



DOWNTOWN BUILDING RESTORATION (DBR) PROGRAM

PROGRAM DESCRIPTION

- ❖ Program Area: Inclusive of buildings with entrances on Main Street, between Rose Street and Oak Street. One or more projects per year may be accepted from a side street from Main Street to 2nd Street or Main Street to Park Street (priority will be to a Main Street address).
- ❖ FY2023/24 Program Funding: \$50,000.
- ❖ Program ends within 9 months after projects have been selected and notified.
- ❖ Grant Applicants must be a property owner or lessee with property owner permission.
- ❖ 1 Reimbursement Grant provided for amount of \$25,000 and 5 Mirco Reimbursement Grants of no more than \$5,000 to cover partial or up to 75% percent of the costs of a project. A 25% match is required for each Grant.
- ❖ One Grant per street address.
- ❖ Grants to be awarded to projects representing the most visual enhancement to the Main Street area based on the applications received during the designated application window.
- ❖ The DBR Program Team may waive program parameters for projects representing an exceptional benefit to the goal of visual enhancement for the Main Street program area.

LEBANON STYLE DESIGN STANDARDS

Downtown Lebanon contains an eclectic mix of buildings, incorporating styles from the late 19th to early 20th centuries. Regardless, common features often included flat roofs, upper story apartments, recessed entries, awnings, architectural ornamentation, and large, street-level window displays.

Restoring these buildings to their original façades may be difficult and very expensive. However, when making façade improvements, applicant should consider the following:

- ❖ Follow as closely as possible to the original design, especially exterior material, architectural ornamentation, and finish.
- ❖ While there are no color preferences, the color(s) selected should be similar to those used when the building was first constructed, or when a significant upgrade occurred.
- ❖ Windows should not be reduced in area from current dimensions and increased, where feasible, to the original size.
- ❖ Signage and exterior lighting should keep with the characteristic of the building.

- ❖ If the building is included on the Lebanon Historical Registry, improvements shall be subject to the procedures set forth in Section 16.31.070 of the Lebanon Development Code.

ELIGIBLE GRANT PROJECTS

- ❖ Priority Projects:
 - ❖ Repair, restoration, or replacement of masonry, siding, removal of angled awnings or addition of flat canopy rain barriers, transom windows and window frames, and other historic architectural features.
 - ❖ The addition of period-correct architectural ornamentation.
 - ❖ Cleaning and painting of exterior walls and trim.
- ❖ Second Priority Projects:
 - ❖ Exterior lighting consistent with the characteristic of the building design (canned lighting for security purposes. No flood lighting).
 - ❖ Addition of, or repair to existing murals.
 - ❖ Removal of accessibility barriers.
 - ❖ Removal, repair, or replacement of signs conforming to Development Code requirements and characteristics of the building design.
- ❖ Third Priority Projects:
 - ❖ Repair or replacement of awnings,
 - ❖ Façade design services, for help with the concept designs of the exterior of the building.
 - ❖ Exterior decorative (holiday) lighting.
 - ❖ Other improvements as approved.

APPLICATION PROCESS

- ❖ Property owner/authorized business representative schedules and meets with Downtown Building Restoration Program (DBR) Coordinator to discuss project concept and verify application materials are sufficient (optional).
- ❖ Once application materials are deemed sufficient for evaluation, the DBR Team, including but not limited to the City Manager, Community Development Director, Economic Development Catalyst, Financial Director, Building Official, Lebanon Downtown Association Main Street Manager, and architect, will evaluate the applications based on the evaluation criteria below.

- ❖ DBR Team assesses applicability of proposed project, provides feedback, and suggests any changes needed before being presented to the Lebanon Historic Landmark Commission (Planning Commission) for approval.
- ❖ Property owner/authorized business representative submits project plans, pricing, color samples, rendering of completed project and competitive bids from licensed and bonded trades/professionals.
- ❖ If the property is listed on the Lebanon Historic Register the proposal will be evaluated for compliance with Section 16.31.070 of the Lebanon Development Code, and additional associated decision criteria.
- ❖ Project agreement executed between City and Property owner/authorized business representative.
- ❖ **All necessary engineering/planning permits obtained prior to execution of work. Grant funding reimbursement will only be provided if all required permits are obtained.**
- ❖ Reimbursement will occur based on the following procedures:
 - A. Upon project completion, applicant shall contact the DBR Program coordinator to schedule a final site inspection.
 - B. Reimbursement shall occur only after construction is complete and the site has passed a final inspection by the City of Lebanon DBR Program coordinator for the approved project work.
 - Arrangements can be made for partial awards upon completion of specific project phases, depending on the nature of the project.
 - C. Detailed written invoice(s) or itemized receipts and proof of payment (i.e., cancelled checks) shall be provided with all reimbursement requests. All contractors must be paid in full before applicant may receive reimbursement.
 - D. Funds will be targeted for disbursement within thirty (30) days following submittal and verification of all documentation and approval of the façade work.

EVALUATION CRITERIA

- ❖ The building's entrance is on South Main Street, between Rose and Oak Streets. One project per year may be accepted from a side street from Main Street to 2nd Street or Main Street to Park Street.
- ❖ The proposed project fits the established eligibility requirements and priorities.
- ❖ For a historical property (see Lebanon Historical Properties on the City of Lebanon Website) it must meet the decision criteria for alterations in Section 16.31.070 of the Lebanon Development Code.
- ❖ The façade improvement is grant eligible and building permits will be obtained.
- ❖ The building façade improvement is consistent with the "Lebanon Style" design standards identified in a previous section above.

- ❖ Necessary financing was approved (if applicable).
- ❖ Be a benefit to the goal of the enhancement for the Main Street area as stated in the Lebanon 2040 Vision and Community Strategic Action Plan, Vision Focus Area: Downtown Strategy #4 task 4.5.
- ❖ The contractor(s) is/are available to complete the project within 9 months of contract signing.
- ❖ Potential larger grants may be available for more substantial/impactful projects and will be awarded by the program team.

GENERAL CONDITIONS

- ❖ Program Area: Inclusive of buildings with entrances on Main Street, between Rose Street and Oak Street. One project per year may be accepted from a side street from Main Street to 2nd Street or Main Street to Park Street.
- ❖ FY2023/24 Program Funding: \$50,000.
- ❖ Program ends within 9 months of project contract signing.
- ❖ Grant Applicants must be a property owner or lessee with property owner permission.
- ❖ Based on DBR Team project and Historic Landmark Commission approval and executed agreements.
- ❖ 1 Grant provided for amount of \$25,000 and 5 Micro Grants of no more than \$5,000 to cover partial or up to 75% percent of the costs of a project. A 25% cost match is required for each Grant.
- ❖ One Grant per street address.
- ❖ Grants to be awarded. to projects representing the most visual enhancement to the Main Street area based on the applications received during the designated application window.
- ❖ The DBR Program Team may waive program parameters for projects representing an exceptional benefit to the goal of visual enhancement for the Main Street program area.

Further Information Contact:

Alysia Rodgers
Economic Development Catalyst
(541) 258.4256
arodgers@ci.lebanon.or.us