

# FAÇADE IMPROVEMENT PROGRAM



## *Coos Bay Urban Renewal Agency*

### **What is the Façade Improvement Program?**

The City of Coos Bay Urban Renewal Agency (CBURA) Façade Improvement Program is a grant program designed to promote the revitalization of the City of Coos Bay's urban renewal districts. This urban renewal program provides financial assistance to property owners and independent businesses that are tenants of commercial properties to encourage enhancing the appearance and commercial viability of the Districts.

#### **1. Program Objectives**

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

#### **2. Eligibility**

All commercial properties and/or businesses located within any designated urban renewal district are eligible.

Both property owners and independent businesses that are tenants of these properties, not in default of any municipal property taxes, local improvements, special assessments or any other money payable to the City of Coos Bay, are eligible.

Business owners and tenants who do not own the building where their business is located will be required to provide written approval from the legal property owner. A separate application needs to be made for each project at each building location.

Government owned properties are not eligible.

Only one award per tenant and/or property owner per building location will be allowed in any one fiscal year period [July 1 through June 30].

#### **3. Eligible Improvements & Activities**

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 awning(s)
- Installation or repair of exterior lighting
- Installation or repair of gutters and downspouts
- Window repair/replacement
- Structural support for façade only
- Entranceway modification
- New construction for façade treatments only
- Painting of exterior walls

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 (see also Section 5) are eligible for reimbursement to a building owner for up to a maximum of 10% of the total project cost to a maximum of \$5,000.

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

#### **4. Financing**

Funding is awarded subject to CBURA approvals and funding availability. Matching grant funds will be awarded to building owners and commercial tenants other than the building owner up to 50% of the project cost from a minimum of \$1,000 to a maximum of \$5,000 for tenants and a maximum of \$25,000 for building owners. That corresponds to a project cost of between \$2,000 and \$50,000. A total project of under \$2,000 will not be eligible for assistance under this program. Certain work may be required or precluded as a condition of funding.

The maximum grant amount, under any circumstance, that CBURA will award to a building owner is \$25,000, including architectural, engineering, and design fees. A building owner is eligible for a portion of architectural/engineering/design fees to be reimbursed with the grant amount awarded, not to exceed 10% of the total project costs to a maximum of \$5,000. It is also possible for tenants and owners to make a joint application for a single project. In such cases, the combined limits of the tenant and owner eligible awards will apply.

#### **5. Approval Process**

The applicant must submit a completed City of Coos Bay Urban Renewal Agency Façade Improvement Program application. The application may be picked up from and returned to the City Manager's office at the City of Coos Bay, 500 Central Avenue, Coos Bay, Oregon. Along with the application, the applicant must submit the following:

- a. Three (3) detailed, itemized competitive bids from licensed contractors for the proposed work
- b. Evidence of property ownership and, for tenant business applicants, include written permission from the property owner

- c. Evidence that all city taxes, licenses and fees are current
- d. Proof in the form of documentation from the applicant's bank or lending institution demonstrating financial ability to complete the project
- e. Two (2) copies of a Location map and a site plan drawn to scale indicating property lines, existing and adjacent structures and existing landscaping
- f. Twelve (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, e.g. awning changes
- g. Materials and color samples
- h. Construction timeline

Awards will be made on a first come, first served basis. Funds are limited. Once an application has been received and review of the project has been initiated, qualified applicants may be asked for additional information such as, but not limited to, architectural drawings or materials samples. The applicant will have two (2) weeks to provide the additional information. Failure to meet the deadline will cause the application to be deemed incomplete and subsequent complete applications will take its place in order of receipt.

Once an application is deemed complete, it will be reviewed by the City of Coos Bay Historic Design Review Committee (HDRC), with the assistance of applicable City staff. The HDRC will forward its recommendation to the CBURA. The CBURA will consider approval of the project.

With Agency authorization, an applicant will then obtain additional bids if necessary and a Final Letter of Commitment will be executed with the amount of the award and any specific requirements for improvements and all the terms and conditions of the award. It is signed by the Chair of the CBURA and the participant and serves as the legal commitment of both parties as to the scope of work and the amount of funds committed. The Letter of Commitment must be signed within 90 days of the date the project is approved by the CBURA. The CBURA has the ability to authorize up to an additional 30 days (total of 120 days) depending upon the extent of the redevelopment.

Upon execution of the Final Letter of Commitment, the applicant may then authorize contractors and suppliers to proceed. Upon completion of work on the project, 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 CBURA, the applicant shall submit proof of payment to the City of Coos Bay Finance Department for reimbursement by the CBURA. This generally should occur within six (6) months of the date of the Letter of Commitment. The CBURA has the ability to authorize up to an additional six (6) months (total of twelve (12) months) depending upon the extent of the redevelopment.

