

CITY OF COQUILLE

Urban Renewal Agency

FACADE IMPROVEMENT PROGRAM GUIDELINES

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.

PROCEDURAL BASICS

- 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 (City Council).
- Applications are processed as they are received
- Approved project costs are reimbursed after paid in full by the applicant.

BUILDING FACADE IMPROVEMENT MATCHING GRANTS

- Business or property owners can receive up to one half ($\frac{1}{2}$) in matching grant funds per business for facade improvements, up to a maximum of \$20,000 in any one fiscal year. "Matching funds" means that the owner will be reimbursed for half of approved project costs when the project is completed. Additionally, business or property owners can receive up to one half ($\frac{1}{2}$) the cost of installing approved awning replacement/placement 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 Advisory Committee (URAC).
- 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 facade 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 building 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

Because repainting is one of the easiest, most cost-effective ways to enhance a property — or an entire downtown area — the following color guidelines are a key part of the Coquille Urban Renewal Program.

Basic color guidelines:

- 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. Photo copies of the sample color combinations are attached and original color chip samples are on file in the City Manager's office.

PROCESS

In addition to a completed application form, the application packet needs to include:

- 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
- itemized cost estimates from a licensed contractor

- 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, and completed applications returned to, the City Manager's Office. If the application is complete and conforms to the requirements, it will be forwarded to the URAC for review, evaluation, and recommendation to the URA.

If the URA approves the application, the construction phase will be monitored by the City Manager or City Manager's designee.

Construction must be initiated within six months and completed within twelve months of URA approval.

Matching grant funds will be dispersed upon project completion, after final inspection and approval by both the URAC and the City Manager.

CONDITIONS AND CONSIDERATIONS

1. The Coquille URA shall have the sole authority to approve an application. A project may be modified and changes required at a URA review levels.
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 3 bids/quotes, unless specifically approved by the City Manager. 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 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, and 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 facade wall.

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

Attachments: Sample Color Combinations

For more information, please contact:

City of Coquille, City Manager
851 N. Central Blvd.
Coquille, OR 97423
541-396-2115

CITY OF COQUILLE
Urban Renewal Agency
FACADE IMPROVEMENT PROGRAM

APPLICATION

1. Applicant Information:

Name(s) _____

Address _____

Phone Work: _____ Home: _____ Cell: _____

Fax: _____ Email _____

Legal Form: Sole Proprietorship Partnership Corporation

Profit Non-Profit

Tax ID #: _____

2. BUILDING / BUSINESS TO BE REHABILITATED:

NAME: _____

ADDRESS: _____

S: _____

TAX MAP & LOT #: _____

3. OWNER OF PROPERTY (IF OTHER THAN APPLICANT):

NAME: _____

STREET: _____

CITY: _____ STAT

E: _____ ZIP: _____

4. Briefly Describe Exterior Facade Improvements and attach a minimum of one recent color photo of each existing facade proposed for renovation: (Please be prepared to submit color and/or material samples, as applicable, for Design Committee review).

5. Estimated Total Cost of Facade Improvements: \$ _____

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. IN ADDITION TO FACADE IMPROVEMENT, IS OTHER WORK PLANNED AT THE SAME TIME OR UNDER THE SAME CONTRACT? IF YES, A CLEAR SEPARATION AND DELINEATION OF ALL SUCH COSTS MUST BE ATTACHED.

YES: NO:

TOTAL OF ALL FACADE WORK: \$ _____

TOTAL OF ALL OTHER WORK: \$ _____

7. SOURCE OF MATCHING

FUNDS: _____

8. PLANNED PROJECT START DATE: _____

PLANNED PROJECT COMPLETION

DATE: _____

NOTE: THE COQUILLE URBAN RENEWAL AGENCY WILL REVIEW THE PROPOSED FACADE IMPROVEMENTS 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 TO SIGN AND ENTER INTO THE AGREEMENT TO PERFORM THE WORK PROPOSED IN THIS PROPOSAL. EVIDENCE OF THIS AUTHORITY MUST BE ATTACHED.

APPLICANT SIGNATURE

DATE

PROPERTY OWNER SIGNATURE

DATE

RETURN APPLICATION WITH REQUIRED ATTACHMENTS TO:

CITY OF COQUILLE
URBAN RENEWAL AGENCY
857 N Central
COQUILLE, OR 97423