



CITY OF EAGLE POINT

"Gateway to the Lakes"

OREGON

June 29, 2016

Subject: Façade Improvement Grant Program
Downtown Eagle Point, Old Town District

The purpose of this letter is to announce a new financial assistance program for owners interested in improving their property in the Old Town District of Downtown Eagle Point.

The purpose of the Downtown Façade Improvement Grant Program is to:

- Enhance the exterior condition of businesses in the Old Town District of downtown.
- Restore the historic character of buildings within the District.
- Improve the District by revitalizing the distinctiveness and integrity of downtown structures.

Eligible exterior improvements include painting, masonry repair, and repair or replacement of cornices, doors, windows, and decorative detail. Also included are awnings, signs, lighting, bike racks, benches and landscape features such as window boxes & planters.

The City has set aside \$20,000 in its current budget for grant disbursements of up to 50% of project cost, to a maximum of \$5,000 per project. Additional details about this program are provided in the enclosures.

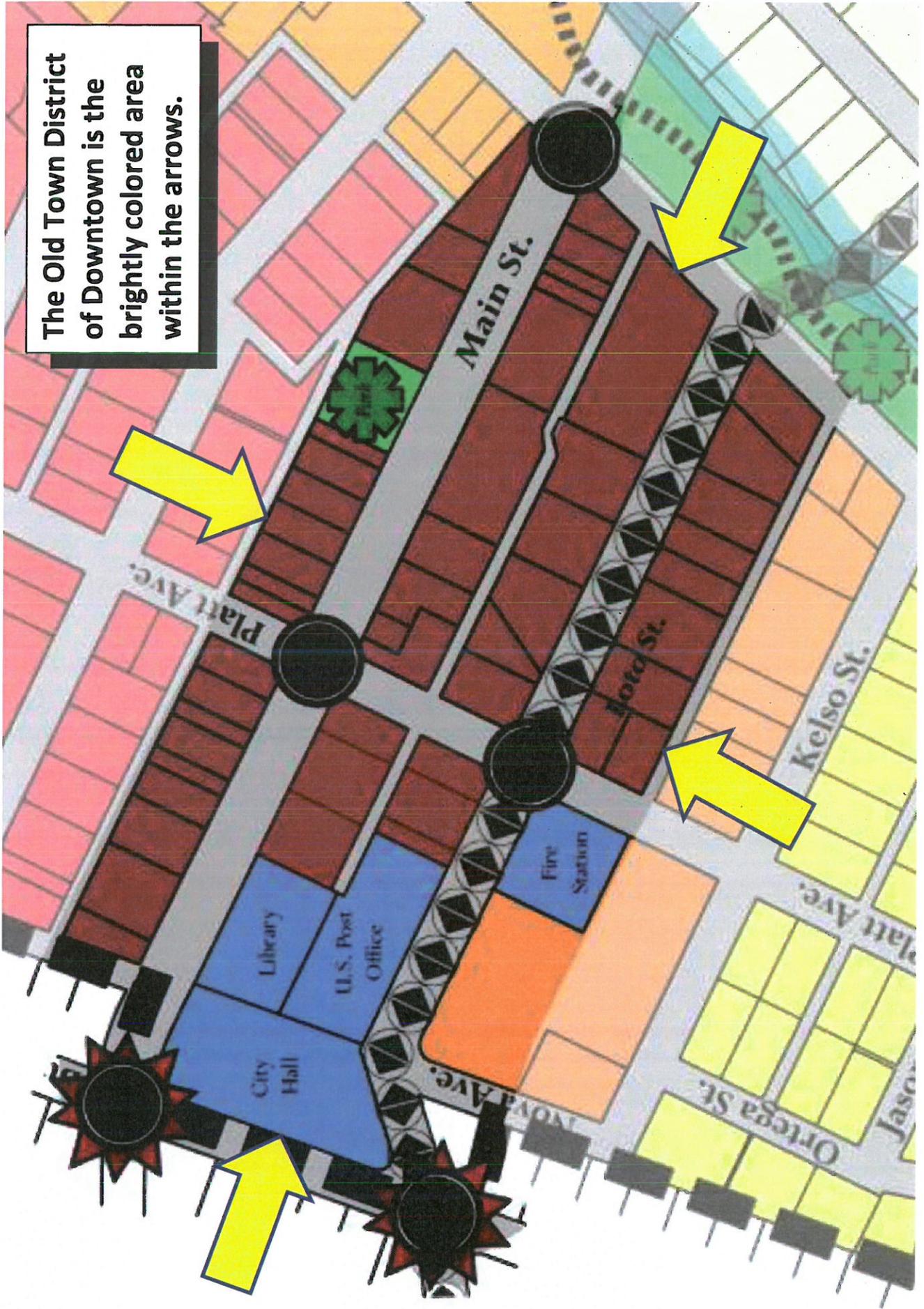
For questions or additional information please contact Mike Upston, Planning Director at (541) 826-4212 ext 111 (mupston@cityofeaglepoint.org).



Mike Upston, Planning Director
Eagle Point Planning Department

Enclosures: Façade Improvement Grant Program application forms
Map of eligible properties

The Old Town District of Downtown is the brightly colored area within the arrows.





Facade Improvement Grant Program

for the Old Town District of Downtown Eagle Point

Purpose:

The City of Eagle Point has implemented a Facade Improvement Grant Program to:

1. Enhance the exterior condition of businesses in the Old Town District of downtown, as depicted in the Eagle Point Town Center Plan.
2. Restore the historic character of buildings within the District.
3. Improve private assets in the Old Town District by revitalizing the distinctiveness and integrity of downtown structures.

