



May 18, 2020

Dear Banks Business Owner/Commercial Property Owner:

The City of Banks will be awarding up to \$25,000 to commercial property owners in 2020 for exterior building improvements. Grants of up to \$5,000 per property (\$1 granted for each \$1 invested by the applicant) are available to help offset the costs of improvements to storefronts, abutting street frontage, landscapes, and rooftop appearance of eligible commercial buildings.

Upgrading your business can be a great way to engage with new customers and reconnect with longstanding ones. Studies have shown that improvements to commercial buildings often lead to increased sales that are sustained over several years. These improvements have been shown to attract new customers not only to the improved business, but to the surrounding retail district as well.

Whether you are interested in completely redesigning your storefront, upgrading certain storefront elements, improving landscaping, or extending your outdoor seating and display areas, the Urban Renewal Matching Grant Program can help. As a Banks business/commercial property owner, you are eligible to apply.

The grant timeline is:

Grant program opens to applications	June 1, 2020
Contact the City Planner for design assistance (available free-of-charge, as needed)	June 1 – August 17, 2020
Grant Applications Due at City Hall	August 31, 2020 (Monday) at 5:00 p.m.
Applications reviewed by City (Staff recommendation publishes on Sept. 22)	August 31 – September 22, 2020
Grant Award Decision by Economic Development Commission in public meeting	October 7, 2020 at 6:30 p.m.
Awardee obtains bids, completes due diligence	October
City issues Commitment of Funds Letter	December (tentative)
Complete remodel and submit invoices	Due June 30, 2021
Funds disbursed to applicant	Upon City approval of completed project

A **grant program brochure** is enclosed. Applications are now available on the City of Banks website (www.cityofbanks.org), or contact the City Planner at 503-324-5512 for more information.

We look forward to assisting you!

- *City of Banks Economic Development Commission*

EXTERIOR IMPROVEMENT MATCHING GRANT APPLICATION

The City of Banks Urban Renewal Agency is offering matching grants of up to \$5,000 (\$1 granted for each \$1 invested by the applicant) to help offset the costs of exterior improvements to commercial buildings in the Urban Renewal District.*

This application is required for consideration for grant funding. This program uses a competitive selection process that prioritizes projects that will have a significant impact on community revitalization and business activity. Applications are scored based on the following criteria:

- Aesthetic improvement and visual prominence
- Enhances and improves the area for pedestrians (e.g., ground floor spaces)
- Attracts and supports businesses, while supporting the needs of residents in the area
- Maximizes private investment (ratio of public funds to private funds)

*Grant amounts exceeding \$5,000 may be approved by the Urban Renewal Agency Board subject to available funds and provided the applicant meets the dollar-for-dollar match requirement. In the case of multiple applications, limited funds, or at the discretion of the Economic Development Commission, the matching grant awarded may be less than the amount requested.

Business Name: _____

Property Address: _____

Applicant Name: _____

Applicant Mailing Address : _____

Phone: _____ Email: _____

Property Owner Name (if different from applicant): _____

Property Owner Mailing Address: _____

Property Owner Phone: _____

Does the applicant business have a Banks business license? Y N

Briefly describe your proposed project below.

Please check any components that would be upgraded or installed as part of your project

<input type="checkbox"/>	Paint	<input type="checkbox"/>	Paving
<input type="checkbox"/>	Awnings	<input type="checkbox"/>	Trees
<input type="checkbox"/>	Signage (eligible only as part of a larger project)	<input type="checkbox"/>	Plants (shrubs, flowers, grasses, etc.)
<input type="checkbox"/>	Windows	<input type="checkbox"/>	Benches
<input type="checkbox"/>	Doors	<input type="checkbox"/>	Seat walls
<input type="checkbox"/>	Lighting	<input type="checkbox"/>	Art
<input type="checkbox"/>	Cornices	<input type="checkbox"/>	Roof Art
<input type="checkbox"/>	Masonry	<input type="checkbox"/>	Water Feature
<input type="checkbox"/>	Screening	<input type="checkbox"/>	Fencing
		<input type="checkbox"/>	Other: _____

What is your total anticipated budget for this project? _____

Certification by Applicant

The applicant certifies that the information given in this application is for the purpose of obtaining a matching grant to help offset the costs of exterior improvements to commercial buildings in the Urban Renewal District. 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 and belief. The applicant certifies they will provide the required match (\$1 match for each \$1 invested by applicant) if awarded a grant, and that the grant will not exceed \$5,000*

If the applicant is not the owner of the property to be rehabilitated, or if the applicant is not the sole owner of the property, the applicant certifies that they have the authority to sign and enter into an agreement to perform the rehabilitation work on the property. Evidence of this authority must be attached.

