



FAÇADE IMPROVEMENT PROGRAM

Description:

This is a reimbursement program designed to provide financial aid for businesses and property owners who rehabilitate buildings within the Urban Renewal District of Coquille in order to alleviate blight and improve the area's overall appearance.

Program overview:

- Provides matching grant funds or loans for improvements within the Urban Renewal District.
- Funding amount is based on project need and available funding allocated by the Urban Renewal Agency (URA) Board of Directors.
- Applications are processed as they are received.
- Approved project costs are reimbursed; *after completion, upon presentation of* paid in full *receipt* by the applicant and payment authorization of URA staff.

Building Façade Improvement Grants:

- Business or property owners can receive up to one half ($\frac{1}{2}$) of the cost of the approved business façade improvement in matching grant funds up to a maximum of \$20,000 in any one fiscal year. Additionally, business or property owners can receive up to one half ($\frac{1}{2}$) the cost of installing approved awning replacement in matching grant funds. "Matching funds" means that the owner will be reimbursed for half of approved project costs when the project is completed.
- Design consultant fees, when a professional designer is utilized for the project, are eligible for up to 10% of the total project cost or \$1,000, whichever is less.
- To qualify for matching funds, exterior design details and colors must be approved by the Urban Renewal Agency Board.
- Applications for the "same" improvement on any property within 5 years of an approved project will not be accepted.

Funds can be used for structural and aesthetic façade improvements clearly visible from the public right-of-way.

General Guidelines:

1. This program will not provide any funds for work completed prior to application approval.



2. Exterior facades shall be updated and integrated into a design that complements adjacent structures to provide a harmonious composition of masses, materials, colors and textures. Submission of color and or material samples, as applicable, will be required with your application.
3. Lighting standards and fixtures shall be of a design and size compatible with the buildings and adjacent areas.
4. Building components, such as windows, doors, eaves and parapets shall be coordinated with the design theme and proportional with each other.
5. Design attention shall be given to mechanical equipment or other utility hardware so as to screen them from view to the extent feasible.
6. Signs will be a part of the architectural concept. Size, materials, color, lettering and location shall be harmonious with the building design and the number of signs shall be minimized.
7. The Agency, at its discretion, may consider other conditions or building appurtenances.

Color Guidelines:

A fresh coat of paint is one of the easiest and most cost-effective ways to enhance a property – or an entire downtown area. Therefore the following color guidelines are a key part of the Coquille Urban Renewal Program.

- Choose exterior colors that harmonize rather than contrast with surrounding buildings. In short, color should not be used as a “sign” or to attract attention. Intense or extremely bright colors or radical patterns create disharmony that makes the Urban Renewal District look less attractive.
- Using harmonizing colors does not limit you to the same colors as your neighbors. There is broad latitude in these color guidelines.
- When considering color, be sure to include all elements of your property: walls, fences, planters, signs and other accessory structures.
- Keep it simple. Too many different colors or too many shades of a color are distracting and tend to cheapen a building’s appearance.
- Natural materials, like stone or brick, usually are more interesting and attractive when left in their unpainted, natural states, and require less maintenance.

Suggested colors: The sample colors and color combinations provided are only examples to help you select the right color scheme for your property. There are no hard, fast rules. The important thing is to follow the spirit of these guidelines. Photocopies of the sample color combinations are on file in the office of the Urban Renewal Administrator/City Manager.



PROCESS

1. Submit a completed Application Packet to the URA Administrator.
 - preliminary design drawings
 - Evidence of property and/or business ownership
 - Photographs of the site
 - Description of methods and materials to be used – including color and/or material samples
 - Location map
 - Project quotes from at least three licensed contractors with itemized cost estimates
 - Itemized cost estimates from a professional design consultant, if one is to be utilized
 - The amount of matching funds being applied for
 - Estimated project completion time

Application packets may be obtained from the office of the Urban Renewal Administrator/City Manager.

2. Completed applications will be scheduled for the next Urban Renewal Agency meeting agenda where you will present your request to the URA Board. In the event an application is incomplete, applicants will be notified of any errors or omissions and asked to resubmit.
3. If approved, the construction phase and project completion will be monitored for compliance with the original project proposal scope by the URA Administrator or designee. Construction must be initiated within six months and completed within twelve months of URA approval.
4. Upon project completion, the applicant will submit receipts, invoices and a report to the URA Administrator. After final inspection and approval the URA Administrator will process the request and release the funds for disbursement of the grant.

Conditions and Considerations

1. The Coquille URA shall have the sole authority to approve an application. A project may be modified and adjustments made as circumstances may require upon review by and at the discretion of the URA Administrator.
2. Projects must comply with approved submitted plans in order to qualify for matching or loan funds.
3. Any changes to the approved project plan, including additions, deletions or substantive modifications, must be approved in advance. Failure to do so will release the URA from any obligation to provide any matching grant funds.



