



*City of Sweet Home*

*Commercial Exterior Improvement Program*

*Application Packet*



## Community and Economic Development Department

**City of Sweet Home**  
1140-12<sup>th</sup>-Avenue3225  
Main Street  
Sweet Home, OR 97386  
541-367-89698113  
Fax 541-367-5007

### Sweet Home Commercial Exterior Improvement Program (CEIP) Frequently Asked Questions

1. What is this Commercial Exterior Improvement Program?

The Commercial Exterior Improvement Program (CEIP) is a matching grant program that was approved by the Sweet Home City Council in order to provide an incentive to property and business owners to improve the exteriors of their commercial buildings and property.

2. What kinds of projects are eligible under this matching grant program?

Eligible projects include upgrades to the exterior of a business to bring it into compliance with the Americans with Disabilities Act (ADA), construction of new awnings, building façade enhancement, landscaping, exterior building painting, parking lot improvements, walkway improvements, and sign replacements. Projects need to enhance the aesthetic quality of Sweet Home's business districts.

3. What level of a match will the City provide?

The City will provide a match of 100% up to \$5,000 for a single project, and 50% to 75% of eligible project costs beyond that, up to an additional \$10,000, based on the type of proposed improvement. The business owner would be responsible for the remaining balance.

4. What is the most funding that I can receive?

Five-Fifteen thousand dollars (\$515,000) is the maximum potential grant award for most projects. If the Grant Review Committee and City Manager determines that an improvement would provide an exceptional public benefit, a higher award amount may be approved by the City Council.

5. How can I take advantage of this program?

The first step is to fill out an application, which is included in this packet. The completed application and referenced documents should then be submitted to the Community and Economic Development Department at City Hall, 1140-12<sup>th</sup>-Ave3225 Main Street, Sweet Home.

6. How do I receive my grant reimbursement?

After an approved project is completed, business owners should notify the City and submit receipts for their expenses. The City will review the receipts, verify that work has been completed, and arrange for funds to be sent to the business.

7. Why did the City of Sweet Home create this program?

This program places into action the Vision and Mission of Sweet Home's City Council, to "create an economically strong environment in which businesses prosper."

