

**NOTICE OF PUBLIC MEETING
CITY OF LAFAYETTE**

**DOWNTOWN DESIGN REVIEW
AND AWARD COMMITTEE**

DATE: Thursday, March 18, 2021
TIME: 2:00 p.m.
PLACE: Lafayette City Hall, 486 Third Street

A G E N D A

- 1. Call to Order**
- 2. Roll Call**
- 3. Overview of Grant Application Process**
- 4. Architectural Renderings and Potential Grant Applications**
- 5. Action Item: Recommendation to Increase the maximum grant award from \$7,000 to \$12,500**
- 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.



Downtown Design Review and Award Committee 2021

<u>NAME</u>	<u>PHONE</u>	<u>2-YEAR TERMS EXPIRE</u>
Doreen VanTyne, Chair Planning Commissioner P.O. Box 704 Lafayette, OR 97127 dvantyne@earthlink.net	503-435-7983	12/31/2021
Sheila Neuman City Councilor 181 Bridge Street Lafayette, OR 97127 sneuman@ci.lafayette.or.us	503-807-8477	12/31/2022
Beckii Schiffer	503-864-2451	12/31/2022

**BEFORE THE CITY COUNCIL
FOR THE CITY OF LAFAYETTE, OREGON**

**A Resolution Establishing a Downtown Façade)
Improvement Grant Program)**

RESOLUTION NO. 2015-13

THE CITY COUNCIL (the "Council") OF THE CITY OF LAFAYETTE, OREGON (the "City") sat for the transaction of City business on November 12, 2015 at 6:30 p.m. in the Council Chambers at City Hall and considered and approved the following Resolution.

WHEREAS, the City with technical assistance from ODOT has developed commercial development design standards which are essential to a vibrant, pedestrian friendly downtown; and

WHEREAS, the Downtown Façade Improvement Grant Program is a complementary program to run alongside the newly established design standards; and

WHEREAS, renovated storefront facades will increase curb appeal and invite pedestrians to patronize the downtown businesses; and

WHEREAS, the Lafayette FY 2015-16 Adopted Budget dedicated \$60,000 for the Downtown Façade Improvement Grant Program, which includes \$19,250 in grants from Waste Management of Oregon and Yamhill County to help fund this program; and

WHEREAS, the Council will be considering Resolution 2015-14 to establish a Downtown Design Review and Award Committee.

NOW, THEREFORE, BE IT RESOLVED that the Downtown Façade Improvement Grant Program be established as follows:

1. The Council hereby adopts the Lafayette Downtown Façade Improvement Grant Application and Policy attached hereto as Exhibit 'A'; and
2. Authorizes the City Administrator to implement and make minor adjustments to the policy, application and process.

This Resolution shall be and is effective from and after its passage by the Council.

APPROVED by the City Council of the City of Lafayette this 12th day of November 2015.

VOTE: Ayes: 4 Nays: 0 Abstentions: 0 Absent: 2

CERTIFIED:


Chris Pagella, Mayor

ATTESTED:


Angela Speier, Assistant City Administrator

**BEFORE THE CITY COUNCIL
FOR THE CITY OF LAFAYETTE, OREGON**

**A Resolution Creating a Downtown
Design Review and Award Committee**

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RESOLUTION NO. 2015-14

THE CITY COUNCIL (the "Council") OF THE CITY OF LAFAYETTE, OREGON (the "City") sat for the transaction of City business on November 12, 2015 at 6:30 p.m. in the Council Chambers at City Hall and considered and approved the following Resolution.

WHEREAS, Resolution 2015-13 establishes a Downtown Façade Improvement Grant Program; and

WHEREAS, the City needs a process to analyze the applications, review compliance with design requirements, and make funding awards; and

WHEREAS, Chapter 2.140 of the Lafayette Municipal Code authorizes the City Council to establish a standing committee by resolution where the City finds that a public project or subject is of sufficient importance to the public interest and is of an ongoing nature such that the council would benefit from the creation of a permanent advisory body.

NOW, THEREFORE, BE IT RESOLVED by the Council of the City of Lafayette as follows:

1. That a Downtown Design Review and Award Committee is hereby formed.
2. The Downtown Design Review and Award Committee shall consist of three members, comprised of a City Councilor, a Planning Commissioner, and a person with a keen interest or expertise in downtown design. Appointment to the Committee shall be made by the Mayor in a public meeting, subject to the approval of Council, for a term of 2 years or for the unexpired term of any vacant position. Staggered terms will be established. Any person so appointed shall remain on the committee until the end of the term to which they were appointed, unless they submit a written resignation which is accepted by the Mayor and Council, or unless they are removed from the committee by a motion and affirmative vote of the Mayor and Council at a public meeting when it is found that the appointee has accumulated three unexcused absences from any scheduled Downtown Design Review and Award Committee meetings.
3. That the Downtown Design Review and Award Committee shall be subject to the Public Meetings Law, ORS 192.610 to 192.690 and shall have the authority to review project applications, make awards, and assign project conditions.
4. The decision to award grant money must be an unanimous vote of the committee.

This Resolution shall be and is effective from and after its passage by the Council.

APPROVED by the City Council of the City of Lafayette this 12th day of November 2015.

VOTE: Ayes: 4 Nays: 0 Abstentions: 0 Absent: 2

CERTIFIED:


Chris Pagella, Mayor

ATTESTED:


Angela Speier, Assistant City Administrator

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 (maximum \$7,000)	\$
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:			\$