

**CITY OF MILTON COMMUNITY DEVELOPMENT AUTHORITY**  
**Façade Improvement Program Guidelines** (Revision: Nov 2013)

- I. Introduction & Program Intent** - The Community Development Authority (CDA) and Milton Common Council have authorized the creation of this program. The purpose of the Façade Improvement Program is to encourage the upgrade and renewal of the exterior facades, signs and architectural features of existing commercial buildings within TID Districts that is sufficient in scope to produce visible improvements to building facades. The front, side and rear of buildings are included in this program.

The program provides grants for projects that will help maintain and enhance the overall attractiveness and commercial viability of the districts; as well as supporting the health and growth of individual businesses. The program is intended to provide financial incentives in order to spur individual investment into one's own business and/or building. The grant funds are meant to serve an important yet secondary role to private financing for improvement projects.

- II. Program Goals & Objectives** - The CDA has developed the following set of goals regarding enhancements to any TIF Districts. Essentially, this program is intended to provide for an enhanced appearance that is consistent with the goals of the TID projects.

A. Maintenance and Improvement

1. Encourage public and private efforts to improve the area.
2. Promote the attractiveness of Milton as a location for new businesses.
3. Encourage the maintenance, expansion and improvement of existing buildings.
4. Promote the TIF Districts as vital parts of the City.

B. Promote the Development and Creation of Downtown Businesses.

1. Improve the viability of the traditional downtown areas within the TIF districts as important commercial areas in the City.
2. Promote new business development.

C. To enhance and increase property values within the TIF Districts.

**III. Project & Applicant Eligibility**

A. General - Available funds will be used to provide grant monies for the purpose of improving the public façade of buildings in TIF Districts.

B. Designated Area - The Façade Improvement Program only applies to the exterior facades, signs and architectural features visible from the public right of way of commercial properties within the traditional downtown areas in the TIF Districts, as identified on the attached maps. Properties outside of the map shall have the right to appeal to the CDA for consideration to be included in the grant program.

C. Minimum Requirements

1. Projects shall occur within the established boundaries of the TIF Districts, unless a project meets every other criteria but is within proximity of the district boundaries so that façade improvements will assist in pursuing the objectives of the project plans (as determined by the CDA).

2. Projects shall be completed within one (1) year of the grant approval date. In rare cases, likely due to extenuating circumstances, the CDA may allow completion extensions upon request of the applicant. The CDA reserves the right to eliminate project funding if not completed within the specified time period and is not obligated to granting time extensions.
3. Projects shall comply with all applicable City zoning and development standards and requirements.
4. Projects shall be consistent with and further the stated goals and objectives of the program and project plans.
5. Concurrent applications from the same applicant, unless for separate properties, shall not be allowed. An applicant may re-apply for another project after any existing project by the same applicant is completed to the satisfaction of the CDA.
6. Total grant funding for any single property may not exceed two (2) grants within any four (4) year period.

D. Eligible Activities Included but not limited to:

1. Repair/replacement of the original building's materials and decorative details.
2. Cleaning of exterior building surfaces.
3. Tuck pointing and masonry repair.
4. Painting of exterior building surfaces.
5. Repair/replacement or addition of entrances, doors, display windows, transoms, or windows.
6. Removal, repair/replacement of existing signs and awnings.
7. New signage and awnings.
8. Landscaping improvements.
9. Permanent exterior lighting.
10. Qualified professional design services.
11. Other activities as designated by the Community Development Authority.

E. Non-Eligible Activities Included but not limited to:

1. Interior improvements.
2. Purchase of property.
3. Construction of a new building.
4. Fixtures and equipment.
5. Removal without replacement of architecturally significant features and design elements.
6. Any activity that is not consistent with the TID project plan and program goals.
7. Sidewalk repairs, unless necessitated by eligible façade improvements as listed in III.D above.
8. Correction of code violations.
9. Any roof repair or replacements, except in cases where a new roof "style" is a critical component of the façade restoration or replacement project.
10. Other activities as designated by the Community Development Authority.

