

Stillwater's Business Improvement District #1

"Old Town Stillwater"

Residential 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, 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	GRANT APPLICATION DUE DATE	
August 7th, 2008	July 23rd, 2008	5:00pm
September 4th, 2008	Aug. 27th, 2008	5:00pm
October 2nd, 2008	Sept. 24th, 2008	5:00pm
November 6th, 2008	Oct. 29th, 2008	5:00pm
December 4th, 2008	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

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 RESIDENTIAL 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.

Residential areas are thought to be primarily Arts & Crafts style homes, and will be addressed as such.

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

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CATEGORIES

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: Residential properties should follow recommended color and design scheme below.

Residential.

Recommended:

- * Bricks, stucco and stone for primary 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
- * See residential section for color palette
- * Aluminum, vinyl or wood siding
- * Complimentary colors as accents



Not Recommended:

- * Concrete block
- * Concrete masonry units
- * Materials poorly mimicking traditional materials
- * Painting of previously unpainted brick
- * Bold, bright, primary colors as overall color scheme
- * Fiberglass siding or roofing materials
- * Masonite Siding

HEIGHT, WIDTH, SETBACKS.

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

Guideline: Residential properties should follow City of Stillwater requirements for appropriate setbacks.

Recommended:

- * Contribute to the quality and character of the streetscape

LANDSCAPING.

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



Guideline: The use of flower boxes, planters and hanging flower baskets is encouraged within residential properties. When making improvements to private property, including fencing, owners should consider the impact to Old Town



Recommended:

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



Not Recommended:

- * Fake or plastic plant materials

THE ARTS & CRAFTS MOVEMENT

1860-1920 NATURAL COLORS, CLEAN DESIGN AND
VERY DISTINCTIVE DÉCOR.

**Residential areas are thought to be primarily Arts & Crafts style homes and will be addressed as such.*



In the second half of the 19th century, a design and social rebellion began to gather momentum in Europe and America.

In reaction to the heavy ornamentation of the Victorian period, a new movement began that embraced simplicity, clean lines, and good design. Christened the Arts and Crafts movement for an 1888 exhibition, but in fact influential from about 1860 to 1920, this new style was fathered by British poet, artist, craftsman and socialist, William Morris (1834-1896).

Convinced that arts and crafts could change people's lives, Morris and his followers (including for the first time notable women designers) rejected the over-elaborate, machine-made products of the Industrial Revolution. Instead, drawing inspiration from nature, they pursued pure, simple forms, excellent materials, and fine craftsmanship.

The Arts and Crafts look is rustic, natural, organized and straightforward, and feels remarkably modern—even today, over 100 years later.

The style embraces clean lines and fine hand-craftsmanship of natural materials—a reaction to the indifferent quality of much machine-made furnishings of the time.

The Arts and Crafts movement drew inspiration from the materials themselves, emphasizing the form of the stone and the grain of the wood. The simplicity of the form in each piece works together to create a visual harmony.

The goal is to return to honest, hand-made objects, which while utilitarian are also imbued with a satisfying—and almost spiritual—sense of design.

Today, natural colors are most often used to complement the Arts and Crafts style. Earth-inspired and warm in tone, the colors of the Arts and Crafts movement are very livable, with long lasting appeal.



Recommended Color Palette



**See Behr.com for more information.*