



## **Façade Improvement Grant Program**

# *City of Coos Bay*

### **Coos Bay Urban Renewal Agency**

The intent of urban renewal is to improve specific areas of a city or county that are poorly developed or underdeveloped, eliminate blighting conditions and improve conditions to encourage economic development. Establishment and governing of urban renewal is through Oregon Revised Statutes Chapter 457. The City of Coos Bay has two separate urban renewal districts. The Downtown District was established in 1988. The district is comprised of 1,298.3 acres and includes the downtown core area and the industrial/commercial/recreational areas located along the bay. The Empire District was established several years later in 1995. This smaller district is located in the area which until 1961 was known as Empire City. The district is 271.3 acres and includes the business district located on Newmark Avenue and the waterfront area along the bay.

### **Purpose of the Façade Improvement Grant Program**

The purpose of the Façade Improvement Grant Program is to provide financial assistance to property owners and tenants of commercial properties to promote the revitalization of Coos Bay's Urban Renewal Districts. The Urban Renewal Agency amended both district plans and adopted a grant program in November 2006. As of August 1, 2012 twenty-one grants totaling \$368,786 with a project value of \$840,443 have been awarded in the Downtown District. Four grants totaling \$130,081 with a project value of \$282,283 have been awarded in the Empire District.

### **Objectives of Program**

- To improve the aesthetics of existing businesses and buildings
- To provide financial assistance for façade improvements to small business owners and/or tenants of commercial properties
- To encourage urban renewal district façade improvements such as painting, awnings and changes to other exterior building features.

Matching grants may be awarded up to 50% of the cost of eligible improvements from a minimum grant of \$1,000 to a maximum of \$25,000. A total project of under \$2,000 would not be eligible for assistance under this program.

### **Eligibility**

All commercial property and/or businesses located within the designated urban renewal districts are eligible for the façade grant program. Only one grant per tenant and/or property owner per building location will be allowed in any one fiscal year period [July 1 through June 30].

### **Pre-Application and Application Fee**

There is no fee for the pre-application or full application for the grant program.

### **Eligible Improvements**

Funds may be used for exterior façade renovation of commercial use buildings only. For purposes of this program “façade” will be interpreted to mean any exterior visible wall, so long as the front facing a public right-of-way is included as part of the improvements. Eligible improvements include, but may not be limited to, one or several improvement elements such as:

- Restoration of masonry, brickwork or wood and metal cladding
- Replacement or repair of architectural features
- Replacement or repair of awnings
- Installation or repair of exterior lighting
- Installation or repair of gutters and downspouts
- Window repair/replacement
- Entranceway modification
- Structural support for façade only
- New construction for façade treatments only
- Painting of exterior walls when repairs to siding are made or part of new construction of the facade
- Repair and replacement of sidewalks if the sidewalk is a part of an overall façade improvement project
- Design, architectural, and engineering services may be included in the grant

Consultant services of a business routinely providing design, architectural or engineering services are eligible for reimbursement to provide professional level drawings that effectively and clearly communicate the project’s design and proposed changes to existing façade treatment are eligible for reimbursement to the applicant. The amount of reimbursement is for up to 10% of the total project cost to a maximum of \$5,000.

Façade Improvement Program funds shall not be used as a replacement for normal periodic maintenance. Urban Renewal Agency shall have sole authority to determine eligibility of proposed work and acceptability of completed work.

### **Steps for Applying for a Façade Improvement Grant**

1. Pre-application: Meeting and review with staff and the Design Review Committee
2. Application: Meeting and review with staff and Design Review Committee
3. Architectural Review: An architectural review by the Planning Commission is required for properties located in a design standards area (map attached). The Architectural Design Review application is available from the Public Works and Development Department and the city’s website.
4. Design Review Committee recommendation to the Urban Renewal Agency
5. Urban Renewal Agency Approval

### **Architectural Guidelines**

The following guidelines are advisory, providing suggestions for ways in which to rehabilitate existing structures, not rigid, inflexible rules.

#### **For all properties:**

- Protect and maintain masonry, wood and architectural metals through appropriate treatments such as cleaning, rust removal, paint removal and reapplication of protective coating systems.
- Evaluate the overall condition of the building materials to determine whether more than simple protection and restoration are required, or if major repairs to features will be necessary.
- A building with multiple tenants must be remodeled in a unified manner.
- The Design Review Committee and Urban Renewal Agency, at their discretion, may consider other conditions and architectural features.
- Introduce a design that is compatible in size, scale, material or color to surrounding properties.
- Lighting standards and fixtures shall be of a design and size compatible with the building and adjacent areas.
- Building components, such as windows, doors, eaves and parapets, shall be coordinated with the design theme and proportional with each other.

