

# Stillwater's Business Improvement District #1

## "Downtown Stillwater"

### Residential Exterior Grant Program

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*"...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 Downtown Stillwater. 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.downtownstw.com](http://www.downtownstw.com) under the Development section.

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. Applicant shall be responsible for 100% of all costs of improvements over those that meet the minimum intent of the program.

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 \$1,000.00 per grant.

Applications will be evaluated and grants will be approved, in a manner consistent with the program rules and design guidelines. For fiscal year 2012 additional funds have been made available, allowing for applicants to apply for multiple grants up to \$1,000 per grant, \$2,000 maximum amount allowed.

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 fiscal 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" digital photos, a certificate of occupancy or completion (if necessary), and a W9 will be required to receive funding.

The BID works off a fiscal year; therefore while applications will be accepted throughout the year payments for projects will be made to comply with the current fiscal year.

The BID Board meets the first Thursday of every month at 5:15pm unless otherwise posted. In order to have information complete and comply with the open meetings act we need all applications completed and turned in the ***last Wednesday of the month*** before the BID Board meeting. Grants are awarded on a first come, first served basis; once funds for 2012 have been allocated applications will no longer be accepted for that fiscal year.

The deadline for submitting grant applications for fiscal year 2012 is June 1, 2012.

For more information please contact:

*Angela McLaughlin*

Business Improvement District Coordinator

PO Box 1449

Stillwater, OK 74076-1449

PH: 405-742-8359

FAX: 405-742-8208

[amclaughlin@stillwater.org](mailto:amclaughlin@stillwater.org)

# **Downtown Stillwater**

## **Exterior Improvement Grant Program**

### **Eligibility Requirements**

1. Applicants must be a member in good standing of Stillwater's Business Improvement District #1 "Downtown Stillwater", throughout the grant process, including the fiscal year which the grant is funded.
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 Downtown Stillwater Design Guidelines and Ordinance 3008 Special Purpose Overlay district requirements (see attached requirements).
5. The project funds must be available to complete the project.
6. The improvements must be clearly visible to the general public from streets, and sidewalks.
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 Downtown Stillwater.
9. Applications must include an estimate from a third party or contractor for third party labor/materials, a current photo of the property and an illustration of work to be completed. You will be required to turn in all receipts for materials, third party labor and a W9 for payment processing, which can be found online at: <http://www.irs.gov/pub/irs-pdf/fw9.pdf>. Please note, labor that is not paid out of pocket will not be reimbursed.
10. Applications must be received by **June 1, 2012** to qualify for fiscal year 2012 grant funding.

# Downtown Stillwater

## Exterior Improvement Grant Program Application

Date: \_\_\_\_\_ Property Owner: \_\_\_\_\_  
*BID MEMBER*

Contact Name: \_\_\_\_\_

Contact's Mailing Address: \_\_\_\_\_

Project Address: \_\_\_\_\_

Phone: \_\_\_\_\_ FAX: \_\_\_\_\_

Email: \_\_\_\_\_

Has work begun on the project you are applying for?  YES  NO  
*If so, work begun prior to application being submitted will not be eligible for grant program.*

Amount of funding requested (up to 50% of total cost not to exceed \$1,000):  
\$ \_\_\_\_\_ Have you utilized this program before?  YES  NO If yes, what  
year and monetary amount did you receive? Please indicate funding level and  
identify the project(s).

- 1. Provide a complete description of the planned improvements and how you believe the project will enhance your property and Downtown 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?  YES  NO 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?  YES  NO Please describe any deviations.**

**4. Have you reviewed the Special Overlay Ordinance 3008 regarding requirements and building standards?  YES  NO**

**5. Do you have the ability to complete the project within six months? If not, what is the anticipated completion timeframe?  YES  NO**

**6. Do you have the funds available to complete the project?  YES  NO**

**7. Are the proposed improvements visible to the general public from streets and sidewalks? Please describe.  YES  NO**

**8. Is property subject to any legal or governmental proceedings that could adversely affect property or project?  YES  NO (Ex. foreclosure, condemnation)**

**9. Do the improvements have a positive economic impact on your property and Downtown Stillwater?  YES  NO Please explain.**

10. Do you agree to place signage at your project to help advertise the grant program?  YES  NO Signage will be provided by BID

11. **Please attach third party estimates**

Total project cost: .....\$\_\_\_\_\_

Design.....\$\_\_\_\_\_

Third Party Labor.....\$\_\_\_\_\_

Materials/Equipment.....\$\_\_\_\_\_

Sales Tax.....\$\_\_\_\_\_

Other.....\$\_\_\_\_\_

***\*All receipts for materials, third party labor and “after” digital photos will be required to receive funding. Amount of funding for project will reflect proof of payments.***

