



Monmouth Urban Renewal Agency Main Street Façade Improvement Grant Program



Program Guidelines and Overview

Purpose:

The Monmouth Urban Renewal Agency has implemented a Façade Improvement Grant Program to:

1. Enhance the exterior condition of businesses in the Main Street District (MSD) as defined by Monmouth City Code Chapter 18.90.
2. Restore the historic character of buildings within the district.
3. Improve private assets of the Main Street District by revitalizing distinctiveness and integrity of downtown structures.

Grant Funds:

The Façade Improvement Grant Program provides funds for eligible improvements. Façade Improvement Grants can provide funding for up to fifty percent (50%) of the total cost of a project, providing as much as \$5,000 for each commercial business address up to a maximum grant award of \$15,000.

For example, a Façade Improvement Grant could be used to pay \$5,000 of the costs for a \$10,000 improvement project for a building with a single commercial business address. For larger projects, applicants may want to consider a General Assistance Grant application.

Eligible Improvements:

1. Awnings appropriate for the façade improvement and architecture.
2. Exterior painting that it is consistent with other downtown buildings.
3. Non-illuminating signs that are compatible with other buildings on the block and that conform to the standards of the Sign Code (Sections 81.010 through 81.150 of the Monmouth City Code).
4. Exterior masonry repair.
5. Repair to exterior facades (front, rear & side facades are eligible).
6. Sign removal, replacement or repair
7. Repair or replacement to cornices, doors, windows, decorative detail, awnings, window display lighting.
8. Exterior lighting
9. Landscaping features (e.g. window boxes or planters)
10. Bike racks or benches
11. Removal of barriers to access for people with disabilities

Ineligible Projects:

1. Interior improvements
2. Roofing and paving
3. Structural improvements
4. Security measures (i.e. gates, security systems)
5. Loading docks or parking entrances
6. Removal of architecturally important features

Application Process:

In order to receive a Façade Improvement Grant the building owner, or tenant approved by the building owner, shall complete all of the following:

1. Review the design guidelines.
2. Complete and submit a Façade Improvement Grant Application form.
3. Submit a drawing of proposed improvements (plans need not be done by a professional architect unless the project includes structural improvements).
4. An applicant may request design assistance. Design assistance costs may also be funded by the Urban Renewal Agency, in addition to grant allocation. A supplemental application must be submitted to the Urban Renewal Agency for design assistance.
5. Submit a specific description of each part of the proposed improvements (paint color, material type, etc.).
6. Submit cost estimates for the proposed improvements. Bids must be provided if the work is being done by a contractor.

Conditions of Approval:

Design review will be completed by the Monmouth Urban Renewal Agency and will be performed in order of submission. Approval will be contingent upon available funds. The following criteria must also be met:

1. Improvements must be on property within the Main Street District.
2. Improvements must conform to the standards of Monmouth City Code Chapter 18.90, Main Street District (MSD).
3. Properties must be up to date on all municipal taxes.
4. Conditions of Approval may be developed by the Urban Renewal Agency and shall be attached to the application.
5. Funding is limited to one grant per building, per 12 month period.

Approval Procedures:

1. Upon receipt of all application materials described above, City staff will review the application and refer it to the Urban Renewal Agency.
2. The Agency will then make a decision based upon the character of the proposed design and its compliance with the design standards of the Main Street District. The Urban Renewal Agency may develop Conditions of Approval which shall be attached to the Grant Approval Agreement.

3. If approved, City staff will contact the applicant and construction may begin after the Grant Approval Agreement is signed by the applicant.
4. If the project is denied, the Urban Renewal Agency will provide reasons for rejection and recommendations for steps that may be taken to receive approval.

Payment Procedures:

Construction may begin only after the application is approved by the Urban Renewal Agency. Any work done prior to formal approval, will not be eligible for grant reimbursement.

Grants will be issued only after construction is complete. Projects must be completed within twelve (12) months of approval by the Urban Renewal Agency. Upon completion of a project, City staff must be contacted for a site inspection. City staff will then inspect the property to determine compliance with the pre-approved plan. If the inspection finds that the project complies with all standards and conditions above and with the pre-approved plans submitted with the application, the project will be eligible for reimbursement.

If a contractor is used, a written invoice must be provided to the City before funds will be granted. If a contractor is not used, receipts must be provided to City staff before a reimbursement will be issued. Only the cost of materials may be reimbursed for projects that do not use a contractor. Receipts and invoices must be accompanied by proof of payment (i.e. cancelled checks). Funds shall then be dispersed within fifteen (15) days from the date of invoice receipt.

Further Information:

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

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