8. Who can I call if I have questions?

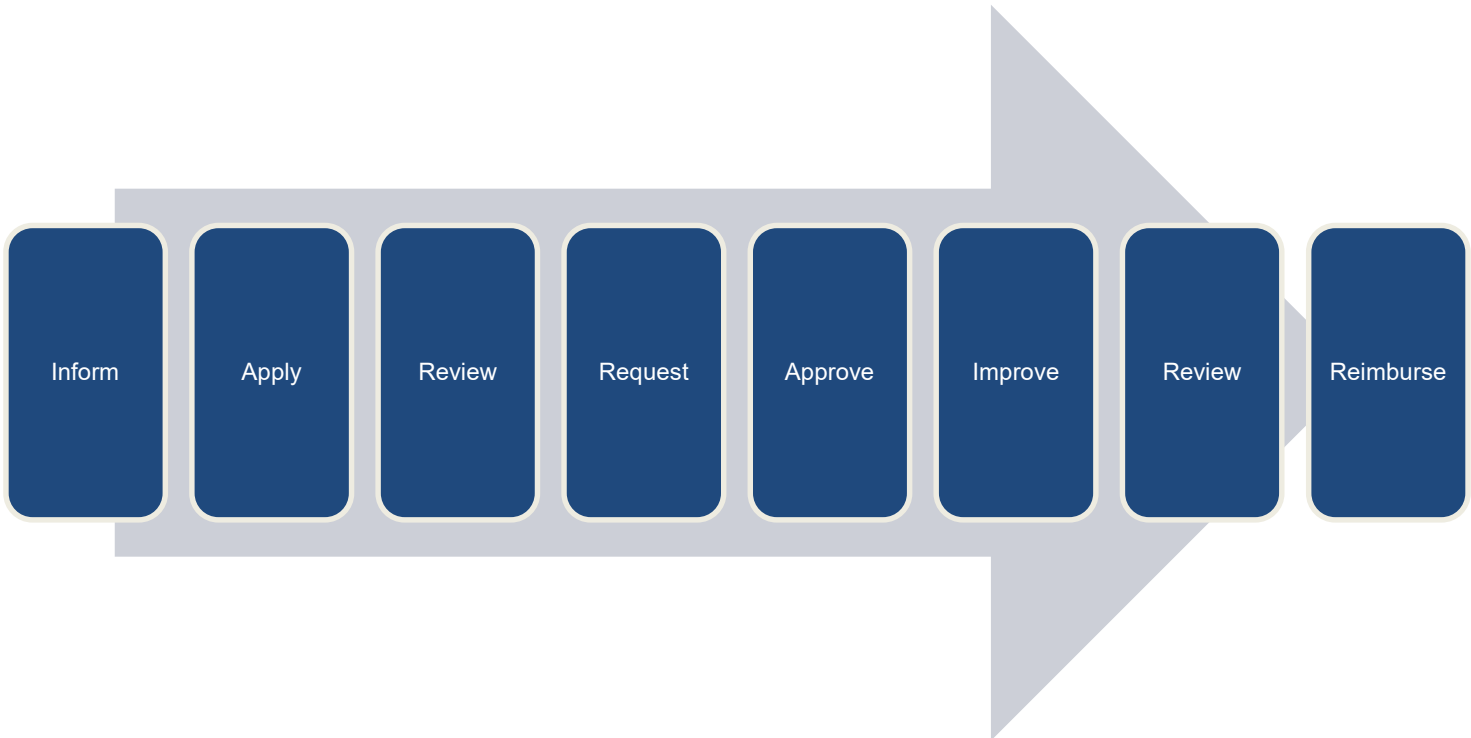


Please call the City of Sweet Home Community and Economic Development Department at (541) 367-8113. The program is detailed in the “Main Document,” which is included in this packet.



## Sweet Home Commercial Exterior Improvement Program (CEIP)

### How Does The Program Work?



1. Business owner/operator INFORMED of CEIP.
2. Business owner/operator APPLIES for CEIP.
3. Grant Review Committee REVIEWS application.
4. Grant Review Committee may REQUEST more information.
5. City Manager APPROVES application based on the Grant Review Committee's recommendation.
6. IMPROVEMENTS start on property.
7. Grant Review Committee REVIEWS completed work and receipts submitted by the applicant.
8. REIMBURSEMENT is made to the business owner/operator.



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### **Sweet Home Commercial Exterior Improvement Program (CEIP)**

#### **Main Document**

Draft Amendment, 12/14/2020

#### 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 Completed 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 and the city limits of the City of Sweet Home.
  - 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.
  - 4.1.34.1.4 In order for a property to be eligible, all businesses occupying the property must participate in the City's voluntary business registration program.

4.2 Eligible Improvements and their matching amount include:

IMPROVEMENT	MATCHING GRANT (Percentage indicates maximum amount of grant funds available)
<u>Any eligible improvement, up to \$5,000</u>	<u>100%</u>
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)	75%



and downspout repair, new siding)	
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 \$515,000, 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 \$515,000 may be approved according to the matching levels listed in Section 4.2 upon approval by the City Council, based upon a finding recommendation by the Committee, ~~and~~ 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~~2021.

## 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.
- 5.6.7 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 \$515,000 or less as described in Section 4.4. The Committee and City Manager shall make grant award recommendations of approval or denial to the City ~~Manager and Mayor~~Council on those grant awards that would exceed \$515,000; 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.



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541-367-8113  
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**Community and Economic Development Department**

**Sweet Home Commercial Exterior Improvement Program (CEIP)  
Application**

Date: \_\_\_\_\_

**GRANT REQUEST: \$** \_\_\_\_\_

**APPLICANT**

Name: \_\_\_\_\_

Phone: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

Email: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**BUSINESS**

Owner: \_\_\_\_\_

Business Name: \_\_\_\_\_

Business Address: \_\_\_\_\_

\_\_\_\_\_

Employer Identification Number: \_\_\_\_\_

**OWNER OF PROPERTY (If Different Than Applicant)**

Property Owner: \_\_\_\_\_

Owner's Address: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_



**SCOPE OF WORK**

Please describe your proposed project under the following sections as applicable. Please attach additional documentation as needed.

Awnings:

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Doors:

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Driveway and Parking Lot:

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Exterior Walls and Detailing:

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Roof:

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Signage:

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Windows:

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Other Projects:

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

TOTAL COST OF PROJECT: \_\_\_\_\_

AMOUNT OF GRANT REQUEST: \_\_\_\_\_

IF THE APPLICANT IS NOT THE OWNER OF THE SUBJECT PROPERTY, DOES THE APPLICANT HAVE:

Lease? \_\_\_\_\_ Yes \_\_\_\_\_ No

Expires: \_\_\_\_\_

Other: \_\_\_\_\_

APPLICATION CHECKLIST

Please include the following information with your application

- Authorization from property owner (If not applicant)
Cost estimates from licensed contractor and detailed project budget
Photograph of building before improvement
Evidence of ownership
Preliminary design drawings
Plot Plan. Please provide a map of the property that depicts the proposed improvement location(s).



**Answers to the following questions are not required for approval of this application; however, they will help Sweet Home’s economic development partners to better serve you and our community.**

1. What is your vision for your property or business? In what way can the City of Sweet Home or regional partners help?

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2. If your property is vacant, to what type of business would you like to lease?

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3. What challenges do you face operating a business in Sweet Home (e.g., unreliable internet service, parking for customers, business education)?

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4. What improvements do you think would help the Sweet Home business community (e.g., requiring business licenses, finding easier ways to work with City Hall, change in city codes, more networking events)?