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

*\*You may apply for a grant up to year in advance. Application must be turned in prior to all work being done. There is no guarantee project will be funded and will not be paid out until the next fiscal year.*

**The BID Board meets the first Thursday of every month at 5:15pm unless otherwise posted. In order to have information complete and comply with the open meetings act we need all applications completed and turned by 12:00pm the week prior to the BID Board. Please refer to timeline below.**

**\*Final deadline for 2012 grant submission is June 1, 2012.**

**Signature of Applicant**

**Date**

\_\_\_\_\_

\_\_\_\_\_

**Signature of Owner**

**Date**

\_\_\_\_\_

\_\_\_\_\_

***All applications must be completed and submitted to the Business Improvement District Office, Attention To:***

*Angela McLaughlin*

**Business Improvement District Coordinator**

PO Box 1449

Stillwater, OK 74076-1449

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## DOWNTOWN 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 Downtown Stillwater.

**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 Downtown Stillwater.

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 Downtown Stillwater 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 Downtown Stillwater



**Recommended:**

- \* Natural live materials
- \* Maintenance of plantings
- \* Common and complimentary theme throughout Downtown Stillwater



**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.

**ORDINANCE NO. 3008**

**“AN ORDINANCE AMENDING THE CODE OF ORDINANCES OF THE CITY OF STILLWATER BY AMENDING APPENDIX 1, ZONING ORDINANCE 1985 EDITION, BY CREATING ARTICLE 7.5, SPECIAL PURPOSE OVERLAY DISTRICT, TO INCLUDE SECTION 7.5.10, PERMITTED USES, SECTION 7.5.20, SPECIFIC USE PERMITS, SECTION 7.5.30, DEVELOPMENT STANDARDS; AND SECTION 7.5.40 DURATION OF OVERLAY DESIGNATION.”**

BE IT ORDAINED BY THE MAYOR AND CITY COMMISSIONERS OF THE CITY OF STILLWATER, OKLAHOMA THAT:

**SECTION 1:** Appendix 1, Zoning Ordinance 1985 Edition, of the Stillwater City Code, be amended to create Article 7.5, Special Purpose Overlay District, to read as follows:

**ARTICLE 7.5**

**SPECIAL PURPOSE OVERLAY DISTRICT**

**OVERLAY REQUIREMENTS**

The following regulations are designed to facilitate the specific purposes for and within the special purpose zoning overlay. The Special Purpose Overlay District designation shall be applied exclusively to those areas of the City located inside the boundaries of a duly created and established Business Improvement District.

<i>Symbol</i>	<i>Name of District</i>
SPO	Special Purpose Overlay

Section 7.5.10. Permitted uses:

Accommodation: Establishments that provide customers with lodging on a transient basis, including hotels, motels, bed and breakfasts, group homes, and shelters

Arts and Entertainment: A wide range of establishments that operate facilities or provide services to meet varied cultural and entertainment interests of their patrons. Such uses are comprised of establishments that are involved in producing, promoting, or participating in live performances, events or exhibits intended for public viewing; establishments that preserve and exhibit objects and sites of historical, cultural, or educational interest.

**Beverage Services:** Establishments that provide customers with beverages for immediate on-premises consumption; the primary revenue source of such use is from the sale of beverages.

**Educational Services:** Establishments that provide instruction and training on a wide variety of subjects and by specialized establishments such as schools, colleges, universities, and training centers, which may be privately owned and operated for profit or not for profit, or publicly owned and operated.

**Financial Institutions and Services:** Establishments engaged in financial transactions (transactions involving the creation, liquidation, or change in ownership of financial assets) and/or in facilitating financial transactions

**Food Services:** Establishments that provide customers with meals or snacks for immediate on-premises consumption; the primary revenue source of such use is from the sale of food. This category includes “sidewalk cafes” and other open-air venues that serve customers from facilities located on public sidewalks and rights-of-way. It does not include transient food service vendors operating from vehicles or movable facilities such as pushcarts or trailers.

**Health Care and Social Assistance:** Establishments providing health care and social assistance for individuals on a continuum starting with those establishments providing medical care exclusively, continuing with those providing health care and social assistance, and finally with those providing only social assistance; includes nursing and residential care facilities, ambulatory surgical care facilities, and hospitals.

**Information:** Establishments engaged in printing and publishing industries and in telecommunications.

**Mixed Use:** One or more dwelling units located, in the rear or upper floors, in a building wherein the first floor is occupied primarily by a commercial use at the building front/storefront, provided such commercial use is permitted in the primary zoning district.

