



# CITY OF PORT ANGELES

## FACADE AND SIGNAGE GRANT PROGRAM

### Program Intent

#### Introduction

The City of Port Angeles is currently accepting proposals for façade and signage improvement projects. The Façade and Signage Competitive Grant Program is a program administered by the City's Department of Community and Economic Development. The program offers grants to eligible property owners seeking to renovate, enhance, or restore their commercial building facades and signs along designated commercial corridors. The Program is part of the City's ongoing efforts to promote new and private investments.

#### Background

The Program will provide matching grants for up to 3 façade and 3 sign improvement projects using funds generated through the Community Development Block Grant (CDBG). The Program focuses on commercial businesses located in the CBD or on arterial streets. Selected projects will be reimbursed for 50 percent of the approved project cost, up to \$10,000 for façade improvements and \$1,000 for sign improvements.

This Program addresses the concerns identified in the American Institute of Architects' Sustainable Design Assessment Team (SDAT) Final Report, which can be accessed online (<http://www.cityofpa.us/PDFs/PermitsPlanning/AIAFinalReport.pdf>). This program will implement some of the suggestions put forth by the SDAT and is intended to enhance the physical appearance, accessibility, and overall value of the City's business community and surrounding areas encouraging further economic development.

#### Submission

To be considered, applicants must submit applications and supporting materials (see application form) to the City of Port Angeles Department of Community and Economic Development by close of business June 4, 2010 to:

City Hall, 321 East 5th Street

or mail to:

P.O. Box 1150,  
Port Angeles, WA 98362-0217

Should you have any questions regarding the selection process, please contact Roberta Korcz at (360) 417-4804 or [rkorc@cityofpa.us](mailto:rkorc@cityofpa.us).



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## ELIGIBILITY AND SELECTION CRITERIA

The Program will provide matching funds for selected façade and sign improvement projects. Façade projects are eligible for up to \$10,000 in reimbursement and sign project are eligible for up to \$1,000 in reimbursement. Applicants may not apply for both a façade and signage grant during the same application cycle. Applications will be evaluated based on how the proposed improvements will enhance the physical appearance, accessibility, and overall value of individual buildings as well as surrounding areas. To be eligible, buildings must be located in the Central Business District (CBD) or on an arterial street within a zone designated Commercial Arterial (CA), Commercial Shopping District (CSD), Commercial Neighborhood (CN), Commercial Office (CO), or conforming commercial building outside of these zones located on an arterial street. Please see additional eligibility information and map on the following page.

Proposals will be evaluated by the Community and Economic Development staff, as well as the Port Angeles Downtown Association for those projects located within the Central Business District, based on the following selection criteria:

**DEGREE OF VISIBILITY-** Priority will be given to buildings with high degrees of overall public visibility to streets and other public spaces.

**ADDITIONAL CONTRIBUTION-** Consideration shall be given to projects which contribute over and above the required match and/or have other planned investments to the business and/or building.

**EXPECTED INCREASE IN PROPERTY VALUE-** Priority will be given to those projects which best enhance the physical appearance, accessibility, and overall value of individual buildings as well as surrounding areas.

**CONSIDERATION OF NEIGHBORHOOD AND HISTORICAL CONTEXT-** Priority will be given to project that benefit neighboring properties. When possible, historical preservation efforts should be a part of proposed improvements and will be considered in their evaluations.

**ABILITY TO PROCEED WITH PROJECT-** Projects and proposed businesses demonstrating the ability to be implemented within the grant award year will be given priority.

**ADDITIONAL FACTORS-** Other noteworthy items considered applicable to projects.

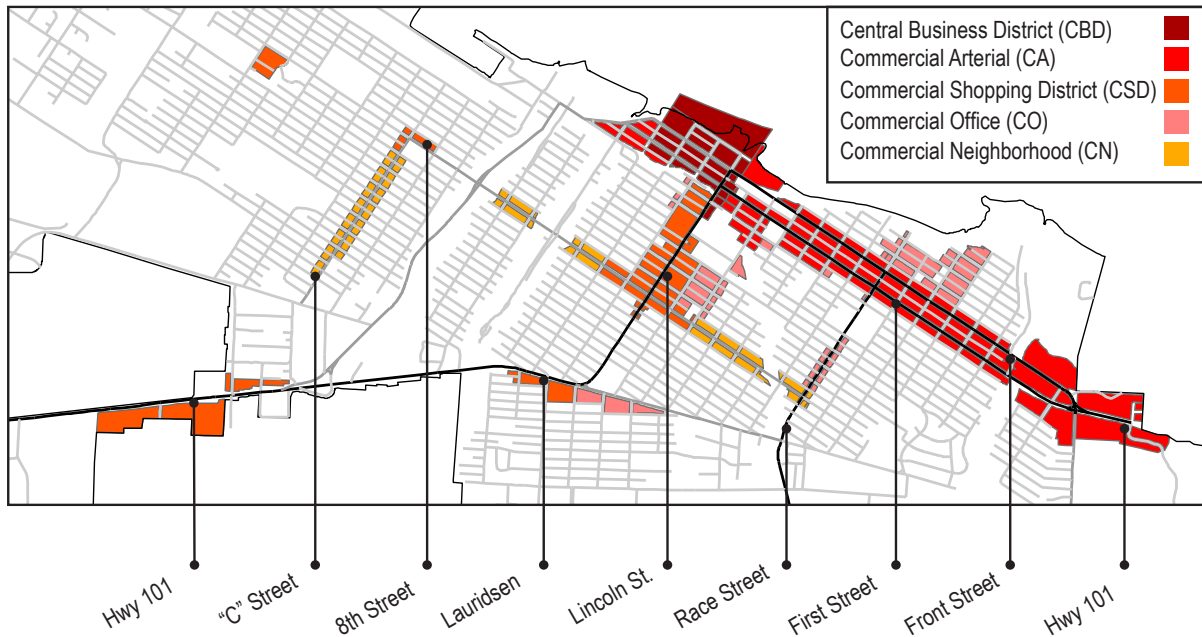
Final decisions will be made by the Planning Commission. The Planning Commission may condition award approval to ensure program intent is achieved.



