



## **Downtown Façade Improvement Program Application Process**

Applications are accepted on a rolling basis until all funds have been awarded. Complete applications submitted each month will be reviewed at the following month's Design and Landmarks Committee meeting, which is held on the first Monday of each month.<sup>1</sup>

### **Required informational meeting:**

Contact Li Alligood at [alligoodl@ci.milwaukie.or.us](mailto:alligoodl@ci.milwaukie.or.us) or (503) 786-7627 to schedule an informational meeting. The grant application may be filled out and submitted at the meeting or afterwards.

### **Grant application submission:**

Required grant application elements:

- Signed and complete application form
- Photo of existing building (digital preferred)
- Sketch of project (if applicable, preferably in color)
- Samples of materials and/or colors and images of any pre-fabricated products to be used (e.g., windows/awnings/doors/signs)
- A project budget. Each project element over \$1,000 must be accompanied by either a bid/quote or a detailed cost estimate, including unit costs and quantities. (Applicants may propose another method for estimating cost, subject to City approval.)

### **Staff review:**

Staff will:

- Confirm proposal eligibility
- Review budget
- Provide funding recommendation to DLC

### **Design and Landmarks Committee (DLC) review:**

1. The DLC meets the 1<sup>st</sup> Monday of the month. Applicants are requested to attend, but are not required to do so.
2. The DLC, by majority vote, will award a grant (or reject an application) after considering the proposal's contribution to the downtown environment and character. Projects that noticeably, substantially, and/or significantly make downtown a more

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<sup>1</sup> Contact staff to confirm meeting date, as they may change. A later review date may be requested.

attractive, pleasant, and vibrant place will be funded. Projects receiving design review from Metro will be given funding priority.

3. The DLC may offer comments and suggestions, but will not provide conditions of approval or adjust design details.

### **Design Review / Building Permit:**

Many proposals will require downtown design review and/or building permits. These may be pursued on whatever timeline the applicant chooses (i.e., concurrently with grant application or after receiving approval).

Design review may require Type I or Type III review. The fee for Type I review is \$150 and the timeline is approximately 10 days. The fee for Type III review is \$1700; Type III review requires approval by the Planning Commission. The Timeline is 3 to 4 months.

Process and requirements are as specified under relevant municipal codes.

### **Construct improvements:**

Work must be performed by appropriately licensed contractors. Applicants will be expected to competitively bid work elements over \$5,000.

### **Reimbursement:**

Requests for reimbursement shall include itemized invoices for costs incurred, proof of payment, and digital photos of the completed improvements. Reimbursement will be made for no more than the approved grant amount and no more than 50% of eligible costs.

### **Questions:**

Contact Li Alligood at (503) 786-7627 or [alligoodl@ci.milwaukie.or.us](mailto:alligoodl@ci.milwaukie.or.us).

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