**Personal and Laundry Services (excluding industrial laundering services):** Establishments engaged in personal and/or laundry services such as health and beauty parlors, massage parlors, and dry-cleaning

**Professional and Administrative Offices and Services:** Establishments that specialize in providing professional, scientific, administrative, management, employment, real estate, or technical activities or services.

**Retail Trade:** Establishments engaged in retailing merchandise, generally without transformation and rendering services incidental to the sale of merchandise; organized to sell merchandise in small quantities to the general public with extensive displays of merchandise and utilizing mass-media advertising to attract customers.

**Public Administration and Services:** Federal, state and local government agencies that administer, oversee, and manage public programs and have executive,

legislative, and/or judicial authority over other institutions within a designated jurisdiction. This category includes police and fire services.

#### Section 7.5.20. Specific Use Permits:

Miscellaneous: Establishments engaged in activities or services not permitted in the overlay as a matter of right, such as, but not limited to churches, advocacy services, package delivery services, funeral homes, mortuaries, and death care services, pet care services, animal keeping and veterinary services, photofinishing services, and drive-in or drive-through food service establishments.

#### Section 7.5.30. Development Standards.

- (1) At least ten percent (10%) of a building face along an exterior property line abutting a public street (excluding a public alley) must be on the property line and none of the building face shall be more than fifteen feet (15') from a property line abutting a public street. This standard shall not apply to any remodel of a building whenever there is no external structural alteration.
- (2) Metal facades are prohibited.
- (3) Renovation or alteration of existing buildings shall comply with the Stillwater Existing Buildings Code; new construction shall comply with the International Residential Code and International Building Code as adopted and modified by the City of Stillwater.
- (4) Landscaping is permitted in the right-of-way throughout the district. Alternative treatments including, but not limited to, flower pots or hanging baskets, movable planters, sculptures, canopies, brick pavers or tile walkways, murals, commercial scale benches and trash receptacle, or water features are identified as acceptable landscape (hardscape) features and recognized as acceptable substitutes to existing landscaping standards. Such hardscape features shall be indicated on any site plan required by existing codes.
- (5) Minimum Lot Size: None
- (6) Maximum Height Requirement: None
- (7) Signs: Signs may be mounted or painted on a building below the roof parapet. Signs may also be painted or otherwise placed on storefront windows, provided that any such sign does not exceed fifty percent (50%) coverage of the total window space per wall. No more than one (1) sign per lot or parcel shall be allowed. "Off-site" advertising is permitted provided that no such signage shall exceed eight (8) square feet in size and dimension and complies with other requirements set forth in this section or elsewhere in this code.
- (8) Special community events signage is permitted.
- (9) Off-Street Parking Requirement: Parking on the individual property is not required.
- (10) Sidewalk Cafes are permitted in this overlay district, provided that such operations comply with the following:
  - a. All such operations shall be located in an area immediately adjacent to and contiguous with the food service enterprise operating it;
  - b. Facilities (including tables and chairs) shall not extend beyond the frontage of the building wherein the food service enterprise operating the

- sidewalk café is located. Provided, however, if the property line provides more space, such operations shall not extend beyond these boundaries;
- c. All such operations shall be maintained on a concrete or similar hard, all-weather surface;
  - d. Operations located on public sidewalks or rights-of-way must be configured to ensure that six feet (6') of space remains completely clear of obstruction(s) for pedestrian travel;
  - e. Decorative wrought iron fencing is permitted when identified on a site plan approved by the Development Services Department;
  - f. Awnings or canopies extending over the sidewalk café shall be supported by internal or external connections to the building face. If ground support poles are necessary, the poles shall comply with all applicable building and structural requirements;
  - g. The owner/operator of a sidewalk café operated on a public sidewalk or right-of-way must carry general liability insurance in an amount sufficient to fully indemnify the City in case of personal injury or property damage. Such insurance coverage shall be in amounts equal to the liability limits for political subdivisions set forth in the Oklahoma Governmental Tort Claims Act, 51 O.S. § 151 *et seq.*, and shall name the City of Stillwater as an additional insured in amounts equal to such liability limits.

Section 7.5.40. Duration of Overlay District Designation.

The term of this overlay zoning district shall end upon the expiration or dissolution of the underlying business improvement district. Provided, however, that all development rights acquired by an owner of a parcel or tract of land located within the boundaries of the overlay zoning designation during the term of the overlay zoning district shall remain vested and shall continue in full force and effect until such time as the use is discontinued for a period of twelve (12) consecutive months.

PASSED, APPROVED, AND ADOPTED THIS 24th DAY OF SEPTEMBER,  
2007.

\*Signed Ordinance may be obtained at City Hall.