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## ADDITIONAL ELIGIBILITY INFORMATION

Eligible projects MUST be located



Proposed projects must improve or enhance EXISTING facades or signs. Eligible program items include:

- Rehabilitation, reconstruction, or restoration to the exterior, street-side of a building façade
- Glass, windows, doors, trim, and accessories that are a part of the streetside façade
- Professional architectural/design/contractor fees as deemed appropriate for eligible works
- Structural awnings, canopies, landscaping, and other items associated with but secondary to façades
- Street grade entrances which contribute to activity along street edge

Please note that many improvements will not be considered within the parameters of this grant. Ineligible program items include: interior improvements, roof repairs, non street-facing entrances, signs resulting in an increase in size of size, non permanent or temporary structures.

Sign projects must conform to the City of Port Angeles' Sign Ordinance. Signs that will not be considered include: fluttering devices/banners, billboards, moving/rotating signs, temporary signs, reader boards, LCD/ electronic signs, anything that flashes, pulsates or adds glare onto streets, public ways, or adjacent properties.

Applicants are encouraged to meet with the Department of Community and Economic Development to determine eligibility prior to application submittal.



# CITY OF PORT ANGELES FACADE AND SIGNAGE GRANT PROGRAM

## APPLICATION FORM

APPLICANT'S NAME: \_\_\_\_\_

PHONE (day): \_\_\_\_\_ CELL: \_\_\_\_\_ FAX: \_\_\_\_\_

E-MAIL: \_\_\_\_\_

PROPERTY ADDRESS: \_\_\_\_\_

PROPERTY OWNER (if different than the applicant): \_\_\_\_\_

CITY ZONE:    CBD     CSD     CA     CO     CN     Other

BUSINESS TYPE (or proposed): \_\_\_\_\_

PROJECT TYPE:    FACADE                                   SIGN

ANTICIPATED START DATE: \_\_\_\_\_

ESTIMATED PROJECT COST: \_\_\_\_\_

(Please note that cost for work completed prior to execution of award contract cannot be reimbursed. Estimated project cost should reflect items not yet completed.)

### TO BE ELIGIBLE FOR CONSIDERATION, THE FOLLOWING MUST BE ATTACHED TO THIS APPLICATION:

1. Color photograph of the full front facade of building (street-facing entrance)
2. Site map showing location of building or sign
3. Narrative description of proposed improvements requesting City funding (may include sketches, construction documents, photographs, etc.)
4. Property owner consent form
5. Estimated project budget and timeline
6. Signed copy of Application Acknowledgment Form
7. A list of contractors, designers, etc. who will be associated with the project.
8. Additional application material requested by staff



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## PROPERTY OWNER CONSENT

### IF APPLICANT(S) DO NOT OWN THE PROPERTY IN QUESTION:

The owner(s) of property located at \_\_\_\_\_ are fully aware of and have agreed to all proposed improvements described in this application. Applicant(s) must have any changes to project proposals approved by property owner(s) prior to allocation of funds.

Applicant's Signature \_\_\_\_\_ Date \_\_\_\_\_

Owner's Signature \_\_\_\_\_ Date \_\_\_\_\_

Owner's Name (printed) \_\_\_\_\_

Address \_\_\_\_\_

Phone Number \_\_\_\_\_ Email Address \_\_\_\_\_



# CITY OF PORT ANGELES FACADE AND SIGNAGE GRANT PROGRAM

## ESTIMATED PROJECT BUDGET

PROJECT ACTIVITY	TIME- LINE	BUDGET (\$ AMOUNT)	
		CITY FUNDED *	APPLICANT MATCH
1.			
2.			
3.			
4.			
5.			
6.			
7.			
<b>TOTAL</b>			

\* Please note that any project activity fully or partially paid for with City funds must comply with all applicable federal, state and local laws pertaining to labor standards and payment of prevailing wages.



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## ACKNOWLEDGMENT FORM

Once an application is submitted, the information is considered public information.

Projects being issued grant money for proposed facade and sign improvements must obtain relevant building and planning permits as required with any new construction.

A pre-application meeting with the Department of Community and Economic Development is recommended prior to submittal of application.

The City is not responsible for the planning, design, or construction of improvements. The applicant is advised to consult with licensed architects, designers, and/or consultants before proceeding with final plans.

The Planning Commission may award project funding conditioned upon compliance with specifications or terms not included in the application.

The Facade Program is funded with CDBG generated money. All funded activities must comply with applicable federal, state and local laws and regulations pertaining to labor standards and payment of prevailing wages for contracted work.

Once awarded a grant, you have 120 days to execute a contract with the City of Port Angeles (see example available on the City's website).

Funded improvements must be maintained for at least 5 years, after which the grant funds will be forgiven. Failure to maintain improvements while under same ownership may result in a prorated return of funds to the City of Port Angeles.

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Applicant's Signature

Date