

**NOTICE OF PUBLIC MEETING
CITY OF LAFAYETTE**

**DOWNTOWN DESIGN REVIEW
AND AWARD COMMITTEE**

DATE: Wednesday, November 30, 2022
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. **Minutes of September 22, 2021**
4. **Action Item: Façade Grant Application for the Kelty Estate**
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
September 22, 2021

1. **CALL TO ORDER:** Doreen VanTyne, Chair called the meeting to order at 3:05 p.m.

2. **ROLL CALL:** Preston Polasek, City Administrator called the roll

Present: Doreen VanTyne and Beckii Schiffer

Absent: Sheila Neuman

City Staff Present: Preston Polasek, City Administrator; and David Brittell, Architect

Others: Shannon Thorson, applicant; Marie Sproul, Mayor; and Benjamin Brittell

3. **MINUTES OF AUGUST 25, 2021:**

Doreen VanTyne moved and Beckii Schiffer seconded a motion to approve the minutes as presented. The motion was approved unanimously.

4. **ACTION ITEM: FAÇADE GRANT APPLICATION FOR FERRYMAN BUILDING:**

The committee reviewed the grant application and letter recommending approval from David Brittell, Architect. Shannon Thorson explained that she took time off from the project after a state grant for historic preservation was denied. She still owns the building and is excited to begin renovations.

Mayor Sproul asked about the façade lighting. Shannon replied that she agreed with the Architect's recommendations on the awning and to locate the gooseneck lights under the awning.

Doreen VanTyne moved and Beckii Schiffer seconded a motion to award a \$12,500 façade improvement grant to Shannon Thorson, owner of the Ferryman Building, for the grant application dated August 17, 2021. The motion was approved unanimously.

5. **OTHER DISCUSSION ITEMS:**

None.

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 3:25 p.m.

These minutes of September 22, 2021 were approved by the Downtown Design Review and Award Committee on November 30, 2022.

CERTIFIED:

Doreen VanTyne, Chair



Downtown Design Review and Award Committee

Meeting Date: November 30, 2022

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 October 11, 2022.”

OCT 11 2022



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.

CITY OF LAFAYETTE

DOWNTOWN FAÇADE IMPROVEMENT GRANT APPLICATION FORM

Property Owner Name: Janice Leard

Project Address: 675 3rd St. Lafayette, OR 97127

Business Name: Kelty estate

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

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

| | |
|---|-------------------|
| City Grant Amount Requested (maximum \$12,500) | \$ 12,500.00 |
| Applicant Matching Funds | \$ 75,000.00 |
| Total Project Costs | \$ 87,500 Approx. |

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: Janice Leard
Signature

10-11-2022
Date

Building Owner: Janice Leard
Signature

10-11-2022
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 dryrotten siding, stripping of old paint to facilitate new paint adhesion on exterior of building, repainting of building, fixing and/or replacement of rear decking, renovating old carriage house to facilitate a meeting room, redoing drive way to add parking, redoing all landscaping to add beauty and draw to the property and downtown Lafayette, replacement or reconstruction of windows and doors, replacement of siding.

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 | | \$ 87,500.00 |
| | | | \$ |
| | | | \$ |
| | | | \$ |
| | | | \$ |
| Total Project Costs: | | | \$ 101,300.00 |

**Renovation Construction
Enterprises Inc.**

CCB #189991

Invoice

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 revel and addition dry-rot damage
2. Remove and Replacement of all rotten siding (inspect structure reveled 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**

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.