#### **For historically significant properties:**

- For the purpose of the façade grant program the city's definition of *historic buildings* as used in the guidelines shall be those structures currently or previously listed on the National Register of Historic Places.
- Identify, retain and preserve storefronts and their functional and decorative features that are important in defining the overall character of the building, such as display windows, doors, transoms, kick plates, corner posts, etc. Removing inappropriate, non-historic cladding, false roofs and other later alterations can help reveal the historic character of a storefront.
- Replace in-kind features that are too deteriorated to restore if the overall form and detailing are still evident, using the physical evidence as a model. If using the same material is not technically or economically feasible, then comparable substitute materials may be considered.

**Basic Color Guidelines for applicants and the DRC/URA to consider:**

- Choose exterior colors that harmonize (rather than contrast) with the surrounding buildings. Color should not be used as a “sign” or to attract attention. Intense or extremely bright colors create disharmony that may distract from the attractiveness of the urban renewal districts.
- Using harmonizing colors does not limit applicants to the same colors as neighboring properties. There is broad latitude in these color guidelines.
- When considering color, applicants should include all elements of the property – walls, fences, planters, signs and other accessory structures.
- Keep it simple. Too many different colors or too many shades of a color are distraction and tend to detract from the building’s appearance.
- Natural material, like stone or brick, usually are more interesting and attractive when left in their natural state, not painted.

**General Conditions**

No funding will be available unless a project and application has been approved prior to commencement of the specific work for which the application is made and a fully executed agreement is on file. Award of grants may be contingent upon availability of funds in the Urban Renewal Agency budget.

Commercial properties located within a Design Standards District (Empire and Front Street Districts) are required to complete an application for architectural design review with the Planning Commission. Planning staff in the Public Works and Development Department are available to assist the applicant with the process.

Monies will be released upon completion of the project and city approval of the project for compliance with all conditions. All recipients of funds are required to maintain all funded improvements in good condition for at least five years, make prompt repairs due to any vandalism and eradicate any graffiti immediately.

All program participants will be responsible for obtaining all necessary regulatory approvals and paying all development fees as may be required including City of Coos Bay Public Works and Development Department land use and design review approvals, city building permit, and compliance with all city, state and federal regulations.

Participants must obtain a minimum of three (3) competitive detailed bids for all work and/or material quotes. A program participant is not obligated to accept a low bidder’s quote for work or materials; however, the grant match will be tied to the low bid. If there are additional costs precipitated by unforeseen situations during the renovation/improvement project the city manager will review these costs and determine their eligibility for the 50/50 award.

All construction contractors on the job must be licensed by the State of Oregon. All construction and materials supply contracts will be between program participant and their contractors and suppliers. Neither the City nor Urban Renewal Agency are parties by virtue of a participant's applying for financial assistance in this program.

The Internal Revenue Service considers grant funds to be taxable income. After a grant has been approved by the Urban Renewal Agency and a grant agreement prepared grant recipients must complete and submit a W-9 form with their signed agreement.

### **Pre-Application**

Submission of a pre-application is required. Upon submission of the pre-application, a meeting with the applicant, city staff, and the Design Review Committee will be scheduled to review the proposed project. After completion of the review, the applicant will be provided with the full grant application.

### **Application**

Applications may be picked up from and returned to the Economic Revitalization Administrator's office at the City Hall, 500 Central Avenue, Coos Bay, Oregon. Along with the application, the applicant must submit the following:

1. Three (3) detailed, itemized competitive bids from licensed contractors for the proposed work. The grant award is based on the low bid, however, an applicant may use his/her choice of contractor and pay the difference.
2. Evidence of property ownership. A copy of property tax record (available from the county assessor's webpage) may be used. For tenant business applicants, written and signed permission from the property owner is required.
3. Evidence that all city taxes, licenses and fees are current. For taxes, a copy of property tax information from the Assessor's webpage. For licenses, a photocopy of current business license may be submitted.
4. Proof in the form of documentation from the applicant's bank or lending institution demonstrating financial ability to complete the project. This document would be similar to a letter of recommendation from your banker.
5. One copy of a location map. May be obtained from the Public Works Engineering Department.
6. If architectural changes are being made to the façade of the structure:
  - a) A site plan drawn to scale indicating property lines, existing and adjacent structures and existing landscaping is required.
  - b) 12 copies of building elevation(s) drawn to scale indicating all existing as well as proposed design and structural changes and building materials and colors. The elevation drawing(s) should also include the size and location on the building of any sign modifications or awning changes.
  - c) If the project is repair/replacement of siding, repair/replacement of existing architectural features, and painting, color digital pictures shall be submitted and a site plan drawing is not required.
7. 12 copies of materials and color samples

