

**NOTICE OF PUBLIC MEETING
CITY OF LAFAYETTE**

**DOWNTOWN DESIGN REVIEW
AND AWARD COMMITTEE**

DATE: Friday, October 20, 2017
TIME: 11:00 a.m.
PLACE: City Council Chambers, Lafayette City Hall, 486 Third Street

A G E N D A

1. Call to Order
2. Flag Salute
3. Roll Call
4. Overview of Committee Charge and Structure
5. Downtown Commercial Development Standards
6. Gazebo for Abigail Scott Duniway Park
7. Next Meeting
8. 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.



Downtown Design Review and Award Committee 2017

<u>NAME</u>	<u>PHONE</u>	<u>TERMS EXPIRE</u>
Marie Sproul City Councilor 1282 Third Street, Unit 1 msproul@ci.lafayette.or.us	503-799-3378	12/31/2017
Doreen VanTyne Planning Commissioner P.O. Box 704 Lafayette, OR 97127 dvantyne@earthlink.net	801-435-7983	12/31/2017
Deanna Benson Citizen Representative 1282 3 rd Street, Sp. #3 Lafayette, OR 97127 deannabenson2@yahoo.com	503-435-7332	12/31/2018

CITY
OF
LAFAYETTE

DOWNTOWN FACADE IMPROVEMENT GRANT PROGRAM



INVEST IN LAFAYETTE!

Your Lafayette commercial business could be eligible for up to a \$7,000 matching grant for facade improvements. Renovations could include improvements such as:

- Painting
- Windows, doors and awnings
- Repair or construction of entryways
- Repair replacement or installation of exterior masonry or siding materials
- Work on cornices, gutters and down spouts
- Removal of barriers to improve accessibility.

The Downtown Facade Improvement Grant Program is designed to increase curb appeal and invite pedestrians to patronize downtown Lafayette. Commercial design standards with public amenities are essential to a vibrant, pedestrian friendly downtown.



For further information, please contact the City of Lafayette at 503-864-2451 or visit our website at www.ci.lafayette.or.us



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 \$7,000 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.

CITY OF LAFAYETTE

DOWNTOWN FAÇADE IMPROVEMENT GRANT APPLICATION FORM

Property Owner Name: _____

Project Address: _____

Business Name: _____

Phone: _____ Fax: _____ Email: _____

Estimated Project Start Date: _____ Estimated Project Completion Date: _____

City Grant Amount Requested <i>(maximum \$7,000)</i>	\$
Applicant Matching Funds	\$
Total Project Costs	\$

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: _____
Signature

Date

Building Owner: _____
Signature

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)

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
			\$
			\$
			\$
			\$
			\$
			\$
Total Project Costs:			\$