

**NOTICE OF PUBLIC MEETING
CITY OF LAFAYETTE
Downtown Design Review and Award Committee**

DATE & TIME: Tuesday, December 12, 2023 – 3:00 p.m.

PLACE: Council Chambers, 486 Third Street, Lafayette, OR 97127

AGENDA

1. CALL TO ORDER
2. FLAG SALUTE
3. ROLL CALL
4. CITIZEN INPUT ON NON-AGENDA ITEMS
5. ADDITIONS TO OR DELETIONS FROM AGENDA
6. APPROVAL OF MINUTES
 - a. November 30, 2022 DARC Meeting Minutes
7. ACTION ITEMS
 - a. Façade Grant Application for the Kelty Estate
8. ADJOURNMENT

The Council Chambers is accessible. If you need an accommodation to attend or participate in a meeting or wish to participate remotely, please notify the City at (503) 864-2451 at least 24 hours prior to the meeting.

City of Lafayette
Downtown Design Review and Award Committee Meeting Minutes
Lafayette City Hall, 486 Third Street
November 30, 2022

1. **CALL TO ORDER:** Doreen VanTyne, Chair called the meeting to order at 2:04 p.m.
2. **ROLL CALL:** Preston Polasek, City Administrator called the roll
Present: Doreen VanTyne, Beckii Schiffer, and Sheila Neuman
Absent: none
City Staff Present: Preston Polasek, City Administrator
Others: Tara Brown, applicant, and Janice Leard
3. **MINUTES OF SEPTEMBER 22, 2021:**
Doreen VanTyne moved and Sheila Neuman seconded a motion to approve the minutes as presented. The motion was approved unanimously.
4. **ACTION ITEM: FAÇADE GRANT APPLICATION FOR THE KELTY ESTATE:**
Preston announced that David Brittell, Architect, was under the weather and would not be attending today's meeting. The committee reviewed the application packet and recommendation to award the grant in the amount of \$12,500 for Kelty Estate façade renovations.

Tara Brown, applicant, stated that the Kelty Estate is one of only a few properties in Lafayette on the historic registry. Their intent is to finish renovations and open next summer for weddings and a bed and breakfast accommodation. Larry Stober, downtown consultant, has suggested to them a wine tasting room.

Sheila and Beckii expressed concerns with eligibility criterion no. 2, which states that the business must have been open for at least 6 months prior to grant application. It was pointed out that the City's first grant award went to the Ferryman Building, which was the biggest eyesore in town, but it was not open continuously before that grant application except for multiple "garage sale" type of events. Preston mentioned that criterion no. 2 was intended to give existing businesses the first chance at the grant, but that competition for façade grants never materialized. Sheila suggested that Council modify the criteria to allow closed businesses to open within a year, which would align with the timing for building permits. The committee were comfortable with this idea, but did not want to hold up the grant process.

Sheila Neuman moved and Becky Schiffer seconded a motion to award a \$12,500 façade grant for the Kelty Estate contingent upon Council modifying criterion no. 2 to allow closed businesses to apply for a grant provided that the business will be open to the public within one year of grant award. The motion passed unanimously.

5. **OTHER DISCUSSION ITEMS:**

Sheila asked about getting this on the Council agenda. Preston said he would try to put the action item on for the Council meeting next week. This would be important timing so that Sheila would be present to explain the need for this Council policy change while she is still on the Council. Both Sheila and Beckii expressed their interest to continue serving on this committee, as their terms are both up 12/31/22.

6. NEXT MEETING: TBD

- 7. ADJOURNMENT:** Doreen VanTyne moved and Beckii Schiffer seconded the motion to adjourn the meeting. The motion passed unanimously and the meeting adjourned at 3:10 p.m.

Minutes approved on the 12th day of December 2023.

CERTIFIED:

ATTESTED:

Doreen VanTyne, Chair

Branden Dross, City Administrator



Downtown Design Review and Award Committee

Meeting Date: December 12, 2023

Agenda Item: Façade Grant Application for
the Kelty Estate

Requested Committee Action:

Discuss the application and direct staff accordingly.