### **Urban Renewal Agency Approval**

The Urban Renewal Agency meetings are held the third Tuesday of the month immediately following the City Council meeting. With Agency authorization a grant agreement will be executed with the amount of the award and any specific requirements for improvements, and all the terms and conditions of the award. The agreement shall be signed by the chair of the Urban Renewal Agency and the grant recipient. The signed agreement serves as the legal commitment of both parties as to the scope of work and the amount of funds committed. The agreement must be signed within 60 days of the date the project is approved by the Urban Renewal Agency. The city manager has the authority to approve up to an additional 30 days (total of 90 days) depending upon the extent of the redevelopment.

Upon execution of the agreement, the grant recipient may then authorize contractors and suppliers to proceed. When the project has been completed, the applicant shall request an inspection of the façade improvements by staff with the City of Coos Bay Public Works and Development Department. After city inspection and it has been determined that the façade improvements have been completed to the satisfaction of the City and Urban Renewal Agency, the grant recipient shall submit proof of payment to the Economic Revitalization Administrator's office for reimbursement. The deadline the grant is six (6) months from the date of the grant agreement. The city manager has the authority to grant up to an additional six (6) months (total of 12 months) depending upon the extent of the redevelopment.

### **Contact Information**

About the grant program contact

Joyce Jansen		Denise Bowers
Economic Revitalization Administrator	or	Economic Development Assistant
541-269-8924		541-269-1181 x 2226

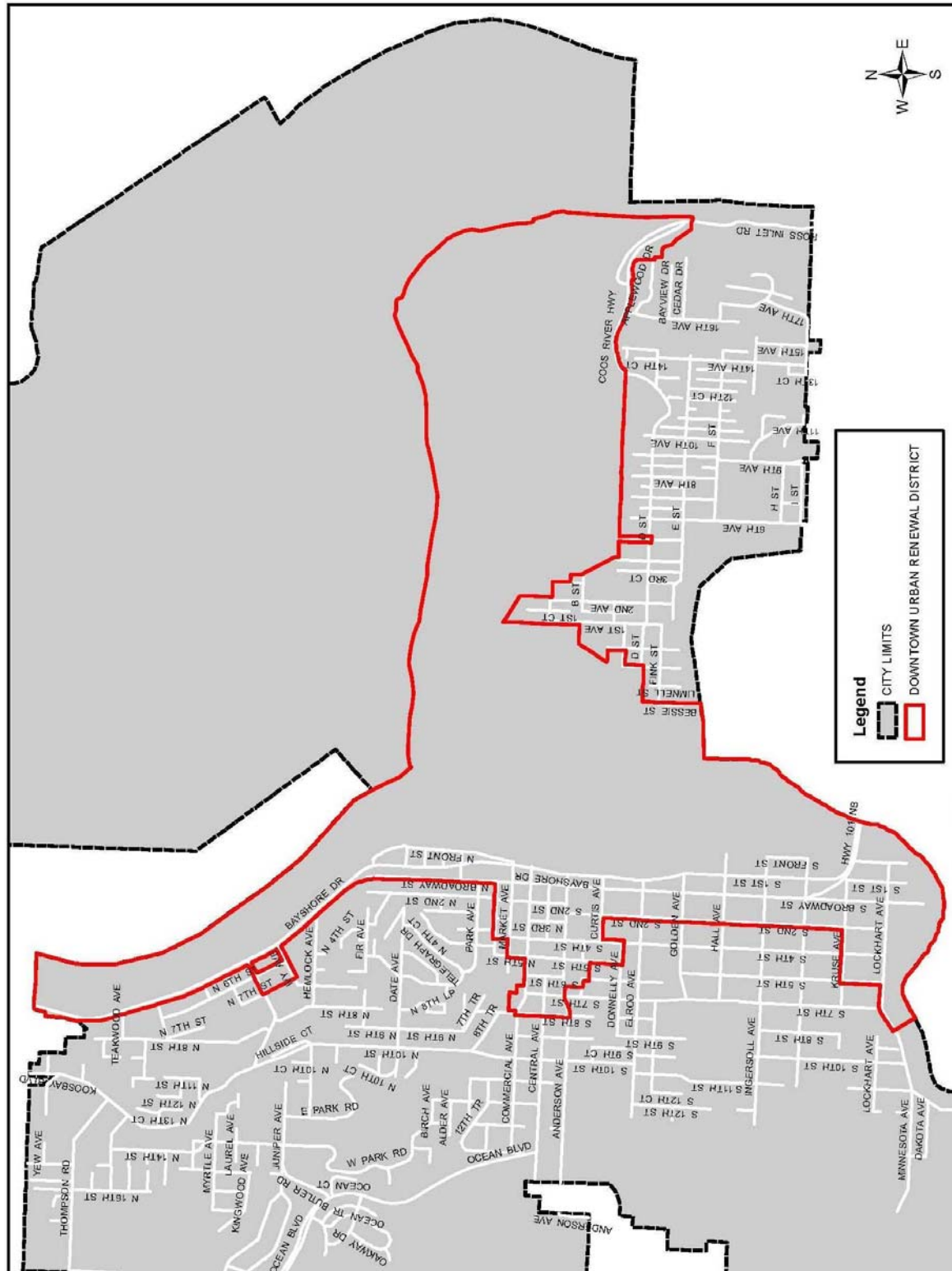
About the city's building codes and permits contact