4. Commercial and business applicants must be current with all City taxes, licenses and fees.
5. Street addressing must be brought up to code.
6. All signage on the property must be made code compliant as part of any approved project.
7. If the applicant is not the owner of the property to be renovated, written authorization from the property owner must be submitted with the application.
8. Approved project costs are reimbursed after paid in full by the applicant.
9. Projects in excess of \$5,000 require submittal of a minimum of three (3) bids or quotes, unless specifically approved by the URA Administrator. While the applicant will not be required to use the services of the low bidder, reimbursement by the City will be computed, and thus limited, as if the low bid contractor had been selected.
10. Applicant has the responsibility for checking with all appropriate entities regarding any necessary regulatory approvals. This application is intended only for accessing this funding program.

Definitions

Designer means a professional designer or architect: the designer shall furnish proof of working with a structural engineer and be licensed, bonded, insured and have all appropriate licenses. The designer, architect, and structural engineer cannot be the applicant.

Eligibility

Subject properties must be located within the Urban Renewal District boundary.

Eligible activities: including but not limited to: rehabilitation of building facades, including masonry cleaning, cornice restoration, new siding, exterior painting, canopies, window awnings, repair to gutters and downspouts, removal of old signs and replacement of new conforming signs and improvements which enhance the pedestrian environment, including sidewalk replacement. Funds may also be used for structural upgrades to a façade wall.

Ineligible activities: including, but not limited to: previously completed projects, security systems, personal property, billboards.

For more information, please contact:

Coquille Urban Renewal Administrator and/or City Manager

851 N. Central Boulevard, Coquille, Oregon 97423 _ T. 541-396-2115



APPLICATION

1. Applicant information:

Name(s) _____

Applicant address _____

Telephone(s) _____

Email: _____

Legal Form: Sole Proprietorship Partnership Corporation
 For profit business Nonprofit (501c3) Not for profit

2. Project related Building/Business information

Name(s) _____

Property address _____

Property ID (Tax map/lot #) _____

3. Property owner (if different than applicant)

Name(s) _____

Address _____

City, State Zip _____



4. Project description. Briefly describe the planned exterior façade improvements. Attach a minimum of one recent color photo of each existing façade proposed for renovation and be prepared to submit color and/or material samples, as applicable, for design review.

Attach additional pages, plans, renderings and drawings as necessary.

5. Estimated total project cost.

\$ _____

Note: Typically 50% of this amount, not to exceed \$20,000 is the maximum amount eligible for potential reimbursement. URA Board will make final determination of URA financial participation amount and percentage.

6. Additional scope.

Is other work planned at the same time or under the same contract? YES NO

If yes, a clear separation and delineation of all such costs must be attached.

Total of all façade work \$ _____

Total of all other work \$ _____

Total project cost \$ _____

7. Source of matching funds: _____

8. Planned project start date: _____

Planned project completion date: _____

Payment Authorization: _____ **Date:** _____

CITY OF COQUILLE
Urban Renewal Agency



For Official Use - Agency Recommended Changes

NOTE: THE COQUILLE URBAN RENEWAL AGENCY WILL REVIEW THE PROPOSAL AND ADVISE THE APPLICANT OF ANY RECOMMENDED CHANGES. SOME PROPOSED IMPROVEMENTS MAY NOT BE FUNDED BY THE AGENCY.

CERTIFICATION BY APPLICANT

THE APPLICANT CERTIFIES THAT ALL INFORMATION PROVIDED IN THIS APPLICATION IS TRUE AND COMPLETE TO THE BEST OF THE APPLICANT'S KNOWLEDGE AND BELIEF. IF THE APPLICANT IS NOT THE OWNER OF THE PROPERTY TO BE REHABILITATED, OR IF THE APPLICANT IS AN ORGANIZATION RATHER THAN AN INDIVIDUAL, THE APPLICANT CERTIFIES THAT HE/SHE HAS THE AUTHORITY AS THE AGENT, REPRESENTATIVE OR ASSIGN TO SIGN AND ENTER INTO THE AGREEMENT TO PERFORM THE WORK PROPOSED HEREIN. EVIDENCE OF THIS AUTHORITY MUST BE ATTACHED.

APPLICANT SIGNATURE

DATE

PROPERTY OWNER SIGNATURE (if different)

DATE

RETURN APPLICATION WITH REQUIRED ATTACHMENTS TO:

City of Coquille
Urban Renewal Agency
851 North Central Boulevard
Coquille, Oregon 97423