*Grant amounts exceeding \$5,000 may be approved by the Urban Renewal Agency Board subject to available funds and provided the applicant meets the dollar-for-dollar match requirement. In the case of multiple applications, limited funds, or at the discretion of the Economic Development Commission, the matching grant awarded may be less than the amount requested.

Applicant Signature: _____

Printed Name: _____ Date: _____

Owner Signature (if not applicant): _____

Printed Name: _____ Date: _____

EXTERIOR IMPROVEMENT MATCHING GRANT GUIDELINES AND REQUIREMENTS

Summary of Steps:

1. Prospective applicants contact the City Planner to verify that their project is eligible for the grant program. Applicants may request up to \$1,000 in design (in-kind) assistance for eligible projects, subject to city approval. Not all projects will require design assistance, and the cost of this service will be charged against any grant award.
2. Applicant submits Exterior Improvement Matching Grant Application with Proposed Scope.
3. Committee makes award decision, approves scope and the maximum grant amount.
4. City notifies applicant of decision and sends pre-commitment checklist.
5. Applicant submits three bids. Bids must be submitted within three months of award notification.
6. Applicant obtains necessary regulatory approvals, including those of the planning and building departments (if applicable) and meets any other conditions.
7. City issues Commitment of Funds Letter.
8. After signing a Commitment of Funds Letter, applicant will contract on their own for construction. Construction must be completed within one year of signing Commitment of Funds Letter.
9. Applicant submits paid invoices/receipts for completed work, and work is checked by city staff to confirm that it fulfills the Commitment of Funds letter.
10. Funds disbursed to applicant.

Review of Applications

Applications will be reviewed, and awards made, by the Economic Development Commission. The following factors will be considered in selecting a project for funding:

- Aesthetic improvement and visual prominence
- Enhances and improves the area for pedestrians (e.g., ground floor spaces)
- Attracts and supports businesses, while supporting the needs of residents in the area
- Maximizes private investment (ratio of public funds to private funds)

Competitive Bids

The program requires that you get three (3) competitive bids for each type of work you are doing. All contractors must be licensed by the State of Oregon. All construction contracts will be between the applicant and contractor.

The maximum total grant amount will be based on the lowest bids for all elements in the approved scope of work (as determined by the City Planner). You may choose to hire any licensed contractor to

do the work, but reimbursement will be determined on the basis of the lowest bid for that part of the work.

As you request bids, it's important to make sure that the contractors are bidding for the exact same work, and that the prices quoted will still be valid when work begins. You are responsible for obtaining all required permits. City staff can help identify city permit requirements.

Letter of Commitment

The Commitment of Funds Letter will outline additional terms and conditions of the matching grant, and will serve as the legal commitment of both parties as to the scope and quality of work and the amount of funds committed. Any work deviating from the approved scope work must substantially conform to the Commitment of Funds Letter and must be pre-approved by the City Planner in order for the work to be eligible for reimbursement.

Grant funds will not be disbursed for work completed before a Commitment of Funds Letter is provided. Grant funds will be disbursed upon

completion, and subject to final inspection and approval by the City Planner.

The Commitment of Funds Letter must be signed and returned to the city within two months of receipt or it is void.

