

Stillwater's Business Improvement District #1

"Old Town Stillwater"

Commercial Exterior Grant Program

"...these old buildings do not belong to us only; that they have belonged to our forefathers, and they will belong to our descendants..." -WILLIAM MORRIS-

Grants from Stillwater's Business Improvement District #1 are intended to encourage improvements to both commercial and residential properties. A modest grant can go a long way and is often the catalyst that inspires a property owner to take action on a project.

This grant program is designed to help BID members improve the appearance of their property within Old Town. Eligible property owners may apply for grant funding to make improvements to enhance and improve the external appearance of their properties.

Applicants must complete an application form, available from the Business Improvement District Coordinator at the City Hall or online at www.stillwater.org.

Grant funds must be used for exterior building and site improvements. The improvements shall be clearly visible to the general public from streets, sidewalks, and other public access points.

Any grant funding must be matched by non-grant funding. Grant funding may not exceed 50% of the total project costs, with a maximum Grant of \$2,500.00.

Applications will be evaluated and grants will be approved, in a manner consistent with the program rules and design guidelines. No more than one grant may be approved per property per calendar year.

All work funded by a grant must occur after the grant application has been submitted and must be completed within six months of the approval of the grant. Work performed prior to the application being submitted will not be eligible for consideration under the grant program. Between the time the application is submitted and the time the grant is awarded, any work performed will be done so at the risk of the owner/applicant. The grant money will be awarded after the project is completed and verified and after all grant requirements have been met. Third party estimates must be submitted, along with receipts for labor and materials, "after" photos, a certificate of occupancy or completion (if necessary), and a W9 will be required to receive funding.

The BID Board meets the first Thursday of every month at 5:15pm. In order to have information complete and comply with the open meetings act we need all applications completed and turned in the Wednesday before the BID Board meeting. Please refer to timeline below.

BID BOARD MEETING SCHEDULE

August 7th, 2008
September 4th, 2008
October 2nd, 2008
November 6th, 2008
December 4th, 2008

GRANT APPLICATION DUE DATE

July 23rd, 2008 5:00pm
Aug. 27th, 2008 5:00pm
Sept. 24th, 2008 5:00pm
Oct. 29th, 2008 5:00pm
Nov. 15th, 2008 5:00pm

The deadline for submitting grant applications for 2008 is **November 15, 2008**.

Old Town Stillwater

Exterior Improvement Grant Program

Eligibility Requirements

1. Applicants must be a member in good standing of Stillwater's Business Improvement District #1 "Old Town Stillwater".
2. The project must create a physical improvement to the property.
3. The project must enhance the exterior appearance of the property or storefront and/or improve the appearance of the neighborhood in a long lasting manner.
4. The project must be consistent with the Old Town Stillwater Design Guidelines.
5. The project funds must be available to complete the project.
6. The improvements must be clearly visible to the general public from streets, sidewalks, and other public access points.
7. The project must be completed within six months of the approval of the Grant. If the project is not completed within six months of the award date a letter must be submitted to the Board setting forth the reasons for the delay and, if needed, the Board and the grantee will establish benchmarks to measure the successful completion of the project.
8. The project improvements shall have a positive economic impact on the property and on Old Town Stillwater.
9. Applications must include an estimate from a third party or contractor for labor/materials, a current photo of the property and an illustration of work to be completed. You will be required to turn in a W9 for payment processing, which can be found online at: <http://www.irs.gov/pub/irs-pdf/fw9.pdf>
10. Applications must be received by **November 15, 2008** to qualify for 2008 grant funding.

For More Information Contact:

Angela McLaughlin
Business Improvement District Coordinator
City Manager's Office
PH: 405-742-8359
FAX: 405-742-8208
amclaughlin@stillwater.org

Grant Application # _____
FOR CITY USE ONLY

Old Town Stillwater

Exterior Improvement Grant Program Application

Date: _____

Property Owner: _____
BID MEMBER

Contact Name: _____

Contact's Mailing Address: _____

Project Address: _____

Phone: _____ FAX: _____ E-Mail: _____

Amount of funding requested (up to 50% of total cost not to exceed \$2,500):
\$ _____

- 1. Provide a complete description of the planned improvements and how you believe the project will enhance your property and Old Town Stillwater:**
Please attach third party estimates, current "before" photos, illustration and plans of the project.