Staff Recommendation:

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

Background:

Tara Brown, property manager, on behalf of Janice Leard, owner, has submitted a façade grant application requesting \$12,500 in grant funds for the Kelty Estate, located at 675 Third Street in Lafayette. Attached to this staff report are the grant application and a letter from David Brittell, Architect, who recommends award of the city grant for this renovation project.

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 Janice Leard, owner of the Kelty Estates, for the grant application dated July 25, 2023.”

CITY OF LAFAYETTE

DOWNTOWN FAÇADE IMPROVEMENT GRANT APPLICATION FORM

Property Owner Name: Janice Leard

Project Address: 675 3rd Street Lafayette OR 97127

Business Name: Leard - Kelly estate

Phone: 971-990-5929 Fax: _____ Email: galaxypropman@yahoo.com

Estimated Project Start Date: 8/2022 Estimated Project Completion Date: 11/2023

City Grant Amount Requested (maximum \$12,500)	\$ 12,500.00
Applicant Matching Funds	\$ 151,030.00
Total Project Costs <i>Approx. when done</i>	\$ 200,000.00

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: Janabrown
Signature

7-25-2023
Date

Building Owner: Janice Leard
Signature

7-25-2023
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)

replacement of siding, stripping of old paint to facilitate new paint adhesion on exterior of building, fixing and/or replacing windows, replacement of rear decking, renovating old carriage house to facilitate a meeting room, redoing driveway to add parking, having the landscape designed and redone to add beauty and draw to the property and down town Lafayette, trimming and removal of hazardous trees, repainting entire building inside and out, replacement of gutters and down spouts. This building (or at least part) has now been open to the public since Jan. 3rd 2023

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
	sand blasting exterior paint from	house	\$ 13,800.00
Renovation Construction		Painting, renovation of house exterior and interior	\$ 87,500.00
Northwest Arbor		tree removal and trim	\$ 17,100.00
Miriana's Garden	coaching + design		\$ 2630.00
Approximate	landscaping		\$ 30,000.00
			\$
Total Project Costs:			\$ 151,030.00

this is an estimate of so far - will have more costs as the project moves forward

Revised August 10, 2021

Application Review Letter

October 14, 2022

Preston Polasek, City Administrator
City of Lafayette
486 3rd 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 October 11, 2022, Janice Leard provided a written application for 675 3rd Street. The written portion of the application states that the project address is 240 3rd Street. Funding is being requested in the amount of \$12,500. The application states that the improvements will include \$75,000 in matching funds for the proposed improvements. The project budget lists \$13,800 for sand blasting the exterior of the building and \$87,500 for the proposed renovation. Contractor estimates have been provided for both.

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.

BASED ON A DISCUSSION THAT I HAD WITH YOU, THE PROPERTY HAS BEEN USED FOR COMMERCIAL PURPOSES IN THE LAST SIX MONTHS. (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.

ONLY ONE PROJECT MAY BE APPROVED IN ANY 12-MONTH PERIOD.

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 SAND BLASTING, STRIPPING OLD PAINT TO ENSURE NEW PAINT ADHESION AND REPAIR OF DAMAGED SIDING. 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

THE APPLICATION INCLUDES REPAIR AND RECONSTRUCTION OF STORM WINDOWS, AND REPAIR AND GLAZING OF WINDOWS AND DOORS AS NEEDED.

- Repair, replacement or installation of exterior masonry or siding materials

THE APPLICATION INCLUDES REPAIR OF DAMAGED SIDING.

Ineligible Activities

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

- REPAIR OF DRY ROT DAMAGE AT THE REAR DECK
- RENOVATION INSIDE OF THE CARRIAGE HOUSE
- REDOING DRIVEWAY TO ADD PARKING
- REDOING LANDSCAPING

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 WILL IMPROVE THE AESTHIC APPEARANCE OF THE BUILDING

- b. Positive impact on pedestrian appeal

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

- c. Creative use of public spaces

THE PROPOSED PROJECT IS MAINLY TO PROVIDE MAINTANANCE TO A HISTORIC BUILDING. THERE IS NOTHING THAT INDICATES CREATIVE USE OF PUBLIC SPACES.

