

**NOTICE OF PUBLIC MEETING  
CITY OF LAFAYETTE**

**DOWNTOWN DESIGN REVIEW  
AND AWARD COMMITTEE**

**DATE:** Thursday, August 25, 2021  
**TIME:** 3:00 p.m.  
**PLACE:** Lafayette City Hall, 486 Third Street

**A G E N D A**

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- 1. Call to Order**
- 2. Roll Call**
- 3. Minutes of March 18, 2021**
- 4. Action Item: Façade Grant Application for Martha's Tacos**
- 5. Other Discussion Items**
- 6. Next Meeting**
- 7. Adjourn**

*The meeting location is accessible. If you need an accommodation to attend or participate in the meeting, please notify City Hall at 503-864-2451 at least 24 hours in advance of the meeting. Thank you.*

**City of Lafayette**  
**Downtown Design Review and Award Committee Meeting Minutes**  
**Lafayette City Hall, 486 Third Street**  
**March 18, 2021**

1. **CALL TO ORDER:** Doreen VanTyne, Chair called the meeting to order at 2:05 p.m.
2. **ROLL CALL:** Preston Polasek, City Administrator called the roll.  
*Present:* Doreen VanTyne, Sheila Neuman, and Beckii Schiffer  
*Absent:* None.  
*City Staff Present:* Preston Polasek, City Administrator.  
*Others:* None.
3. **OVERVIEW OF GRANT APPLICATION PROCESS:**  
Preston presented the program flyer and application process for façade grants. This program is a companion piece to the downtown development standards that are now incorporated into our land development and zoning ordinance. Also discussed was the committee charge, listed in Council Resolutions 2015-13 and 2015-14. This committee is authorized by the Council to review applications and make the grant award based on grant application guidelines.
4. **ARCHITECTURAL RENDERINGS AND POTENTIAL GRANT APPLICATIONS:**  
The committee review the three renderings of downtown retail stores that David Brittell, Architect, had rendered. The designs have been shared with the Council and prospective businesses. Although the City has only awarded one grant, which was for the Ferryman Building, that grant has expired. The City has discussed façade grant improvements with three businesses in the last year that have expressed interest in pursuing a grant after the ODOT Hwy 99W rebuild project is complete.  
  
Committee members also had questions about the ODOT rebuild project. Preston reviewed the parameters of the project including night work and 24/7 flagging for the duration of one-way traffic. The estimated 16-week project will be 12 weeks of one-way traffic, then one final month to finish public improvements outside of the vehicle travel lanes.
5. **Action Item: RECOMMENDATION TO INCREASE MAXIMUM GRANT AWARD FROM \$7,000 TO \$12,500:**  
Committee members discussed the request and the need to increase the maximum size of the grant to \$12,500 per project. It was felt that this increase would help offset construction costs, which have risen quite a bit recently, and the increase will provide more incentive for applications. The City wants these grants to be used, and more businesses are expressing interest. Beckii Schiffer moved and Sheila Neuman seconded a motion to recommend to Council to increase the maximum façade grant award per project to \$12,500. The motion passed unanimously 3-0.
6. **NEXT MEETING:** TBD as applications are received.
7. **ADJOURNMENT:** Doreen VanTyne moved and Sheila Neuman seconded the motion to adjourn the meeting. The motion passed 3-0 and the meeting adjourned at 3:05 p.m.

These minutes of March 18, 2021 were approved by the Downtown Design Review and Award Committee August 25, 2021.

CERTIFIED:

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Doreen VanTyne, Chair



## Downtown Design Review and Award Committee

Meeting Date: August 25, 2021

Agenda Item: Façade Grant Application for  
Martha's Tacos

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**Requested Committee Action:**

Discuss the application and direct staff accordingly.

**Staff Recommendation:**

Award a City Façade Grant in the amount of \$12,500.

**Background:**

Carlos and Martha Hernandez, owners of Martha's Tacos, have submitted the attached façade grant application requesting \$12,500 in grant funds to help with a total project cost of \$33,135. In addition to this project, the owners will be installing gooseneck lighting above the two front windows after consultation from PGE in September.

A letter from David Brittell, Architect, is also attached. He lists the design and review criteria and recommends approval of the grant request.

**Financial Impact:**

\$12,500 from the Façade Grant program in the General Fund – Planning.

**Alternative:**

The Committee may determine to reduce the amount of grant award or add specific design elements.

**Suggested Motion:**

*"I move to award a \$12,500 façade improvement grant to the owners of Martha's Tacos for the grant application dated August 12, 2021."*



# Lafayette Downtown Façade Improvement Grant Application

## Background

The Lafayette Downtown Façade Improvement Grant is a matching grant program that will provide existing business owners financial assistance for façade improvements consistent with the City's downtown design standards. The City has established this program to provide matching grants for qualified projects to generally be awarded on a first-come, first-serve basis.