## **6. Architectural Guidelines**

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 HDRC and CBURA, at their discretion, may consider other conditions and building appurtenances.

For historically significant properties:

- 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.

For other than historically significant properties:

- 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.

Basic Color Guidelines for applicants and the HDRC/CBURA 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.

## **7. General Conditions**

No funding will be available unless a project/application has been approved prior to commencement of the specific work for which the application is made and a fully executed Final Letter of Commitment is on file.

Monies will be released upon completion of the project and CBURA 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 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, CBURA's 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 CBURA are parties by virtue of a participant's applying for financial assistance in this program.

An applicant receiving a financial award will post/display on their building during construction, a sign to be provided by CBURA, which acknowledges that the improvement is partially funded by urban renewal dollars provided by the Coos Bay Urban Renewal Agency.

The completion of the construction process should generally occur within six (6) months of the date of the Letter of Commitment. The CBURA may authorize up to an additional six (6) months (total of twelve (12) months) depending upon the extent of the redevelopment.

**COOS BAY URBAN RENEWAL AGENCY  
FAÇADE IMPROVEMENT PROGRAM  
APPLICATION**



Name of applicant \_\_\_\_\_

Name of business \_\_\_\_\_

Address of business storefront or building to be rehabilitated \_\_\_\_\_

Phone number \_\_\_\_\_ Fax number \_\_\_\_\_

E-mail address \_\_\_\_\_

Type of business \_\_\_\_\_

Applicant is the  Property Owner  Business Owner  Other \_\_\_\_\_

If not owner of property, does applicant have lease: yes  no

If yes, Expiration Date: \_\_\_\_\_. If no, explain: \_\_\_\_\_

Property owner or Property Manager's name (if different from applicant) \_\_\_\_\_

Property owner or Property Manager's address/phone number \_\_\_\_\_

**PROPOSED FAÇADE IMPROVEMENTS**

Please describe the proposed improvement(s) to the property. Include three copies and one original color photograph that show existing conditions of each façade proposed for renovation. Describe completely proposed improvement(s): \_\_\_\_\_

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\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

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Estimated cost of project \_\_\_\_\_

The expected processing time from application to final commitment of funds is 4-6 weeks.

Proposed start date \_\_\_\_\_ Estimated completion date \_\_\_\_\_

If this is a time critical project, please state latest date that applicant can be notified of grant funding approval \_\_\_\_\_. Brief explanation of factors contributing to the critical timing of this project: \_\_\_\_\_

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### **REQUIRED SUBMITTALS**

The following items must be with the application form:

- Three (3) detailed, itemized competitive bids from licensed contractors for the proposed work
- Evidence of property ownership and, for tenant business applicants, include written permission from the property owner
- Evidence that all city taxes, licenses and fees are current
- Proof in the form of documentation from applicant's bank or lending institution demonstrating financial ability to complete the project
- Two (2) copies of a Location map and a site plan drawn to scale indicating property lines, existing and adjacent structures and existing landscaping
- Twelve (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 modifications, e.g. awning changes
- Materials and color samples
- Construction timeline

**If required information is not submitted with the application, application will be returned to Applicant for completion prior to review by the Historic Design Review Committee.**

**THE APPLICANT UNDERSTANDS THAT THE PROPOSED EXTERIOR STOREFRONT IMPROVEMENTS MUST BE EVALUATED AND APPROVED BY THE COOS BAY URBAN RENEWAL AGENCY AS WELL AS OTHER LOCAL AGENCIES. CERTAIN CHANGES OR MODIFICATIONS MAY BE REQUIRED BY THESE AGENCIES OR BY THE COOS BAY URBAN RENEWAL AGENCY PRIOR TO FINAL APPROVAL FOR FUNDING.**

**IMPROVEMENTS WILL BE EVALUATED ON THE CRITERIA LISTED IN THE GUIDELINE SECTION OF THE FAÇADE IMPROVEMENT PROGRAM DESCRIPTION.**

**CERTIFICATION BY APPLICANT**

The Applicant certifies that all information in this application, and all information furnished in support of this application, is given for the purpose of obtaining a grant, and 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 her/she has the authority to sign and enter into an agreement to perform the rehabilitation work on the property. Evidence of this authority must be attached.

Verification of any of the information contained in this application may be obtained from any source named herein.

\_\_\_\_\_  
Applicant Signature

\_\_\_\_\_  
Date

Return Application to:

**COOS BAY URBAN RENEWAL AGENCY  
C/O City Manager's Office  
500 Central Avenue  
Coos Bay, OR 97420  
(541) 269-8912**