2. Will the project require permits from the City of Stillwater or any State Agency? _____

Please describe and attach issued permits:

Please contact City of Stillwater, Development Services (405)742-8433 for permit information. Stillwater's Business Improvement District #1 Board is not responsible for the determination or issuing of any permits.

3. Does this project meet the requirements found in the program and design guidelines? Please describe any deviations.

4. Do you have the funds available to complete the project?

5. Do you have the ability to complete the project within six months? If not, what is the anticipated completion timeframe?

6. Are the proposed improvements visible to the general public from streets, sidewalks and other public access points? Please describe.

7. Is property subject to any legal or governmental proceedings that could adversely affect property or project? (Ex. foreclosure, condemnation)

8. Do the improvements have a positive economic impact on your property and Old Town Stillwater? Please explain.

9. Please attach third party estimates

Total project cost:\$_____

Design.....\$_____

Labor.....\$_____

Materials/Equipment.....\$_____

Sales Tax.....\$_____

Other.....\$_____

**Receipts and "after" photos will be required to receive funding.*

**Certificate of occupancy or completion (if necessary) will be required to receive funding.*

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Signature of Applicant

Date

Signature of Owner

Date

OLD TOWN STILLWATER COMMERCIAL DESIGN GUIDELINES

The Business Improvement District #1 was adopted by the Stillwater City Council to accomplish the following objectives:

- Provide personnel to serve as a liaison between the City, BID Advisory Board, existing property and business owners of the District, developers and investors, contractors, Oklahoma State University, and others in accomplishing the District Improvements.
- Provide assistance to property owners in seeking new business investors to occupy vacancies in the District.
- Develop and implement marketing plans to recruit specific businesses to the District which will enhance the vitality of the District business area.
- Provide incentives to attract and maintain businesses in the District.
- Market the District through branding, promotions, advertising, special events, and image development.
- Develop and implement projects to improve the physical appearance of the District.
- Facilitate cooperation and communications between developers, investors, business and property owners, and the City in new business development within the District.

In order for these objectives to be accomplished, the BID Board has determined a need for general design guidelines that apply to the area. The guidelines are prepared to meet the following goals:

Goal 1: Preserve the unique character of Old Town.

Goal 2: Complement the existing historic architecture.

Goal 3: Enhance the pedestrian orientation and encourage streetscape design.

Goal 4: Communicate the vision for the area.

The overall purpose is to encourage exterior improvements to individual properties which is critical to increased economic vitality of the entire Old Town.

These guidelines apply to any improvement or change made to the exterior of buildings and properties. Any work shall comply with all other applicable Stillwater City Codes, such as, adopted building codes and special purpose overlay district requirements.

For additional information or further inquiries, please contact our BID Coordinator, Angela McLaughlin, at 405.742.8359.

TABLE OF CONTENTS

CATEGORIES

AWNINGS:	3
COLORS& MATERIALS:	4
FRANCHISE ARCHITECTURE:	5
HEIGHT, WIDTH, SETBACKS:	6
LANDSCAPING:	6
LIGHTING:	7
SIGNS:	7
STREETSCAPE:	8
VISUAL IMPACT:	9
WINDOWS & DOORS:	10

CATEGORIES

AWNINGS.

Objective: To enhance the historic feel of Old Town while providing sun protection for display windows, shelter for pedestrians, and a sign panel for businesses.



Guideline: Long expanses of awning should be broken into segments that reflect the door or window openings beneath them.



Recommended:

- * Durable Material
- * Protective Material
- * Water Repellant Material
- * Building Supported
- * Minimum 36-inch projection for commercial storefronts
- * Fit the opening they cover

Not Recommended:

- * Extend across multiple storefronts
- * Extend across multiple buildings
- * Plastic or Fiberglass
- * Ground Support
- * Backlighting or Illumination

COLORS & MATERIALS.