Reimbursement of Funds

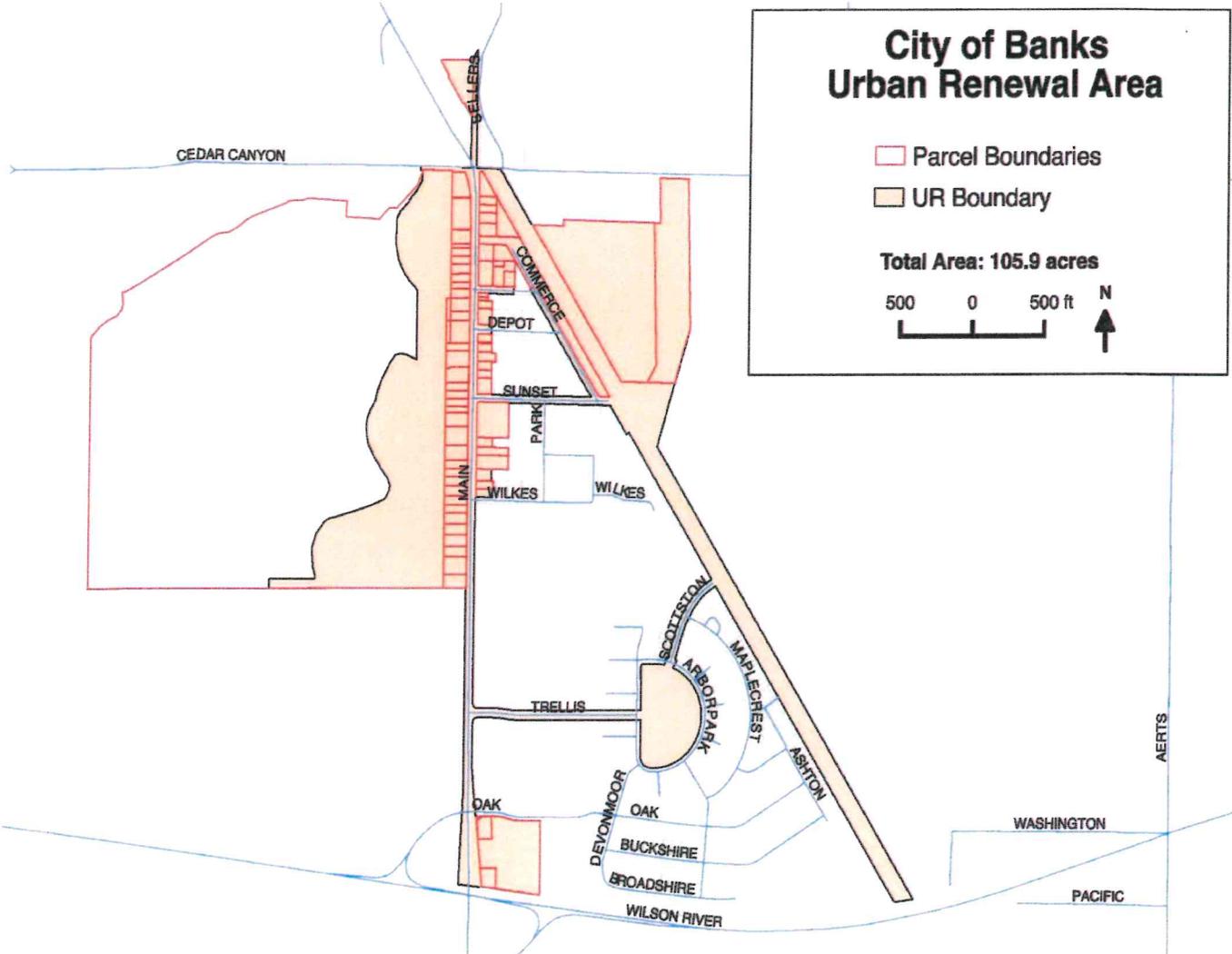
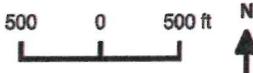
Prior to reimbursement of funds, all completed work will be reviewed by the City Planner as to compliance with the Commitment of Funds Letter. The final \$5,000 disbursement of funds will be held until the exterior of the building is “picture ready” and considered complete by the City Planner, including in the case of projects that are larger than the required match.

The Urban Renewal Agency Director (City Manager) or his/her designee may make minor exceptions to the program guidelines.

City of Banks Urban Renewal Area

- Parcel Boundaries
- UR Boundary

Total Area: 105.9 acres



EXTERIOR IMPROVEMENT MATCHING GRANT PROGRAM

Your building's appearance could be your most valuable marketing tool. Are you making the most of it?

Upgrading your business can be a great way to engage with new customers and reconnect with longstanding ones. Studies have shown that improvements to commercial buildings often lead to increased sales that are sustained over several years. These improvements have been shown to attract new customers not only to the improved business, but to the surrounding retail district as well.

Whether you are interested in completely redesigning your storefront, upgrading certain storefront elements, improving landscaping, or extending your outdoor seating and display areas, the Exterior Improvement Matching Grant Program can help.