Public Works and Development  
541-269-8918

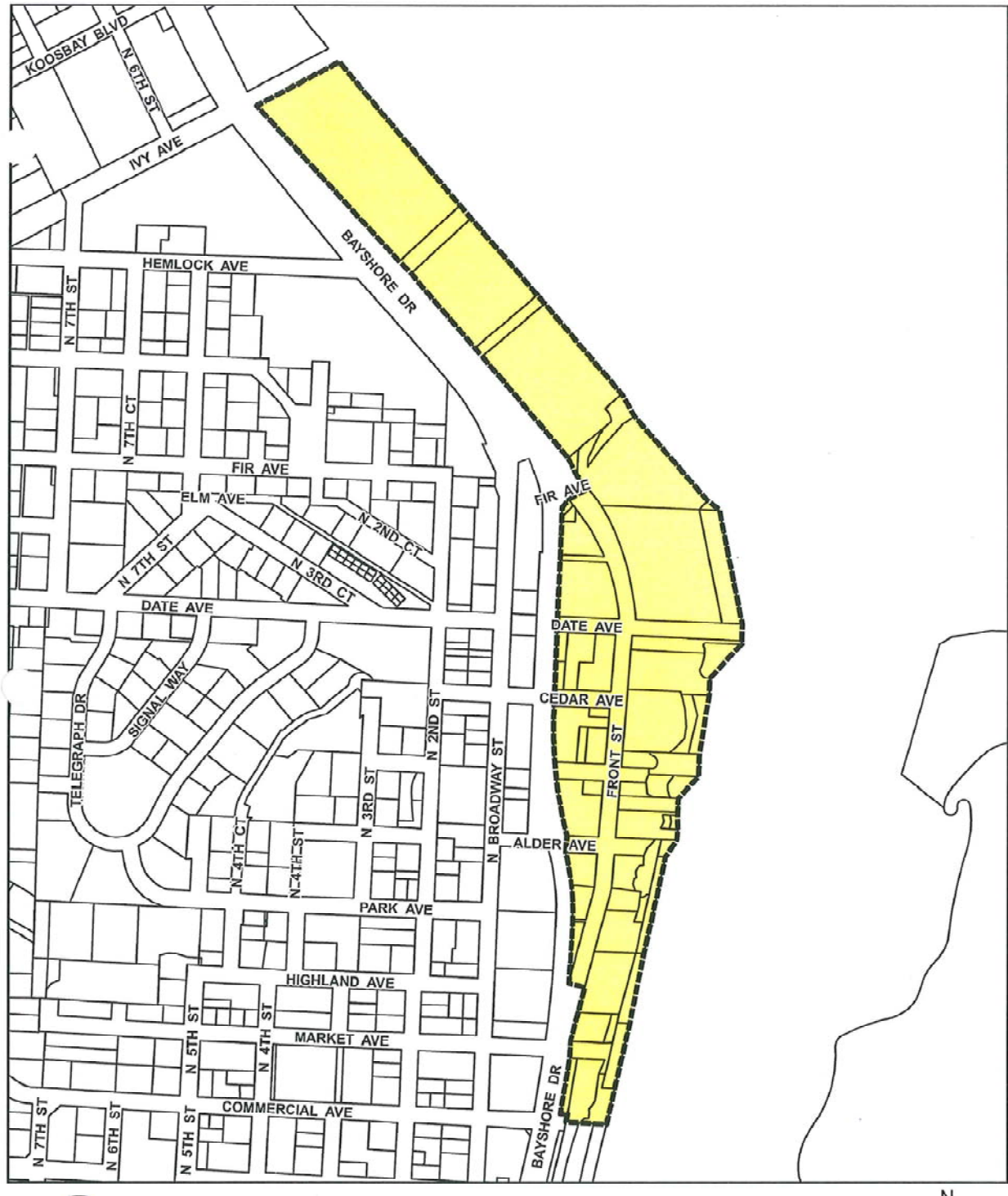
About architectural review application and design standards contact