Objective: Rehabilitation or redevelopment projects should be constructed to be long lasting and use materials, detailing, and colors that maintain the distinct character and harmony of Old Town yet provide a varied but complimentary use of color.



Guideline: Traditional materials including brick and stone (including cast stone) should be used as the primary building materials.



The color of buildings should complement the adjacent buildings' colors and those within Old Town. The color of brick or other natural building materials should dictate the color family choice for accent and detailing.



Recommended:

- * Bricks and stone for primary materials and in red or brown tones
- * Tile, glass block, copper flashing, metal and wood for accent materials
- * Design and architectural detail
- * Infill construction reflective of detail of surrounding buildings in window shape, cornice lines, brick work
- * Renovation and alteration restore architectural details of cornices, brickwork, and display windows
- * Painting or wall signs or murals
- * Complimentary colors as accents



Not Recommended:

- * Concrete block or large sized brick
- * Aluminum, vinyl or fiberglass siding or roofing materials
- * Concrete masonry units
- * Materials poorly mimicking traditional materials
- * Painting of previously unpainted brick (exception – walls signs and murals)
- * Bold, bright, primary colors as overall color scheme

FRANCHISE ARCHITECTURE.

Objective: To maintain the unique character of Old Town, buildings should not be branded using an architectural style of a company.



Guideline: Franchise and national chains work in cooperation with the buildings and character of the area to add to the common theme and not detract from it.



Recommended:

* Architecture complimentary to the character, theme, and buildings of the Old Town



Not Recommended:

* Franchise architecture or building design trademarked or identified with a particular chair or corporation
* Generic franchise architecture building design

HEIGHT, WIDTH, SETBACKS.

Objective: New development and redevelopment should complement the existing pattern of building heights, widths and setbacks from property lines.



Guideline: Commercial buildings in the BID district should work together to create the "wall of buildings" effect.

Recommended:

- * Maintain the alignment of facades along the sidewalk edge
- * Contribute to the quality and character of the streetscape
- * Where parking areas abut the street, delineate the sidewalk edge with pillars and fencing
- * Break up the monotonous appearance of long facades
- * Building more than 45 feet wide should be divided into increments of no more than 45 feet through articulation of the façade

Not Recommended:

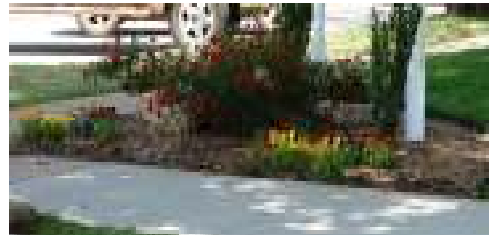
- * Exceed four stories or 45 feet in height
- * Irregular shaped buildings
- * Deep setbacks from the street
- * Vehicular parking between the street and the storefront/building

LANDSCAPING.

Objective: Landscaping treatments should be used to enhance the pedestrian experience, complement architectural features and/or screen utility areas.



Guideline: Plantings are encouraged to promote visual appeal to the area.



Recommended:

- * Natural live materials
- * Maintenance of plantings
- * Common and complimentary theme throughout Old Town



Not Recommended:

- * Fake or plastic plantings

LIGHTING

Objective: Lighting in Old Town should serve to illuminate façades, entrances and signage and provide an adequate level of personal safety while enhancing the aesthetic appeal of the buildings.



Guideline: Symbolic and historic lighting fixtures are encouraged. Source of light should not be visible to motorists or pedestrians.



Recommended:

- * Indirect building and signage lighting
- * Light source(s) hidden from direct view
- * Shaded gooseneck lamps

Not Recommended:

- * Colored lighting schemes
- * Glaring or strobing lights

SIGNS

Objective: Signs should be architecturally compatible with the style, composition, materials, colors and details of the building and with other signs on nearby buildings, while providing for adequate identification of the business or property.



