refill of Wood Chips	\$420.00	
Security System	\$400.00	
Wall Opening between rooms	\$2,500.00	
<b>Total</b>	<b>\$ 14,365.95</b>	




Planning Division  
City of Bend  
(541) 388-5580  
planning@bendoregon.gov  
710 NW Wall Street, Bend OR 97703

This submittal form is to be completed as part of your application with the City of Bend. *Download this form before completing fillable fields*, then upload with your application through the Online Permit Center at [www.bendoregon.gov/permitcenter](http://www.bendoregon.gov/permitcenter).

## AUTHORIZATION FORM

I/We hereby authorize Ke Kula Pono LLC to act on my/our behalf with the  
City of Bend, for any permit activity related to 129 SE Third Street.  
Applicant's Name  
Address and/or Map and Tax Lot #

This authorization is valid until terminated in writing.

Mark Capell  4/20/2023  
Property Owner Name Signature Date

\_\_\_\_\_  
Property Owner Name Signature Date

Property Owner mailing address: 2926 NW Chianti Lane, Bend, OR 97703

Property Owner email: markcapell.bend@gmail.com

Property Owner phone number: 541-420-8883

To the best of my knowledge, all statements and information contained in this application and attached exhibits are true and correct. I authorize City of Bend staff and/or Hearings Body to enter the property for inspection of the site in conjunction with this land use application.

\_\_\_\_\_  
Property Owner Name Signature Date

\_\_\_\_\_  
Property Owner Name Signature Date



### Accommodation Information for People with Disabilities

To obtain this information in an alternate format such as Braille, large print, electronic formats, etc. please contact the Planning Division at [planning@bendoregon.gov](mailto:planning@bendoregon.gov) or (541) 388-5580; Relay Users Dial 7-1-1.

**This section only applies for Short Term Rental (STR) Applications. All others may leave blank.**

By signing this document, I acknowledge that I have read all the regulations relating to the operation of a Short Term Rental under Bend Code Chapter 7.16.

By signing this document, I am registering with the City of Bend Finance Department to collect and remit room tax in accordance with City of Bend Code Section 12.05.

By signing this document, I verify that I have read any applicable private Conditions, Covenants and Restrictions (CC&Rs) that may limit Short Term Rentals on the subject property.

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Property Owner Name	Signature	Date
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Property Owner Name	Signature	Date
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File Name:

Client:  
Phone:  
Site Address:

Scale: 1/4"=1'

Drawing By:  
Jack Carlson

Date:  
Rev.  
Rev.

**CLIENT APPROVAL**

Approves design,  
size and spelling:

Sign: \_\_\_\_\_

Date: \_\_\_\_\_

Customer is responsible to obtain  
all necessary landlord approvals.  
Unless otherwise noted, all  
municipal permits related to  
installation are by customer.

**IMPORTANT NOTICE**

THE ABOVE DESIGN AND ARTWORK ABOVE  
IS THE INTELLECTUAL PROPERTY OF  
CARLSON SIGN COMPANY AND IS OFFERED  
TO YOU FOR APPROVAL OF A PROJECT  
CUSTOM DESIGNED, PLANNED &  
SUBMITTED FOR YOUR APPROVAL. YOU  
HEREBY AGREE TO NOT CONVEY, DISCUSS,  
DISPLAY, MODIFY OR PLAGIARIZE OUR  
DESIGN IN ANY WAY, SHAPE OR FORM TO  
ANY COMPANY OR INDIVIDUAL NOT  
FINANCIALLY INVOLVED IN THE PROPOSED  
PROJECT. BEFORE USING THIS ARTWORK  
IN ANY MANNER, YOU AGREE TO OBTAIN  
THE EXPRESS WRITTEN PERMISSION OF  
CARLSON SIGN COMPANY. FAILURE TO  
OBTAIN SUCH PERMISSION IS A VIOLATION  
OF COPYRIGHT LAWS SUBJECT TO  
SPECIFIC FINANCIAL AND CRIMINAL  
PENALTIES.



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Bend, Oregon 97701  
PH (541) 382-2182  
FAX (541) 382-2196  
www.carlsonsign.com

← 248.00" →  
**Timber Kiddies Preschool**



Manufacture and Install .25"  
Aluminum Letters @10" Tall,  
Painted Orange. Stud Mount  
to Awning.

- Non Illuminated
- Permits at Cost

\$2165.00 + Permits at Cost.

Manufacture and Install (2)  
Single Faced Aluminum  
Panels with Digital Print  
Overlays of Customer  
Logo  
\$102.00