## Program Objectives

Renovated storefront facades will increase curb appeal and invite pedestrians to patronize downtown Lafayette. Commercial design standards with public amenities are essential to a vibrant, pedestrian friendly downtown.

## Applicant Eligibility Requirements and Grant Parameters

1. A property owner of a building with frontage on Third Street;
2. The building must have been used for a commercial purpose for six months prior to application;
3. The grant award may be denied or funded in any amount up to a maximum match of \$12,500 per project; and
4. One project per building during any 12-month period.

## Eligible Improvements

Funds may be used for existing exterior façade improvements and permanent signs on commercial buildings in compliance with commercial development standards. For purposes of this program, "façade" includes the exterior front of the building, but does not include interior, roofing, certain structural improvements, or other site improvements except as specified below.

Examples of the types of eligible projects include:

- Cleaning, preparation, and painting exterior walls and trim in colors acceptable to the City;
- Repair, replacement or installation of awnings, windows, doors;
- Repair or reconstruction of entryways;
- Repair, replacement or installation of exterior masonry or siding materials;

- Work on cornices, gutters and down spouts; and
- Removal of barriers to improve accessibility.

### **Ineligible Activities**

General examples of projects that are ineligible or activities for which use of matching funds is prohibited include:

- Improvements not visible from public streets and sidewalks;
- Interior improvements and modifications not related to building facades;
- Improvements to structures outside of the downtown core;
- Non-façade improvements such as roofs, structural foundations, billboards, security systems, non-permanent fixtures, parking lots, security bars, fencing, and interior window display lighting and window coverings;
- Improvements to bottom floor facades for solely a residential use;
- In-kind labor and/or services provided by applicant; and
- Items related to business operations, i.e. inventory, business equipment, etc.

### **Application and Approval Process**

The application process includes the following steps:

1. The applicant to review Design Standards of the Lafayette Zoning and Development Code.
2. Applicant schedules and attends a pre-application meeting with City staff to discuss proposed improvements, eligibility, and submittal requirements.
3. Applicant submits a grant application with supporting documentation.
4. Projects requiring Design Review as specified in Lafayette Zoning and Development Code are required to complete the design review process prior to submittal of a grant application.
5. Each grant application will be reviewed by the Downtown Design Review and Award Committee based on the following criteria:
  - a. The improved aesthetic appearance of the building;
  - b. Positive impact on pedestrian appeal;
  - c. Creative use of public spaces; and
  - d. Consistency with downtown development standards, including colors, textures, and features.

### **Other General Conditions**

1. Acceptance of applications and awards are contingent upon available funds.
2. All projects shall apply the design standards of the Lafayette Zoning and Development Code and comply with all other applicable regulations in the Municipal Code.
3. The applicant may be required to enter into an agreement for the use of City funds.
4. All construction contractors must have a valid Oregon license.
5. Projects are required to be completed within six months from the date of the grant approval. Administrative approval may be provided for one additional six-month extension.
6. Each applicant prior to conducting work is responsible for obtaining any business registry or compliance mandate, any land use approval, and any construction permit.
7. Additional conditions may be attached to any grant award.

### **Downtown Design Review and Award Committee**

The Downtown Design Review and Award Committee is established to review project applications, make awards, and assign project conditions. The three person committee is comprised of a City Councilor, a Planning Commissioner, and a person with a keen interest or expertise in downtown design.

Return the completed Lafayette Façade Improvement Program application and necessary paperwork/receipts to:

City of Lafayette  
Attn: City Administrator  
P.O. Box 55  
Lafayette, OR 97127

Each complete application will be reviewed by the Downtown Design Review and Award Committee. Any decision or grant award is at the sole discretion of the City of Lafayette. For further information, please contact the City of Lafayette at 503-864-2451 or visit our website at [www.ci.lafayette.or.us](http://www.ci.lafayette.or.us).

# CITY OF LAFAYETTE

## DOWNTOWN FAÇADE IMPROVEMENT GRANT APPLICATION FORM

Property Owner Name: Martha and Carlos Hernandez

Project Address: 440 3rd St Lafayette OR 97127

Business Name: Martha's faces and more

Phone: 503 864 3304 Fax: \_\_\_\_\_ Email: marthastacos@icloud.com

Estimated Project Start Date: 9/2021 Estimated Project Completion Date: 9/2022

City Grant Amount Requested (maximum \$12,500)	\$	<u>12,500</u>
Applicant Matching Funds	\$	<u>20,635</u>
Total Project Costs	\$	<u>33,135</u>

*The statements made herein are true and represent an accurate and full disclosure of all necessary information. Applicant understands that the City will retain this application and any other information the City receives, whether or not this matching grant request is approved. The City may require from applicant additional information pertaining to the subject business or project. In addition, the City may require an agreement on the use of City funds. Applicant acknowledges that is application is separate from and not a substitute for any land use approval, business compliance requirement, or construction permit that may be required of applicant. Applicant hereby agrees to cooperate with City and State officials on this project if any City grant funds are awarded.*