Guideline: Symbolic and historic three-dimensional signs such as barber shop poles and appropriately-sized projecting signs are encouraged. Signage should have the capability of being lit in the evening.



→
Not Recommended



Recommended:

- * Restore/repair historic signs
- * Permanently Painted Window Signs
- * Two or Three Colors
- * Building Supported
- * Projecting signs on first floor only
- * Painting of signs or wall murals
- * Pedestrian-scaled signage

Not Recommended:

- * Vinyl banners
- * Single sign extend across multiple windows
- * Signage greater than half of the window
- * Pylon signage
- * Signs that block or obstruct building details
- * Molded plastic "canister" signage

STREETSCAPE.

Objective: The streetscape should be uniform so that it acts to provide continuity throughout the downtown.



Guideline: When making improvements to private property, including the addition of benches, trash receptacles, fencing, bike racks, or trash enclosures, owners should consider the impact to the entire Old Town



Recommended:

- * Natural Materials such as metal, wrought iron, brick or wood
- * Complimentary to existing streetscaping themes in the Old Town
- * Buildings retain general horizontal/linear aspect of existing streetscape
- * Masonry columns or piers match material used on building patterns or rhythm



Not Recommended:

- * Individually themed streetscape furniture or receptacles
- * Painting not consistent with theme and character of Old Town
- * Projecting features at irregular angles to the façade



VISUAL IMPACT.

Objective: Utility areas and mechanical equipment should be designed so that they do not detract from the aesthetic appeal of the district or the property. Parking should adequately serve the users without detracting from the compact design that makes it a successful commercial center. To provide a rear entrance to the buildings in Old Town that is welcoming.



Guideline: Parking lots should be kept small and close to the buildings served. Larger parking lots should have visual breaks of four-season landscaping treatments.



Rear entrances and alleys should be clean and well maintained.

Minimize visibility of mechanical/electrical structures and equipment.



Not Recommended



Recommended:

- * Screening of exterior garbage receptacles, storage areas, mechanical equipment
- * Screening consistent with materials, color and style of buildings
- * Small signs, awnings, display windows and planter boxes at rear entrances
- * Off-Street parking located in the rear of buildings whenever possible.
- * Large parking lots to have trees planted for shade and cooling effects.

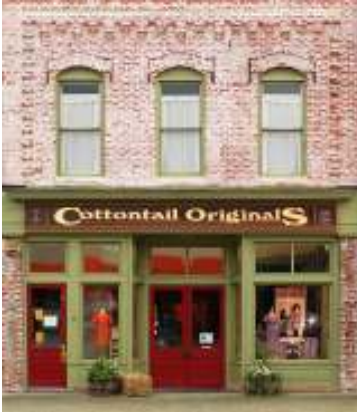


Not Recommended:

- * Painting mechanical equipment
- * Rear entrances unkempt and in disrepair
- * Garbage receptacles impeding pedestrian traffic
- * Mechanical equipment as an art statement

WINDOWS & DOORS.

Objective: To encourage large, open views into the commercial space enhancing the pedestrian experience by providing a visual connection to the use inside the building. On upper levels, windows should provide privacy while aesthetically and functionally serving the building and use of the space.

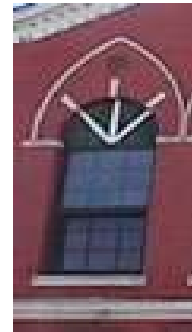


Guideline: The restoration or renovation of a storefront should attempt to return the façade to its original character. Preserve original materials or details and the shape and size of original window and door openings. Replace missing original elements such as transom windows.

On upper floors, the windows should be vertically oriented. Arched tops, columns framing the windows and decorative lintels are encouraged.



Not Recommended



Recommended:

- * Transparent windows and doors.
- * Design complimentary to character and theme of area
- * Retain original window shapes and styles
- * Glazing, sash, window surrounds maintained
- * Interior treatment consistent across façade and maintained
- * Retain simplicity of design of area

Not Recommended:

- * Reflective or tinted glass on first floor/storefront.
- * Replacing windows with glass block
- * Blocked-in window cavities