



City of Roseburg

February 22, 2016

Dear Property Owner,

RE: BUILDING FAÇADE GRANT FROM CITY OF ROSEBURG

Dear Property Owner,

The City of Roseburg is now accepting facade grant applications from property and business owners for renovation and improvement of commercial buildings within the Downtown Historic District eligible for Urban Renewal (map on reverse). These grants are intended to revitalize the City's downtown core, promote continuing pride of ownership and create an environment conducive to economic growth while retaining the historic character of the district.

The grants are made available through the Roseburg Urban Renewal Fund on a reimbursement basis, paid at the time of project completion. Funds may be awarded for up to 33% of the total project; minimum project total shall be \$3,030 to meet the minimum reimbursement amount of \$1,000. Maximum reimbursement is capped at \$10,000. There is no cost for the grant application; however, certain projects may require a \$110 fee for historic site plan review.

Grant applications may be submitted to the Community Development Department at City Hall, 900 SE Douglas Avenue. If awarded, the applicant has until June 30, 2016 to complete the work and submit the required documentation for reimbursement. Grant details and the application are available on the City of Roseburg website <http://www.cityofroseburg.org/departments/community-development/downtown-information/>

If you have any questions, please call 541-492-6750 or stop by the Community Development Department.

Sincerely,



Brian Davis
Community Development Director

**Roseburg Façade Grant Eligible Properties
(Urban Renewal Properties within the Downtown Historic District)**





City of Roseburg

Downtown Façade Improvement Grant

Summary

The purpose of the City of Roseburg's Downtown Façade Improvement Grant program is to encourage renovation and improvement of properties within the Urban Renewal portion of the Downtown Historic District of Roseburg. The grant applies to improvements to the exterior façade of buildings, regardless of their individual historic status.

Goals

This program is designed to revitalize the City's downtown core, promote continuing pride of ownership, reduce blight, and create an environment conducive to economic growth while retaining the historic character of the district.

Who may apply?

Owners of properties (and business owners with property owner consent) within the Urban Renewal portion of the Downtown Historic District.

The City retains the right and absolute discretion to reject an application received from a person or corporation which in the opinion of the City or its professional advisers, does not possess the experience, financial, technical, personnel or other resources that may be required to carry out the obligations that the applicant proposes to assume under the terms of its application and grant agreement.

Eligible Improvements:

- Exterior improvements that are visible from a public corridor
- Signage
- Awnings
- Exterior lighting
- Window and door maintenance
- Façade painting and cleaning/treatments
- Other aesthetic and functional improvements

All alterations/improvements made to buildings and properties shall be made pursuant to any required building permits, and constructed in accordance with the Land Use Development Ordinance, and all applicable zoning requirements, planning approvals and historic reviews.

Ineligible Projects:

- Interior improvements
- Structural improvements
- Security measures (i.e. gates, security systems)
- Loading docks or parking entrances
- Roof repairs
- Removal of architecturally important features

Source of Funding

The grants are made available through the Roseburg Urban Renewal Fund on a reimbursement basis, paid at the time of project completion. Funds may be awarded for up to 33% of the total project; minimum project total shall be \$3,030 to meet the minimum reimbursement amount of \$1,000. Maximum reimbursement is capped at \$10,000. There is no cost for the grant application; however, certain projects may require a \$110 fee for historic site plan review.

Project Requirements

- Where practical, all building facades shall be restored to their original period design.
- All storefronts shall be designed, constructed and maintained to compliment the architectural features of the building. All accessories, signs and awnings shall likewise harmonize with the overall character of the building.
- Existing and proposed land uses and structures must be in conformity with applicable Roseburg Municipal Code, Land Use and Development Ordinances, and other planning requirements at the local, state, and national level.
- All alterations/improvements made to buildings and properties shall be made pursuant to a building permit, and constructed in accordance to all applicable zoning requirements and planning approvals.
- No work for which a grant is sought may begin until all necessary approvals have been obtained by the Grantee.
- Construction of all proposed improvements must be completed by June 30, 2016. If the work is not completed within that time, the grant will not be paid.
- To qualify for grant funds, an application and appropriate plans must be submitted to the Community Development Department at City Hall.
- All work must be performed by a contractor licensed in the State of Oregon and who has a valid business registration with the City of Roseburg
 - Projects costing less than \$10,000 will require submittal of at least two competitive contractor quotes
 - Projects costing \$10,000 or more will require submittal of at least three competitive contractor quotes