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

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, with the following conditions:

1. Color palette shall be submitted to, reviewed, and approved by the City Administrator prior to final award.

Respectfully,

A handwritten signature in black ink, appearing to read "David Brittell", with a long horizontal flourish extending to the right.

David Brittell
Principal Architect
Brittell Architecture Inc.

**Renovation Construction
Enterprises Inc.**

Invoice

CCB #189991

Date: 10.01:2022

#22-0104

Name: Galaxy Property Management
Attn: Tara Brown
Address: 220 N. Madison
City: Lafayette, OR 97127
Phone:
Email: galaxypropman@yahoo.com

Work Site Address:
Kelty House
675 3rd Street
Lafayette, OR 97127

Scope of Work: Completed to the specifications and to the satisfaction of the Owner/Agent

Workmanship: Completed to the specifications and to the satisfaction of the Owner/Agent

Contract Price: Billed at time and material cost as agreed to by the Owner/Agent

For Scope Labor and Materials Listed Below:

1. Stripping all old paint to ensure new paint adhesion, and to reveal and addition dry-rot damage
2. Remove and Replacement of all rotten siding (inspect structure revealed by siding remove to ensure no further damage)
3. Repair/Reconstruct storm windows, and repair and glaze windows and door as needed
4. Prime and repaint
5. Rear dry-rot damage of rear deck
6. Renovate inside of the "carriage" house to be a meeting room

We Thank You for your Business!

Please make checks payable to: Renovation Construction

**Balance Due
\$87,500.00**



✓
 Paid 5-12-23
 CK# 1083 C

Northwest Arbor-Culture Inc.
 29700 NE Raintree LN
 Newberg Oregon 97132

- INVOICE -

675 3rd

Invoice# INV-2278

Bill To
Leard Don & Janice P. O. Box 722 Lafayette 97127 OR

Invoice Date	Terms	Due Date
12 May 2023	Due on Receipt	12 May 2023

Contract Completed	Description	Amount
Tree Service	Tree service contract completed at your home	17,100.00

Thank you for choosing us for your tree and landscape concerns. This invoice reflects the total due for the services completed.

*If you have already submitted payment, please disregard this invoice and save it for your records.

*Please send all payments to: 29700 NE Raintree LN, Newberg, Oregon 97132

Sub Total	17,100.00
Total	\$17,100.00
Balance Due	\$17,100.00

Terms & Conditions

All services performed and products delivered are on a cash on delivery (COD) basis unless authorized in advance. All returned checks are subject to a \$25.00 return check fee. We may redeposit your check electronically to include the face amount of your check and return check fee. All unpaid balances or late payments will be billed a monthly finance charge of 2% per month (24% APR). In the event this matter is referred to an attorney or collection agent, the undersigned will be responsible for court costs, attorney fees and or collection agency fees.

paid 7-13-23
CK# 1115 R 953996

Miriana's Garden Coaching & Design

CUSTOMER'S ORDER NO.	DEPT.	DATE: 7-13-23				
NAME: Janice Leard						
ADDRESS: 675 3rd street						
CITY, STATE, ZIP: Lafayette, Oregon						
SOLD BY:	CASH	C.O.D.	CHARGE	ON ACCT.	MDSE RTD.	PAID OUT

QUANTITY	DESCRIPTION	PRICE	AMOUNT
1			
2			
3	Landscape Design		2,630.00
4			
5	Retainer paid		1,315.00
6			
7			
8			
9			
10			
11	Remainder due		1,315.00
12			
13			
14			
15			

RECEIVED BY:

675

953993



Miriam's Garden Coaching + Design

CUSTOMER'S ORDER NO.	DEPT.	DATE: 4/4/2023
NAME: Janice Leard		
ADDRESS: 675 3rd Street (property)		
CITY, STATE, ZIP: Lafayette, OR		

SOLD BY:	CASH	C.O.D.	CHARGE	ON ACCT.	MDSE RTD.	PAID OUT
----------	------	--------	--------	----------	-----------	----------

QUANTITY	DESCRIPTION	PRICE	AMOUNT
1			
2			
3			
4			
5			
6			
7			
8			
9			
10			1315 ⁰⁰
11			
12			
13			
14			
15			

#1089
Paid 4-2023

RECEIVED BY: