



CITY OF ASTORIA  
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## ASTORIA DEVELOPMENT COMMISSION

### STOREFRONT IMPROVEMENT PROGRAM GUIDELINES

- 1). Projects assisted by this program are to be exterior rehabilitation and renovation projects showing significant aesthetic improvement to the property and to be compatible with the Uniontown streetscape. No grant money shall be used for interior work or tenant improvements.
- 2) Eligible properties are commercial, industrial, or mixed-use live work buildings located in Astor West Urban Renewal District. Multifamily properties with four or more units and located within the District are also eligible.
- 3) Property owners must be current on property taxes, business license, and there are no outstanding code violations or inspections unless there is an approved remediation plan.
- 4) All projects must comply with the Astoria Development Code and be permitted appropriately through the Community Development Department, including historic or design review. Architectural design assistance is encouraged with a qualified architect. Up to \$1,000 of the total grant or 10% of project budget, whichever is less, can be used for design assistance.
- 5) Applicant will submit completed grant application with property owner information and signature. Only *completed* applications will be considered for funding.
- 6) Applicant will provide two (2) bids from licensed contractors for each portion of the project if less than \$5,000 and three (3) bids for any portion of the contract which is in excess of \$5,000.
- 7) The Historic Landmarks Commission (HLC) will review the preferred design if the building is a historic resource and the request meets a Type 3 review level. The HLC will approve the proposal as submitted or make recommendations for alterations to the design or deny the application.
- 8) The Astoria Development Commission and the property owner will enter into a contractual agreement for the proposed improvements, but will not be subject or party to any contractual agreement with a general contractor. The construction contract and approved scope of work will be referenced and attached to the grant agreement.
- 9) The Astoria Development Commission will provide up to \$10,000 grant assistance per property, with a 50% match required by the applicant for improvements and administratively approved (staff level). Grant amounts above \$10,000 require a higher leverage (~75% match) and will be considered by the Astoria Development Commission (ADC). Requests for financial assistance that exceed \$50,000 will be considered approved by ADC and administered by CRAFT3. Specific terms would be negotiated prior to ADC consideration.
- 10) Items needed for final payment reimbursement:



Contractor's Final Invoice (detailed and itemized description of scope of work performed and materials used during project).

- ◆ Proof of Payment to Contractor (copy of check, bank statement, etc.)
- ◆ Digital Photos of "Before & After" Project
- ◆ Site Inspection (conducted by City staff)
- ◆ Federal W-9 Form - <http://www.irs.gov/pub/irs-pdf/fw9.pdf> ⌘

11. All projects shall comply with the City of Astoria's Development Code and Astor West Design Guidelines.

12. If the building is designated as a historic resource by the City of Astoria, the project design must restore the building as closely to its original design as possible. All storefronts shall be designed, constructed, and maintained to complement and accent the original architectural features of the building. All accessories, signs, awnings, etc. shall likewise complement the overall character of the building and streetscape.

13. Grants are dependent upon an approved project plan and contract with the City of Astoria. Final invoices and proof of payment to contractor must be submitted for reimbursement. No grant money will be disbursed until the project is completed and is approved by the City of Astoria.

14. To qualify for grant funds, a storefront improvement application and appropriate plans must be submitted to the City of Astoria, approved and a grant contract signed prior to work commencing.

15. The grant will have a term of not more than one year with a single payment after receipt of completed work. All work needs to be done by licensed and bonded contractors.

16. ALL PROJECTS PROPOSED BY TENANTS: Provide a signed lease of at least one year of duration. Provide a notarized Authorization of Work from the property owner. Submit signed Hold Harmless Agreement.

17. The following list is not exhaustive, but covers the majority of types of projects that are eligible:

- Replacement, repair or alteration of building exteriors (facades) or elements such as doors, windows, lighting, porches, unique architectural features, balconies, etc.
- Repair or replacement of awnings.
- Exterior painting and cleaning (major, not maintenance).
- Sign repair, replacement, installation or removal.
- Site improvements, such as sidewalk area improvements, landscaping, etc.

18. *Ineligible Activities:*

- Inappropriate cleaning (ex. washing, scrubbing, general maintenance, etc.)
- Property maintenance



- Building acquisition
- Inventory or other working capital
- Administrative costs or payments to a borrower
- New development or construction

20. Funds shall be allocated based on the following criteria and are subject to availability:

- Be in the public interest
- First come, first serve; W Marine Drive corridor is a priority area as the primary business district
- Encourage greater marketability of the business district
- Complement the existing historic nature and business district climate
- Visual prominence of the building and its location
- Aesthetic quality design proposal
- Historical and architectural significance of the building
- Potential impact on the attractiveness of the city streetscape, the particular building, and the economic development of the intended area; and
- Readiness to proceed.