Grant Procedures

- Fill out application along with supporting documents and submit to the Community Development Department.
- City staff will review the project and, if necessary, submit information to the Historic Resource Review Commission for additional review.
- Once staff and the Commission have approved the project, Grantee is eligible to obtain permits required for proposed work.
- It is the Grantee's responsibility to obtain any permits required to do the project. Cost of permitting cannot be part of grant funding.
- A Grant Agreement outlining terms and conditions of the project including reimbursement must be signed before work can begin.
- Once the project is complete Grantee must submit a paid bill or invoice along with any cancelled checks and/or receipts of payment before reimbursement can be issued.
- Any unapproved changes will not be funded. If Grantee decides to change the project after approval Grantee must contact the City of Roseburg's Community Development Department.

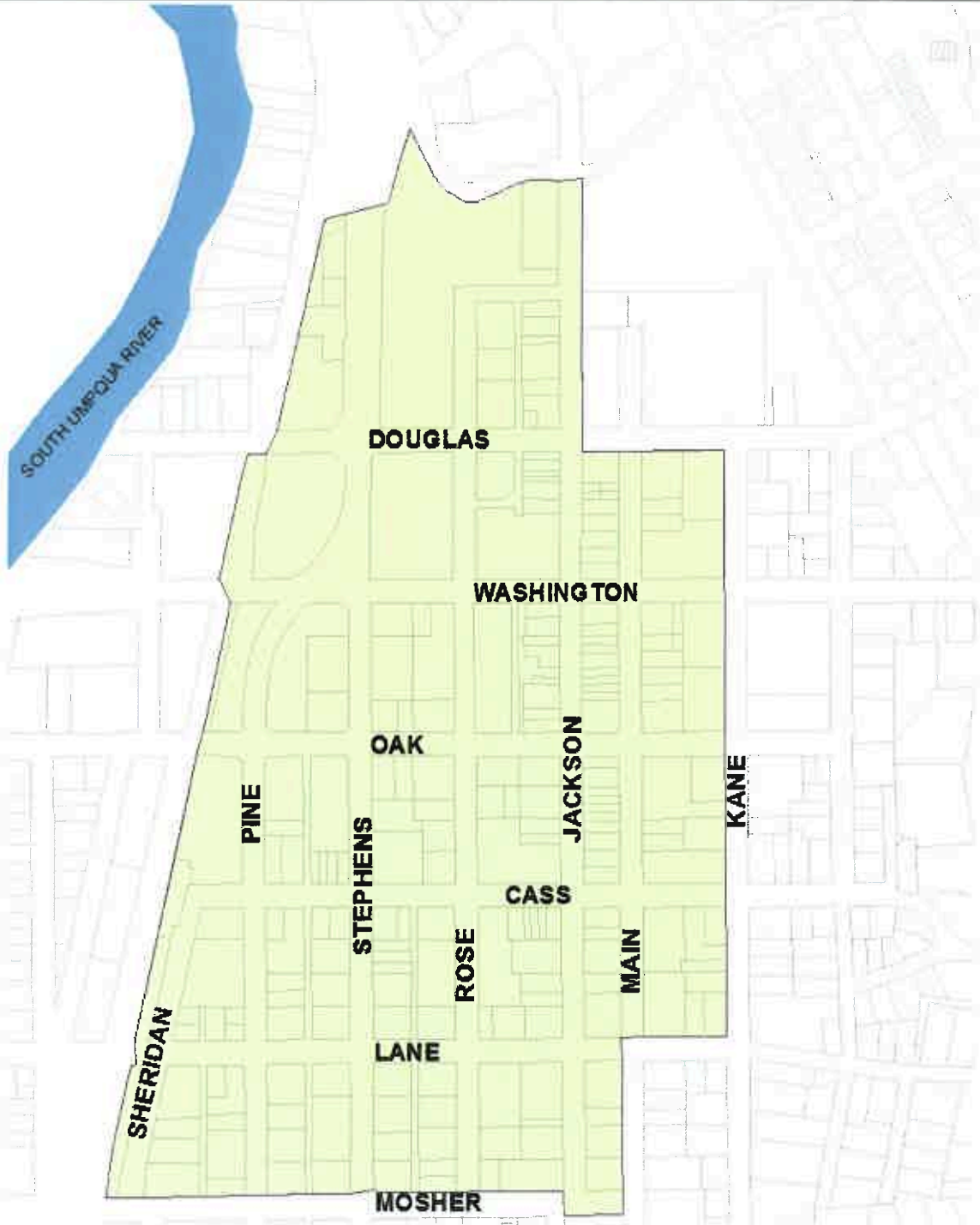
Further Information:

<http://www.cityofroseburg.org/departments/community-development/downtown-information/>

It is recommended the applicant discuss their project prior to submitting an application. Questions and applications will be accepted at:

City of Roseburg
Community Development Department
900 SE Douglas Ave
Roseburg, OR 97470
541-492-6750
www.cityofroseburg.org

**Roseburg Façade Grant Eligible Properties
(Urban Renewal Properties within the Downtown Historic
District)**



Downtown Façade Improvement Grant Application and Site Review

Please fill out the following information for possible funding. Along with this form, please attach:

1. Drawings/sketches for proposed project including supporting data (see checklist)
2. Two cost estimates from licensed and bonded contractors for projects under \$10,000; three if over \$10,000.
3. Supporting documentation that may assist the Historic Resource Review Commission in its decision, if applicable (e.g. historical photos,

Applicant Name		Date Submitted	
Business Name		Tax ID Number	
Business Address		Telephone	
Mailing Address (if different than business)		Email	
Property Owner Name (if different from Applicant)		Property Owner Telephone Number	
Property Owner Address			
Proposed Improvements (check all that apply): <input type="checkbox"/> Window & Door Maintenance <input type="checkbox"/> Exterior Lighting			
<input type="checkbox"/> Awning <input type="checkbox"/> Signage <input type="checkbox"/> Paint <input type="checkbox"/> Rear Entrances <input type="checkbox"/> Building Façade <input type="checkbox"/> Other			
Brief Description of Project/ Use of Funds			
Estimated Total Project Cost (See attached bid)	Estimated start date	Estimated completion date (Must be complete by 6/30/16)	Amount of Grant Request
I hereby submit the attached plans, specifications and color samples for the proposed project and understand that these must be approved by City staff and possibly the Historic Resource Review Commission. No work shall begin until I have received written approval from staff and any required permits have been obtained. I further understand the project must be completed by June 30, 2016 and reimbursement will not be paid until the project is complete.			
Signature of Property Owner			Date
Signature of Business Owner			Date

Supporting Data Checklist for Façade Grant Applicants

SIGNAGE:

- Dimensions of overall sign area
- Provide a color rendering of the design chosen
- Note how and where the sign will be hung on the building (including orientation) on the building plans
- All sign plans shall include the exact style, size, colors and materials proposed

FAÇADE PAINTING AND CLEANING/TREATMENTS:

- Provide samples of the colors chosen (including name and color ID)
- Mark which color will be body color and which will be accent colors
- Note where each color will be used on an elevation detail
- Note where and what cleaning/treatments to be used

AWNINGS:

- Provide information about style of awning chosen
- Note the size and dimensions of awning
- Description of any proposed lettering or images including location, colors, style and content
- Provide samples of the colors chosen (including name and color ID)
- Note where awning will be placed on building (including elevation and orientation)

MAJOR FAÇADE ALTERATION VISIBLE FROM A PUBLIC CORRIDOR:

- Provide a rendering of major changes, including colors, dimensions, scale and materials where applicable
- Provide samples of any paint colors (including name and color ID)
- Provide samples of any proposed materials (including type and texture)
- Colors/materials keyed to indicate location on exterior building elevation plan

WINDOW AND DOOR MAINTENANCE:

- Provide a rendering of window/door changes, including colors, dimensions, scale and materials where applicable
- Provide samples of any paint colors (including name and color ID)
- Provide samples of any proposed materials (including type and texture)

EXTERIOR LIGHTING:

- Provide rendering of exterior lighting to be used, color and proposed location on the building

OTHER AESTHETIC & FUNCTIONAL IMPROVEMENTS

- Provide details, including colors and complete project proposal

ALL PROJECTS:

- Two cost estimates from licensed and bonded contractors for projects under \$10,000; three if over \$10,000.
- Title Block
- North Arrow and scale of drawing
- Color photos of the site labeled to identify content and proposed work
- Fill out this checklist and attach with application