Laura Barron		Debbie Erler
Planning Administrator	or	Planning Technician
541-269-8918		541-269-8918

## DOWNTOWN URBAN RENEWAL DISTRICT

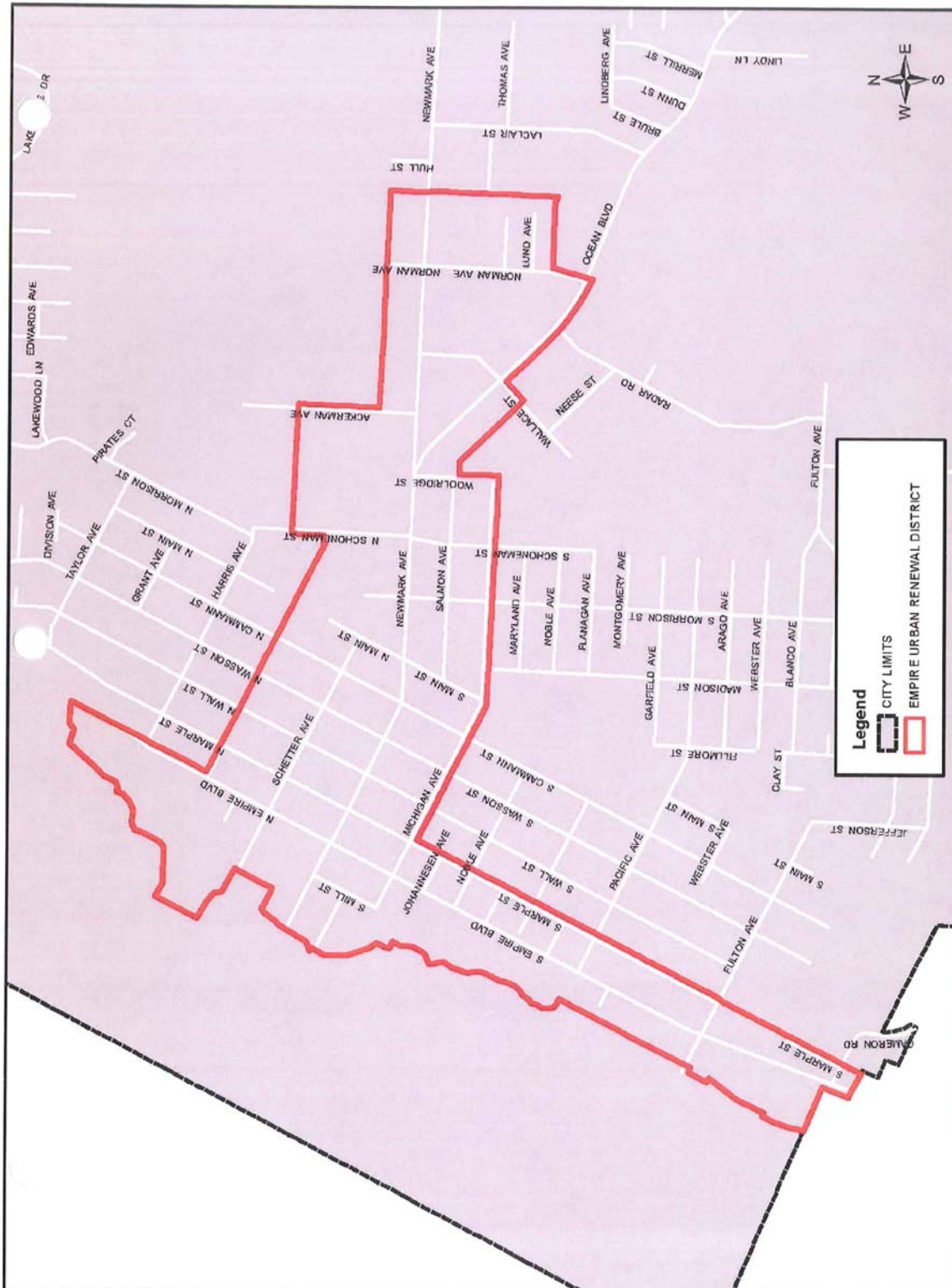


**DOWNTOWN WATERFRONT ARCHITECTURAL REVIEW AREA MAP**





### EMPIRE URBAN RENEWAL DISTRICT MAP



**EMPIRE ARCHITECTURAL REVIEW AREA MAP**

