

# 2023 PROPOSED CHANGES – FAÇADE IMPROVEMENT PROGRAM

## City of Sandy

### Façade Improvement Grant Program Guidelines

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#### I. Background

The Façade Improvement Grant Program is a matching grant program of the City of Sandy Urban Renewal Agency approved by the Urban Renewal Board in May 2009. This program has allocated matching grants for qualified projects to generally be awarded on a first come, first served basis.

#### II. Program Objectives

The purposes of the Façade Improvement Grant Program are:

1. To improve the aesthetic appearance of the exterior façades of existing buildings and businesses in the Urban Renewal District;
2. To restore the unique historic character of buildings in the district as much as practicable; and,
3. To encourage private investment in Urban Renewal District properties and businesses.

#### III. Eligibility

The following persons are eligible to apply and receive grant funds:

- Property owners of commercial buildings within the Central Business District (C-1) and General Commercial (C-2).
- Business owners or tenants of commercial buildings within the Central Business District (C-1) and General Commercial (C-2) with property owner consent.
- **Newly constructed buildings are generally not eligible for the Façade Improvement Program, with the following exceptions:**
  - a. **Childcare businesses (daycares, preschools) -- applicants shall provide a copy of a signed lease agreement with the business operator leasing the space (minimum 1-year lease) prior to receiving Façade grant reimbursement.**
  - b. **Redeveloped properties (i.e., Where the primary structure is demolished and a new structure is built in its place)**
- **Food carts and other non-permanent structures are not eligible for the Façade Improvement Program.**

#### IV. Eligible Improvements

Funds may be used for existing exterior façade improvements on commercial buildings in compliance with the Sandy Style Design Standards contained in the Sandy Development Code Chapter 17.90. For the purposes of this program, “façade” includes the exterior of any building wall visible from a street or civic space, but does not include interior modifications, new roofing, structural improvements, or other site improvements except as specified below. The types of eligible projects include:

1. Repair, restoration, or installation of exterior masonry and siding materials.
2. Repair, replacement, or installation of awnings, windows, trim, doors, gutters, downspouts, stone and brick, or other architectural details.

3. Repair, replacement, or installation of exterior lighting.
4. Repair or construction of entryways.
5. Cleaning, preparation, and painting exterior walls, trim, or metal roofing in conformance with the approved color palette.
6. Removal of barriers to access for people with disabilities.
7. Removal, ~~replacement~~, or repair of exterior wall, freestanding, or projecting signs.
8. Other improvements as approved.

**V. Financing**

Matching grants will be awarded on a sliding scale as identified below. Projects up to \$50,000 will be awarded on a first come, first served basis. Projects over \$50,000 will be awarded through a competitive application process. The maximum grant award for a single project is \$41,500. There are three funding tiers that each have different percentages the façade grant program will award/pay.

Project Cost	Façade grant program will pay
\$0 to \$5,000	80%
Next \$45,000 (to \$50,000)	50%
Next \$50,000 (to \$100,000)	30%

**Example:** An approved project with a total project cost of **\$60,000** would be funded as follows:

First \$5,000 of project → grant program pays 80% (80% of \$5,000 = **\$4,000**)

Next \$45,000 (\$5,001 to \$50,000) of project → grant program pays 50% (50% of \$45,000 = **\$22,500**)

Next \$50,000 (\$50,001 to \$100,000) of project → grant program pays 30% (30% of \$10,000 = **\$3,000**)

**Total grant funding for project = (\$4,000 + \$22,500 + \$3,000) = \$29,500**

**VI. Application Process**

The application process includes the following steps:

- ~~1. Applicant to review Design Standards in Chapter 17.90 of the Sandy Development Code.~~
- ~~2. Applicant prepares a written description of proposed improvements.~~
- ~~3. Applicant schedules a Grant Application Meeting with the Planning Director to discuss proposed improvements. City staff will explain grant application requirements.~~
- ~~4. Applicant submits a grant application with supporting documentation as outlined at the Grant Application Meeting.~~
- ~~5. Applicant requests bids to be sent via mail or delivered (and sealed) to the Planning Director. Any bids submitted by the Applicant from the contractor will not be accepted. Projects that cost \$25,000 or less require submittal of a minimum of two competitive bids. Projects that cost more than \$25,000 require submittal of a minimum of three bids.~~
- ~~6. Projects requiring Design Review as specified in Chapter 17.90 of the Sandy Development Code are required to complete the design review process prior to submittal of a grant application.~~