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### **CERTIFICATION BY APPLICANT**

The applicant certifies that all information in this application, and all information furnished in support of this application, is true and complete to the best of the applicant’s knowledge.

If the applicant is not the owner of the property that is the subject of this application, or if the applicable business is a partnership, cooperation, etc. rather than an individual, the applicant certifies that he/she has the authority to sign and enter into an agreement to perform the work on the property as proposed by this application.

The Grant Review Committee may request additional information in order to make a decision on this application. The applicant agrees to provide additional information as requested. Incomplete applications may not be processed. The applicant understands that the Commercial Exterior Improvement Program provides reimbursement for approved projects. The applicant will be



responsible to comply will all conditions placed on approval, if the application is approved, as provided at the time of the decision of this application. The applicant shall comply with all terms and conditions of the Commercial Exterior Improvement Program (“Main Document”).

The applicant acknowledges that in addition to obtaining approval under this program, the applicant may need to obtain Building, Planning and/or Public Works permits from the City of Sweet Home. Other state permits may also be required. Those permits may incur additional fees and/or conditions of development.

If the applicant is not the owner of the property, the applicant and the property owner are responsible for coordinating project development with the appropriate City department. Contact the Community and Economic Development Department at (541) 367-8113.

\_\_\_\_\_  
Applicant’s Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Applicant’s Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Property Owner’s Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Property Owner’s Signature

\_\_\_\_\_  
Date

**PLEASE RETURN COMPLETED APPLICATION TO:**

Community and Economic Development Department  
City of Sweet Home  
3225 Main Street  
Sweet Home, OR 97386



Community and Economic Development Department

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**Sweet Home Commercial Exterior Improvement Program (CEIP)  
 Grant Review Committee Application Review**

Grant Request		File:	
Date Received:		Applicant:	
Business Location:		Owner (Assessor Records)	
Committee Review Date		Notes:	
Current with City Taxes and Fees	<input type="checkbox"/> Yes <input type="checkbox"/> No	Property Zoning:	

**1. Community and Economic Development Department Initial Review**

Date:

Comments: Applicant should consult with the Community and Economic Development Department to obtain all necessary development permits; including building permits and sign permit(s): (541) 367-8113.

**2. CEIP Grant Review Committee**

Committee Member	In Attendance? Quorum = 3
Mayor Greg Mahler	
Dave Bauer	
George Medellin	
Jo Ann McQueary	

**a. Is the business eligible under Section 4.1?**

Requirement:

*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 in the gateway and downtown areas of Sweet Home: The Main Street corridor between 1<sup>st</sup> and 18<sup>th</sup> Avenues, and the Long Street*



*Corridor between Holley Road and 18<sup>th</sup> 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.*

Committee Determination:

Eligible Business Under Section 4.1?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Comments:	

**a. Are the improvements eligible under Section 4.2?**

Requirement:

*4.2 Eligible Improvements and their matching amount include:*

<i>IMPROVEMENT</i>	<i>MATCHING GRANT (Percentage indicates maximum amount of grant funds available)</i>
<i>Any eligible improvement, up to \$5,000</i>	<i>100%</i>
<i>Americans with Disabilities Act Compliance</i>	<i>75%</i>
<i>Awning</i>	<i>50%</i>
<i>Façade Enhancement</i>	<i>50%</i>
<i>Façade Enhancement Consistent with Approved Options</i>	<i>75%</i>
<i>Landscaping</i>	<i>50%</i>
<i>Painting</i>	<i>50%</i>
<i>Parking Lot</i>	<i>50%</i>
<i>Pedestrian Environment (sidewalks, walkways, public</i>	<i>75%</i>



<i>plaza, lighting, code compliance, roof, rot repair, masonry cleaning, rain gutter and downspout repair, new siding)</i>	
<i>Replacement Signs</i>	<i>50%</i>

Committee Determination:

i. Type of Improvement listed in Section 4.2:	
ii. Is the improvement eligible as described in Section 4.3: Does it comply with the Purpose and Intent of the Program and the Program Objectives?	<input type="checkbox"/> Yes <input type="checkbox"/> No
iii. What is the match percentage?	
iv. Expenses incurred after January 1, 2018?	<input type="checkbox"/> Yes <input type="checkbox"/> No
v. Is the grant request over \$15,000?	<input type="checkbox"/> Yes <input type="checkbox"/> No
If Yes, did the committee and City Manager make the finding that the project would provide an exceptional public benefit and qualify for more than \$15,000? <b>(Final Approval by City Council Required)</b>	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A
vi. What amount does the Committee recommend be approved under this program?	
Recommendation of Grant Review Committee for File: <input type="checkbox"/> Approval <input type="checkbox"/> Denial  <u>Comments:</u>	
Decision by the City Manager:  <input type="checkbox"/> Approval; Including Grant Review Committee Recommendations <input type="checkbox"/> Denial	
_____	_____
Ray Towry, City Manager	Date