Applicant: Carlos Hernandez  
Signature

8/12/2021  
Date

Building Owner: [Signature]  
Signature

8/12/2021  
Date

Submit to: City of Lafayette  
Attn: City Administrator  
PO Box 55  
Lafayette, OR 97127

**DESCRIBE PROJECT**

Describe below all proposed improvements included in your project and how such improvements comply with Downtown Development Standards. Please enclose pictures or drawings as necessary to help describe the work. (Attach additional sheets as needed)

Addition to storage material 6,900  
 Addition to storage labor 4,500  
 in closing air condition and garbage area  
 this too are not included material 1,800  
 Labor 1,200  
 Pouring concrete for the patio material and labor 13,265  
 Framing and Roofing the patio material and labor 13,180  
 Framing and Building patio material labor 6,300  
 waste disposal general 390

**PROJECT BUDGET**

Attach documentation for costs such as contractor's bids or detailed estimate for materials and labor costs. (Attach additional sheets as needed)

Labor	Materials	Purpose (painting, awning, repair)	Estimated Cost
New Concrete 5,965	concrete material 7,300	Asphalt Remove and put new concrete	\$ 13,265
waste disposal	General 790		\$ 390
Framing, Roofing 5,980	general labor	make patio	\$ 13,180
Framing patio 4,500	material 1,800		\$ 6,300
			\$
			\$
Total Project Costs:			\$ 33,135



August 17, 2021

Preston Polasek, City Administrator  
City of Lafayette  
486 3<sup>rd</sup> Street, PO Box 55  
Lafayette OR 97127

## I. DESCRIPTION

This review is in accordance with the City of Lafayette Downtown Façade Improvement Grant Application. On August 12, 2021, Martha and Carlos Hernandez provided a written application for the Martha's Tacos Building located at 440 3<sup>rd</sup> Street. Funding is being requested for the following façade improvements:

1. New patio.
2. Remove & replace asphalt at patio with concrete

Total Cost: \$33,135 estimated cost L&M

The grant amount request is \$12,500. An itemized cost estimate and drawings of the improvements have been provided.

## II. REVIEW CRITERIA

### Applicant Eligibility Requirements and Grant Parameters

1. A property owner of a building with frontage on Third Street.

THE PROPERTY FRONTS ON THIRD STREET (COMPLIES).

2. The building must have been used for a commercial purpose for six months prior to application.

THE BUSINESS HAS BEEN USED BY MARTHA'S TACOS FOR A LONG TIME. (COMPLIES)

3. The grant award may be denied or funded in any amount up to a maximum match of \$12,500 per project.

A MAXIMUM OF \$12,500 MAY BE AWARDED IF APPROVED.

4. One project per building during any 12-month period.

THE APPLICATION IS FOR ONE PROJECT WITHIN A 12-MONTH PERIOD. (COMPLIES)

### Eligible Improvements

Eligible improvements that are listed and apply to this project include:

- Cleaning, preparation, and painting exterior walls and trim in colors acceptable to the City

THE APPLICATION INCLUDES THE ADDITION OF A COVERED AWNING. COLORS SHALL BE PRESENTED TO THE CITY PRIOR TO CONSTRUCTION INDICATING THAT THE COLORS ARE IN COMPLIANCE WITH THE CITY STANDARDS.

- Repair, replacement or installation of awnings, windows, doors

THIS APPLICATION INCLUDES A NEW AWNING.

Ineligible Activities

Ineligible improvements that are listed and apply to this project include:

- None

Application has been made and deemed acceptable by the City Administrator.

Following is the Approval Process:

Item 5: Each grant application will be reviewed by the Downtown Design Review and Award Committee based on the following criteria:

- a. The improved aesthetic appearance of the building

THE PROPOSED IMPROVES THE AESTHIC APPEARANCE OF THE BUILDING.

- b. Positive impact on pedestrian appeal

THE GENERAL IMPROVEMENT TO THE BUILDING FAÇADE WILL HAVE A POSITIVE IMPACT ON PEDESTRIAN APPEAL.

- c. Creative use of public spaces

THE CREATION OF A COVERED AWNING THAT WILL BE USED FOR OUTDOOR EATING IS A CREATIVE USE OF PUBLIC SPACE.

- d. Consistency with downtown development standards, including colors, textures, and features

THE SKETCH THAT HAS BEEN PROVIDED. THE PROPOSED IMPROVEMENT APPEAR TO BE CONSISTENT WITH THE DESIGN DOWNTOWN DEVELOPMENT STANDARDS (2.105.05.B). SIDING MATERIALS AND COLOR PALLETE SHOULD BE APPROVED PRIOR TO FINAL APPROVAL (2.105.05.B.4g,h).

**III. SUMMARY**

It is my recommendation that this project be awarded funds, in accordance with the findings of the Review and Award Committee's findings.

Respectfully,



David Brittell  
Principal Architect  
Brittell Architecture Inc.