The Exterior Improvement Program funds exterior improvements through matching grants. The grants provide matching funds of up to \$5,000* (\$1 granted for each \$1 invested by the applicant) to help offset the costs of exterior improvements to commercial buildings in the Urban Renewal District. The Program provides funding for improvements to storefronts, abutting street frontage, landscapes, and rooftop appearance of eligible commercial buildings.

Exterior Improvement Matching grant applications are reviewed by the Economic Development Commission. **The following criteria are considered in selecting projects for funding:**

- Aesthetic improvement and visual prominence
- Enhances or improves the area for pedestrians (e.g., ground floor spaces)
- Attracts and supports businesses, while supporting the needs of residents in the area
- Maximizes private investment (ratio of public funds to private funds)

For projects that are selected for a matching grant:

- Plans submitted will be reviewed by City Planner who may consult the County Building Division or other agencies as needed to confirm to project's feasibility.
- Approved plans, together with construction bids and construction schedules, are reviewed to determine the final grant amount.
- After signing a letter of commitment to carry out the project, the applicant contracts on their own for construction and installation. The applicant is also responsible for obtaining all required permits.
- Upon completion, the grant amount is awarded. Arrangements can be made for partial awards upon completion of specific project phases.

*Grant amounts exceeding \$5,000 may be approved by the Urban Renewal Agency Board subject to available funds and provided the applicant meets the dollar-for-dollar match requirement. In the case of multiple applications, limited funds, or at the discretion of the Economic Development Commission, the matching grant awarded may be less than the amount requested.

Eligibility and Requirements for the Exterior Improvement Matching Grant Program

Eligible Participants	Commercial property owners and business lessees of property within the Urban Renewal District.
Ineligible Participants	Government offices and agencies, and dwellings are not eligible.
Eligible Work	<p>1. Rehabilitation of building facades visible to the street: Storefronts; cornices; gutters and downspouts; exterior lighting; canopies and awnings painting and masonry cleaning; interior window display lighting; painting; signage (eligible only as part of a larger project); permit and design fees.</p> <p>2. Improvements to the landscape between the building and the public right-of-way: Paving; planters; landscape elements; trees; shrubs; lighting; benches; signage (eligible only as part of a larger project); permit and design fees.</p> <p>3. Improvements to the appearance of rooftops that are visible from NW Main Street: Rooftop gardens; rooftop seating areas; screening; equipment; art.</p>
Ineligible Work	Stand-alone signage (eligible only if part of a larger project); maintenance improvements; structural foundations; billboards; security systems; non-permanent fixtures; interior window coverings; vinyl awnings; personal property and equipment; security bars; razor / barbed wire fencing; landscape maintenance.
Requirements	Projects must meet Downtown Design Guidelines. For landscape improvements, grantee must sign a maintenance agreement. All grantees must sign a letter of commitment within two months of award notification.
Application URL	www.cityofbanks.org

EXTERIOR IMPROVEMENT MATCHING GRANT PROGRAM - City of Banks

FY19-20 Evaluation Form - Prepared 01/10/2020

Below is the evaluation criteria and point system that will be used to judge each of the submitted projects.

*NOTE: Projects must meet the **minimum threshold of 60 points for Improvement grants to be considered for the program.***

Evaluator:						
Evaluation Factor	Key Elements	Possible Points	Project #1	Project #2	Project #3	Project #4
Improvement of property will significantly impact the revitalization efforts of the City	Higher scores will be given to projects having a significant effect on: a) ground floor improvement b) improvement and enhancement of the pedestrian streetfront environment c) attracting and supporting other businesses d) supporting the needs of residents in the area	40				
Visual prominence of the project building and its location	Higher scores will be awarded to projects that are highly visible due to their location	20				
Proposed improvements are sufficient to improve the aesthetics of the building	Higher scores will be given to projects that significantly improve the aesthetics of the building.	15				
Projects that enhance business activity	Higher scores will be given to a business that positively impacts economic activity in Banks	15				
Leverage of other funds	Higher scores will be given to proposals that invest more than the minimum matching fund amount.	10				
TOTAL		100				

Implementation Grant Eligible? >=60

The purpose of this document is to ensure that designs meet minimum standards for quality. These following guidelines are meant to respect the character of buildings in Banks through proper siting, massing, detailing, and materials which reflect important aspects of Banks traditional architecture. These were derived from the Vision 2037 Plan. The intent of these guidelines is not to require all buildings look the same, but rather require buildings to contain certain design elements in common to create a more unified overall appearance.