1. Applicant to review Design Standards in Chapter 17.90 of the Sandy Municipal Code.

2. Applicant fills out online Façade Improvement/Tenant Improvement Program Grant Application on the City of Sandy website. Application is routed to Economic Development Manager for initial review.
3. The Economic Development Manager schedules a Grant Application Meeting with the applicant to discuss the proposed improvement project. City staff will review grant application requirements and program rules with the applicant.
4. The Economic Development Manager will develop a scope of work for the proposed project and ask for a design review determination from the Planning Division. Applicant will also forward any plans, elevations, or other additional project documentation discussed during the Grant Application Meeting to the Economic Development Manager at this time.
  - a. Projects requiring design review as specified in Chapter 17.90 of the Sandy Municipal Code are required to complete the design review process before proceeding with project work. (Permits will not be issued until this process is completed.)
5. The Economic Development Manager will schedule a project review hearing for the proposed project at the next Urban Renewal Board meeting. The Urban Renewal Board shall review project documentation and either approve or deny the project.
6. If approved by the SURA Board, applicant may then solicit bids for the project. Bids must be sent directly to the Economic Development Manager from the applicant – bids submitted by the applicant on behalf of the contractor will not be accepted. Projects that cost \$10,000 or more require the submittal of a minimum of three (3) bids. Projects that cost less than \$10,000 can be sole sourced. (On January 1, 2024, the threshold for requiring a competitive bidding process under Oregon law increases to \$25,000.)
7. Once the Economic Development Manager has received the minimum number of bids the project requires, they will:
  - a. Research all bidding firms for eligibility (CCB status).
  - b. Select the winning bidder and inform bidding firms of the bid results.
  - c. Use bid information to draft a standard Façade Improvement/Tenant Improvement grant reimbursement contract – contractor may not begin work until this contract is signed by both the applicant and the City.

## VII. General Conditions

1. Approval of grant applications is contingent upon available funds.
2. Funding is limited to one façade grant per property per year. **No grant recipient may receive more than two (2) total façade grants within a five (5) year period.**
3. All projects shall conform to the design standards of Chapter 17.90 of the Development Code and other applicable regulations in the Sandy Municipal Code.
4. Some projects will require Design Review approval prior to submittal of a grant application.
5. Once an application is approved, the applicant will be required to enter into a Grant Approval Agreement with the City.
6. Construction may begin only after an application is approved. Any work completed prior to formal approval and signing of the Grant Agreement may not be eligible for grant reimbursement.

7. All construction contractors shall have a valid contractor's license in the State of Oregon and a City of Sandy Business License in good standing. **Applicants may not be the contractor on their own project, regardless of contractor status. Any work not completed by licensed contractors is not eligible for reimbursement.**
8. Projects are required to be completed within one (1) year from the date of the grant approval. ~~If the project timeline extends beyond one (1) year the grant applicant shall request an extension from the Planning Director.~~ **Any project items not completed more than one (1) year from the contract date may not be eligible for reimbursement. Applicants that do not complete the scope of work identified in the Grant Agreement within one year will not be eligible to receive another Facade Improvement Grant for five (5) years.**
9. Applicants are responsible for obtaining all necessary permits (i.e., building, electrical, etc.) prior to conducting work.
10. Applicants are required to pass all inspections applicable to the façade work **and all contractors must be paid in full for their services** prior to final payment of grant funds.
11. Additional conditions may be included with the grant approval.

### VIII. Review Process

- ~~A. Grant applications for projects with a total cost of \$50,000 or less are administratively reviewed and approved by the Planning Director.~~
- B. Grant applications for **all** projects ~~with a total cost greater than \$50,000 or a request for an exception as specified in Section XII~~ require review and approval by the ~~Grant Review Board~~ **Sandy Urban Renewal Agency Board.**

### IX. Review Criteria

All projects will be reviewed based on the following criteria:

- A. Positive impact of the project on the aesthetic appearance of the building.
- B. Positive impact of the project on the overall streetscape.
- C. Preservation and enhancement of the architectural integrity of the building.

### X. Reimbursement Procedure

Project reimbursement will occur based on the following procedures:

- A. Upon project completion, applicant shall contact Development Services Department staff to schedule a final site inspection.
- B. Reimbursement shall occur only after construction is complete and has passed a final site inspection for the approved facade work.
- C. Detailed written invoice(s) or itemized receipts and proof of payment (i.e., cancelled checks) shall be provided with all reimbursement requests. **All contractors must be paid in full before applicant may receive reimbursement.**
- D. Funds will be dispersed within thirty (30) days following submittal and verification of all documentation and approval of the façade work.

### ~~XI. Grant Review Board~~

~~A Grant Review Board shall be established to review grant requests for projects greater than \$50,000 or for exceptions as detailed below. The Grant Review Board shall include the following members: Three citizens (member of the City Council, Planning Commissioner, and Sandy resident or business owner), Planning Director, and Economic Development Manager.~~

## **XI. Exceptions**

Exceptions to these requirements may be requested for the following:

1. Structural work that significantly contributes to the overall improvement of the structure and has a significant impact on the streetscape.