Eligible Improvements:

1. Awnings appropriate for the Facade improvement and architecture.
2. Exterior painting that it is consistent with other downtown buildings.
3. Non-internally illuminating signs that are compatible with other buildings on the block and that conform to the standards of the Zoning Ordinance.
4. Exterior masonry repair.
5. Repair to exterior facades (front, rear & side facades are eligible).
6. Repair or replacement to cornices, doors, windows, decorative detail, awnings, window display lighting.
7. Exterior lighting.
8. Landscaping features (e.g. window boxes or planters).
9. Bike racks or benches.
10. Removal of barriers to access for people with disabilities.

Ineligible Projects:

1. Interior improvements
2. Roofing and paving
3. Sign removal, replacement or repair
4. Structural improvements
5. Security measures (i.e. gates, security systems)
6. Loading docks or parking entrances
7. Removal of architecturally important features
8. Structures being used for residential purposes

Application Process:

In order to receive a Facade Improvement Grant, the building owner, or tenant approved by the building owner, shall complete all of the following:

1. Complete and submit a Facade Improvement Grant Application form.
2. Submit a summary of proposed improvements including photographs of existing conditions and a written description of proposed improvements.
3. Submit a description and cost estimates for each part of the project (paint color, material type, etc.). Bids must be provided if the work is being done by a contractor.

Conditions of Approval:

Grant applications will be reviewed on a first-come, first-served basis, and approval will be contingent upon available funds and meeting the following criteria:

1. Improvements must be on property within the Old Town District.
2. Improvements must conform to the standards of City of Eagle Point Zoning Ordinance and adopted construction codes.
3. Properties must be up to date on all municipal taxes.
4. Conditions of approval may be applied by the City.
5. Funding is limited to one grant per business/storefront, per 24 month period.

Approval Procedures:

1. Upon receipt of all application materials described above, City staff will review them and make a recommendation to the City's Planning Commission. A public hearing is not required for this decision.
2. The Commission will then make a decision based upon the character of the proposed design and its compliance with applicable codes and standards. A decision for approval may include conditions, which would be attached to the Grant Approval Agreement.
3. If approved, City staff will contact the applicant and construction may begin after the Grant Approval Agreement is signed by the applicant and the City Administrator. If not approved, the City will provide a written explanation for rejection. The City may also include recommendations for steps that may be taken to receive approval.
4. Successful applicants must sign the Facade Improvement Grant Approval Agreement.

Payment Procedures:

Construction may begin only after the application is approved by the City of Eagle Point. Any work done prior to formal approval will not be eligible for grant reimbursement.

Grants will be issued only after construction is complete. Projects must be complete within 12 months of approval. Upon completion of a project, city staff must be contacted for a site inspection. If the inspector finds that the project complies with all standards and conditions above and with the pre-approved plans submitted with the application, the City shall provide funding for up to 50% of the total cost of the project, not to exceed \$5,000. For example, a grant could be used to pay \$5,000 of a project costing \$10,000 or more.

If a contractor was used, a written invoice must be provided to the City before funds will be granted. If a contractor was not used, receipts must be provided to the City before a reimbursement will be issued. Only materials may be reimbursed for projects that do not use a contractor. Receipts and invoices must be accompanied by proof of payment (i.e. cancelled checks). Funds will be dispersed within 30 days from the date invoice received.

Further Information:

It is recommended that the applicant discuss their project with Planning and Building Department staff prior to submitting an application. Applications are accepted at City Hall, and for more information contact: Mike Upston, Planning Director, 541-826-4212, extension 111.



Facade Improvement Grant Program

Application

Date Application Submitted _____

Applicant Information:

Building Owner Tenant

Name & Company _____

Address _____

Phone Number _____ Email Address _____

Project Address or Map & Tax Lot No. _____

Building Owner Information (if different from applicant):

Name _____ Owner endorses the application

Address _____

Phone Number _____ Email Address _____

I have reviewed the following document(s), as pertains to my application:

City of Eagle Point Zoning Ordinance City of Eagle Point Town Center Plan

Please submit the following information with your application:

- Photographs clearly showing existing conditions of the building to be improved
- A written description of the proposed work
- Drawings or sketches showing the proposed improvements on the building and placement of other features around the building, if applicable; Exact samples of paint, colors and materials (please attach)
- A cost estimate from a contractor (if used), including contact information for the contractor (please attach)
- Written consent from the property owner, if owner is different from applicant

Project Start Date _____ **Expected Completion Date** _____

Estimated Cost _____ **Grant Amount Requested** _____

I agree that the information provided above and within is accurate and correct to the best of my knowledge. I also assure that my person and business are in compliance with all laws, ordinances, rules and regulations of the State of Oregon and the City of Eagle Point.

Signature of Applicant

Date

Property Owner Consent Form:

I, _____ (“Property Owner”), certify that I own the property located at _____ (“Address”) in Eagle Point, Oregon and have reviewed the application by _____ (“Applicant”) for participation in the City of Eagle Point Facade Improvement Grant Program. I understand that the proposal includes the following changes to my building:

I fully support this application and further certify that the Applicant holds a valid lease for _____ months, expiring on _____.

Signature of Property Owner

Date

Printed Name

Mailing Address and Telephone Number:

Return to:

City of Eagle Point
Planning Department
17 Buchanan Avenue South
Eagle Point, OR 97524