



City of San Clemente Community Development Department

Sean Nicholas, Associate Planner

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Re: Los Molinos Business District Façade and Site Enhancement Program

Dear Business Owner,

The City of San Clemente is pleased to announce a newly created grant program for façade and site enhancements. The target area includes all businesses within the Los Molinos Business District. This is a great opportunity to generate a positive change for the area.

Funds are limited to improvements to the exterior of the building and property, including but not limited to: new signage, new paint, new landscaping, etc (a list of potential project ideas is attached). Funding will include grants up to \$999 per business. Projects over \$999 may be considered for funding, but will require applicants to provide the funds above the grant amount. Projects will be selected based on a first come first serve basis. Projects may be subject to the City design and discretionary review. But at the discretion of the Community Development Director, projects receiving grant funds will not be required to pay City Planning and Building fees.

If you are interested in being considered for this exciting program please submit the application as soon as possible. A list of applicants will be maintained by the City and grants will be issued as funds are available.

If you have any questions or need additional information, please contact me at (949) 361-6189.

Sincerely,

Sean Nicholas
Associate Planner

Attachments:

- 1) Grant Area- Los Molinos Business District
- 2) Grant Process
- 3) Grant Application
- 4) Typical Qualifying Projects



Los Molinos Business District

Grant Area





City of San Clemente
Los Molinos Business District Façade and Site Enhancement Program
Grant Process

Introduction: The City of San Clemente has allocated \$10,000 towards exterior improvements for businesses in the Los Molinos Business District. The enhancement grant funds are limited to improvements to the exterior of the building. Funding will include grants up to \$999 per business. The grant application process is as follows:

Sean Nicholas, Los Molinos Business District Facilitator/Liaison, will walk each applicant through the following process (as applicable).

PROCESS:

1. **Submit application for grant funds.** Submit a complete application detailing all exterior improvements and an itemized estimate of costs. Be as specific as possible (ex: new signage and paint for façade). Project list may contain improvements beyond what would be funded by the grant.
2. **City staff will contact you to set onsite meeting.** Staff will contact you within a week of application submittal to schedule a meeting at your location.
3. **Meet with staff at business site.** Staff will review the application with the business owner, discuss the scope of work, determine a timeline for improvements, and review remaining process for the grant.
4. **Submit for Staff Waiver, Administrative Sign Permit, and Sign Consent to Conditions.** Staff will draft conditions of approval based on owner and City discussions, approved scope of work, required building plans, and grant requirements. Staff will review and clarify, if needed, the conditions of approval with the business owner. Conditions of approval will include agreed upon timeline, improvements for the site, and funding amount. The business owner will sign a consent form agreeing to the conditions prior to beginning work.
5. **Discretionary Permits (if applicable).** Depending on the scope of work, a minor discretionary review, including a Design Review Subcommittee meeting, may be necessary. For a list of typical projects and applicable review requirements see the attached Typical Qualifying Project List.
6. **Selection of Contractor (if applicable).** The applicant may choose to utilize a contractor to complete the improvements. If new signage is proposed a Sign Contractor will be required. Staff can help the business owner with information that will be provided to the sign contractors to obtain a bid. Invoices from contracted work shall be provided for reimbursement. Reimbursements for improvements completed by the business owner without a contractor shall be issued based on receipts, proof of purchase of materials, and demonstration of where and how the materials were used.

7. **Design/Building Permit Approval.** Staff shall consult with the business owner and contractor through out the development process to ensure all plans are in compliance with applicable Zoning and Specific Plan requirements. The business owner/contractor will schedule a meeting with staff once plans have been completed to obtain applicable design and building permit approvals. **PLEASE NOTE THAT THERE WILL BE NO PLANNING OR BUILDING FEES REQUIRED FOR IMPROVEMENTS ASSOCIATED WITH GRANT FUNDS.** However, if building permits are required, the business owner is responsible for submitting plans that meet all Code requirements.
8. **Complete Work.** After receiving all required approvals and permits the business owner shall complete the improvements within the timeframe agreed upon within the conditions of approval. If issues arise, the business owner shall be responsible for contacting staff.
9. **Final Inspection.** Upon work completion, the business owner shall contact staff to inspect the improvements to ensure they were completed within the approved scope of work.
10. **Business owner shall pay contractor and/or for materials.** The business owner shall pay for the work completed by the contractor and/or for all materials used for the project. **KEEP ALL INVOICES, RECEIPTS, and PROOF OF PAYMENT. THESE DOCUMENTS MUST BE SUBMITTED TO THE CITY FOR GRANT FUNDS TO BE ISSUED!**
11. **Grant funds issued.** Upon staff determining that the agreed upon scope of work has been completed, and staff has received applicable invoices, receipts, and proof of payment documentation, the City shall issue payment to the business owner of up to \$999. Please note, the City will only reimburse up to \$999 and the business owner shall be responsible for costs above that amount necessary to complete the agreed upon scope of work.

Los Molinos Business District Façade and Site Enhancement Program
Contact List

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**Los Molinos Business District Façade and Site Enhancement Program
Typical Qualifying Project List**

Improvement	Entitlement/Review Required	Approval Body
Signage	Administrative Sign Permit, Staff Waiver of Architectural Permit, and Building Permit	City Staff
Mural	Minor Architectural Permit (Design Review Subcommittee Review)	Zoning Administrator
Exterior Façade Paint	Staff Waiver of Architectural Permit	City Staff
Landscaping/Irrigation	Staff Waiver of Architectural Permit (Building Permit may be Required)	City Staff
New Building Exterior (eaves, siding, no additional square footage)	Minor Architectural Permit (Design Review Subcommittee Review) and Building Permit	Zoning Administrator
Re-Roof (resurface only, non-structural)	Staff Waiver of Architectural Permit and Building Permit	City Staff
Fencing and Walls	Staff Waiver of Architectural Permit (Building Permit may be Required)	City Staff
Trash Enclosures	Staff Waiver of Architectural Permit and Building Permit	City Staff
Awnings	Staff Waiver of Architectural Permit and Building Permit	City Staff