



Community and Economic Development Department

City of Sweet Home
3225 Main Street
Sweet Home, OR 97386
541-367-8113
Fax 541-367-5007
www.sweethomeor.gov

Sweet Home Commercial Exterior Improvement Program (CEIP) Main Document Draft Amendment

1.0 PURPOSE AND INTENT

- 1.1 The Sweet Home City Council's Vision and Mission Statement ~~for 2017-2018~~ states in part that the Council aspires: "to create an economically strong environment in which businesses prosper." This environment includes:
 - 1.1.1 Implementing a business vitalization program,
 - 1.1.2 Supporting future economic development efforts within City Hall, and
 - 1.1.3 Developing economic opportunities with regional partners.
- 1.2 The purpose and intent of the Commercial Exterior Improvement Program (CEIP) is to support this vision by offering grants to incentivize the improvement of commercial exteriors in Sweet Home. The purpose is to increase the aesthetic quality of Sweet Home's business districts in order to attract customers, visitors, and prospective business operators to Sweet Home.

2.0 PROGRAM OBJECTIVES

- 2.1 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.
- 2.2 Exterior lighting standards and fixtures shall be of a design and size compatible with the building and adjacent areas.
- 2.3 Exterior building components, such as windows, doors, eaves and parapets, shall have appropriate proportions and relationship to one another.
- 2.4 Exterior design attention shall be given to mechanical equipment or other utility hardware so as to screen them from view to the extent feasible.
- 2.5 Exterior signs should 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.

3.0 APPLICATION PROCESS

- 3.1 Applications are available at 1) Sweet Home City Hall, 2) the City's website under the Community and Economic Development Department, and 3) the Chamber of Commerce, 1575 Main Street. Completed applications include the application form and supplemental material; which may include but is not limited to: evidence of property and/or business ownership, a photograph of the current business exterior to be improved, property equity information, and a description of methods and materials to be used. The applicant must also provide itemized cost estimates from a licensed contractor and the amount of the grant requested. Cost estimates may be provided by the applicant for those improvements that would and can lawfully be completed by the applicant. Please submit applications to Sweet Home City Hall. Applicants may refer to the CEIP Checklist for a complete list of required items.



- 3.2 Competed applications shall be submitted to the City of Sweet Home Community and Economic Development Department at City Hall.
- 3.3 If the applicant is not the owner of the property to be improved, written authorization from the property owner must be submitted with the application.
- 3.4 The City may contract with the Oregon Cascades West Council of Governments to assist in the administration of this program.

4.0 ELIGIBILITY

4.1 Eligible Businesses are defined as those businesses that comply with the following:

- 4.1.1 Eligible businesses must be located within a commercial zone and the city limits in the gateway and downtown areas of Sweet Home: The Main Street corridor between 1st and 18th Avenues, and the Long Street Corridor between Holley Road and 18th Avenue (See the attached program map).
- 4.1.2 Building owners and business operators must be current with all City taxes, licenses and fees.
- 4.1.3 Business owners and operators may be subject to a title search and/or credit check.

4.2 Eligible Improvements and their matching amount include:

IMPROVEMENT	MATCHING GRANT (Percentage indicates maximum amount of grant funds available)
Americans with Disabilities Act Compliance	75%
Awning	50%
Façade Enhancement	50%
Façade Enhancement Consistent with Approved Options	75%
Landscaping	50%
Painting	50%
Parking Lot	50%
Pedestrian Environment (sidewalks, walkways, public plaza, lighting, code compliance, roof, rot repair, masonry cleaning, rain gutter and downspout repair, new siding)	75%



Replacement Signs	50%
-------------------	-----

- 4.3 Eligible improvements are those improvements listed in Section 4.2 and found by the Grant Review Committee (“Committee”) to be the consistent with the Purpose and Intent of this program listed in Section 1.0 and the Program Objectives listed in Section 2.0.
- 4.4 Each eligible business may receive up to \$510,000, or the level determined in Section 4.5, each calendar year. This waiting period may be waived to all eligible businesses by the City Manager upon recommendation by the Committee and availability of funds.
- 4.5 Grants that exceed \$510,000 may be approved according to the matching levels listed in Section 4.2 upon a finding by the Committee, City Manager, and Mayor that the project would provide an exceptional public benefit and comply with the Purpose and Intent of the program listed in Section 1.0 and the Program Objectives listed in Section 2.0.
- 4.6 Eligible improvements include those projects for which expenses were incurred after January 1, ~~2018~~2020.

5.0 CONDITIONS AND CONSIDERATIONS

- 5.1 The City Manager, or designee, shall have the authority to approve grants listed under Section 4.4. The City Manager, or designee, and Mayor shall have the authority to approve grants listed under Section 4.5.
- 5.2 All eligible improvements shall be completed within six (6) months from the date that the applicant receives final approval for a grant request. Extensions shall not be granted; however, an eligible business may reapply under the rules that are in effect at the time of reapplication.
- 5.3 The CEIP is a reimbursement program. Upon completion of an approved improvement, the applicant shall submit receipts that clearly itemize the expenses incurred to complete the improvement. Funds shall be disbursed upon verification by the Committee that the project was completed according to the approved grant percentages and all terms specified when the grant was approved.
- 5.4 Improvements that are not completed as proposed may not be provided reimbursement. The Committee shall have the authority to review these instances on a case by case basis. At no times shall the grant reimbursement exceed the agreed upon match percentage.
- 5.5 The City may contract with local design professionals to assist with design services.
- 5.6 All improvements shall comply with all applicable local, state, and federal requirements. These include, but are not limited to: all applicable planning and building codes. Work shall be completed by a licensed contractor; however, work may be completed by a property owner or business operator only if disclosed as a part of the grant application and permissible under all applicable local, state, and federal laws.
- 5.6.5.7 Upon completion, and for a duration of at least one month, applicants must display in a conspicuous place on the property a City-provided sign stating that the improvements were funded in part by the City of Sweet Home.

6.0 THE GRANT REVIEW COMMITTEE



- 6.1 The City Manager shall appoint the members of the Grant Review Committee (Committee).
- 6.2 The Committee shall consist of five (5) members. The Committee shall include one (1) representative from the City Council, one (1) representative from the Chamber of Commerce, and three (3) members that are engaged in local economic development efforts.
- 6.3 A quorum of the Committee shall consist of three (3) members. Recommendations by the committee may be provided by a majority vote of the quorum.
- 6.4 The Committee shall meet at times and locations that are agreeable to committee members.
- 6.5 The Committee shall review all grant applications and determine business and improvement eligibility under this program. The Committee shall make recommendations as authorized under this program.
- 6.6 The Committee shall make grant award recommendations of approval or denial to the City Manager for those grant awards of \$510,000 or less as described in Section 4.4. The Committee shall make grant award recommendations of approval or denial to the City Manager and Mayor on those grant awards that would exceed \$510,000; as described in Section 4.5.

7.0 PROGRAM IMPLEMENTATION

- 7.1 Where a question regarding implementation of this program arises, or where sections of this program may conflict, the City Manager, or designee, in consultation with the Grant Review Committee shall be authorized to determine the appropriate course of action as specified under this Section and guided by the Purpose and Intent statement listed in Section 1.0 and Program Objectives listed in Section 2.0. Modifications to the program shall only be made as specified under Section 7.2 and 7.3.
- 7.2 Minor modifications to this program; which are defined as those changes that do not significantly alter the terms by which funds are distributed under this program, may be approved by the City Manager upon recommendation by the Committee.
- 7.3 Major modifications to this program; which are defined as those changes that exceed minor modifications listed under Section 7.2 must be approved by the City Council.