Building Style Do's	Building Style Don'ts
Commercial Buildings	
<ul style="list-style-type: none"> • Ground level entrances oriented to the street and partly transparent to encourage an inviting business environment. • Buildings on corner lots should have corner entrances with detailing that accentuates the corner location. • Front /street facing elevations of buildings should provide display windows to express a storefront character and allow looking in. • Building elevations should contain details that visually define the street level spaces (storefronts) from upper stories. This distinction could include awnings, canopies, belt courses or similar detailing. • Provide public gathering spaces • Buildings should use wood (or materials similar to wood in appearance and durability), brick and stone elements, with either flat or pitched roofs. 	<ul style="list-style-type: none"> • Buildings should not have parking placed in between the street and the front of the building. • Buildings should not have blank walls. • Building exteriors should not be blank or consist of concrete panels
Industrial Buildings	
<ul style="list-style-type: none"> • Take cues from agricultural building styles and materials (metal and wood, rather than concrete panels. Use adequately pitched roofs, similar in nature to an agricultural building. • Use sizeable windows in entry areas and office areas. • Exterior of structures should relate to agricultural buildings, with reds relating to agricultural buildings, natural galvanized metal, natural and lightly finished wood, muted greens and yellows and "cor-ten" rusted metal. 	<ul style="list-style-type: none"> • "High tech" and tilt up concrete • Painted stripes and other 'super graphic' effects.



YOUR BUILDING'S APPEARANCE COULD BE YOUR MOST VALUABLE MARKETING TOOL. ARE YOU MAKING THE MOST OF IT?

EXTERIOR IMPROVEMENT MATCHING GRANT PROGRAM

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See back for Eligibility & Requirements.

BANKS HARDWARE

Before



After



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EXTERIOR IMPROVEMENT MATCHING GRANT PROGRAM

ELIGIBILITY & REQUIREMENTS

ELIGIBLE PARTICIPANTS

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ELIGIBLE WORK

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INELIGIBLE PARTICIPANTS

Government offices and agencies, and dwellings are not eligible.

INELIGIBLE WORK

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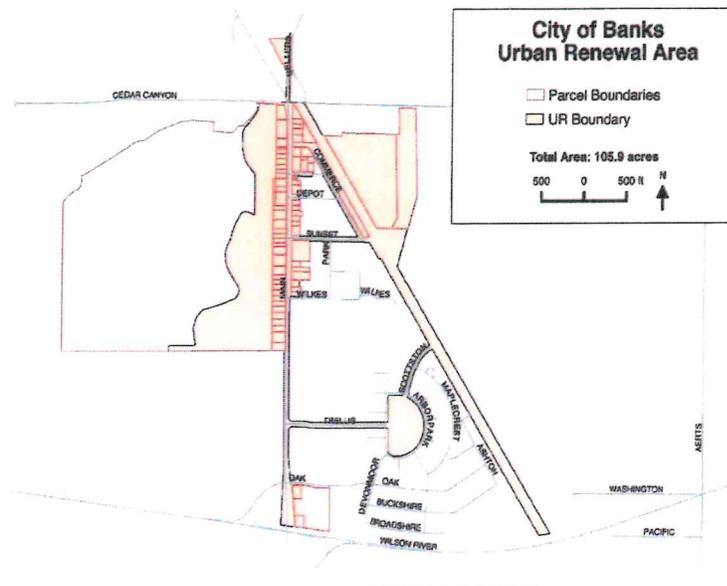
REQUIREMENTS

Projects must meet Downtown Design Guidelines. For landscape improvements, grantee must sign a maintenance agreement. All grantees must sign a letter of commitment within two months of award notification.

APPLY HERE: WWW.CITYOFBANKS.ORG

MAP OF ELIGIBLE PARCELS FOR EXTERIOR IMPROVEMENT MATCHING GRANT PROGRAM

Eligible parcels outlined in red.



EXAMPLE STOREFRONT IMPROVEMENTS

THOMAS FAMILY DENTISTRY

Beaverton, OR



Before



After

AVA'S

Beaverton, OR



Before



After

BEST CHIROPRACTIC

Beaverton, OR

Before



After



LIONHEART COFFEE

Beaverton, OR

Before



After