#### **IV. Program Terms and Conditions**

A. General Requirements

1. Applicants must include detailed drawings and specifications with application. A drawings/design plan must be submitted. The CDA may require drawings to be submitted by an architect. The plans must include:
  - a. Detailed site plan using adequate scale to be easily and clearly understood. Ideally, said plan shall be drawn to a minimum scale of 1"= 100'.
  - b. Elevations of any façade proposed to be altered, ideally drawn to scale at least 1/8"=1'; each elevation drawing should include notations of proposed materials, color, finishes and details. The drawing should clearly show proposed signage (if any). Perspective renderings of the proposed project and / or photos of similar structures may be submitted, but not in lieu of adequate drawings showing the actual intended appearance of the buildings.
  - c. Current condition photos to provide adequate "before and after" shots.
  - d. Construction / reconstruction time schedule, noting start and completion date.
2. **Applicants MUST submit at least one contractor proposal that MUST be used for construction/installation;** however it is suggested that the applicant pursue multiple proposals for their own protection and peace of mind. The actual CDA-approved contractor proposal must be used for completion of the project. Any change in contractor does require additional approval by the City as indicated in IV.A.10 below. Proposals must include a contractor's certificate of liability insurance. The CDA retains the right to request additional proposals.
3. **NO funding will be provided for purchased materials or labor provided personally by the applicant or any other party besides the contractor approved to complete the work.**
4. Applicants, if tenants, must have the written permission and approval from the respective property owner.
5. Projects must be consistent with the TIF District Project Plans.
6. Applicants must take out the appropriate building or sign permits. Fee waivers shall not be allowed, unless approved by the Common Council.
7. Applicants who are delinquent with their property or personal tax or have outstanding municipal code violations are not eligible until said issues are resolved.
8. Projects must commence and be diligently pursued to completion within six (6) months of the grant approval date, with project completion within (1) year of approval.
9. Payment shall be made on a reimbursement basis upon completion of construction/installation.
10. Minor changes to the project will require submittal and approval by the City Administrator. Significant project changes, as determined by City Administrator, will require approval of the CDA.
11. The CDA reserves the right to cancel any grant agreement if conditions of the program guidelines and agreement are not met in any way, shape or form.
12. Applicants shall provide a Certificate of Insurance with their application showing proof of property insurance.

B. Approval Authority - The Community Development Authority (CDA) will have the ultimate authority to approve or deny applications on a case-by-case basis and may impose certain design conditions on approved projects.

C. Funding Availability

1. The program is specifically a grant program based on the criteria below.
2. The CDA has available a limited amount of funding. The program is considered first-come, first-serve. Grants may be awarded only if the CDA has adequate funds available for this program.
3. CDA funds may be used to grant up to 50% of the total project costs, not to exceed \$5,000. Therefore, to receive this maximum amount a project would require at least \$10,000 in total project cost. Actual project costs may be greater than this maximum amount; however such costs shall be the sole responsibility of the applicant.
4. Grant awards may not exceed either \$5,000 or 25% of the assessed value of improvements on the property, whichever is lower.

D. Expiration - The façade improvement program will expire if one of the following occurs:

1. When the allocated TID project plan funds have been spent, unless additional funding has been authorized by the City Council.
2. When the allowable TID expenditure period has expired.
3. When the CDA and/or City Council chooses to eliminate or amend the program.

**V. Façade Improvement Program Procedures**

- A. Applicant meets with City staff for initial project discussion.
- B. Applicant submits grant application to City, and required contractor proposal/quote to staff (according to Sec. IV.A.2. in these guidelines), containing all of the requirements specified in these guidelines. Applications must include detailed drawings and specifications. A drawing and specifications must be submitted. The CDA may require drawings to be prepared by an architect.
- C. CDA reviews plans and approves or denies funding request. If approved, the CDA may place conditions on the proposed project.
- D. If denied, applicant may submit a revised application and repeat process.
- E. Applicant submits building and/or sign permit with final design plans as required by City code.
- F. Building Inspector reviews and approves permit.
- G. A "letter of agreement" is drafted by City staff that identifies the terms of the agreement. All parties execute said letter.
- H. Construction/Installation begins. Applicant has six (6) months from the execution date of the agreement to begin implementation of approved improvements. Any plan changes would require approval according to Sec. IV.A.9. in these guidelines.
- I. Construction/Installation is completed within one (1) year of grant award.
- J. Applicant contacts Building Inspector to request project review to see if all code requirements and CDA imposed conditions have been met. Building Inspector signature is required in the "Project Close-Out" section of the application form.
- K. Applicant provides itemized paid invoices for the project, and any outstanding bills which are also eligible for payment under the grant agreement, to City staff, along with the completed "Project Close-Out" section on the application form. While a construction lien waiver is not required, it is recommended that the applicant consider obtaining appropriate construction lien waiver(s) from the contractor(s) for the project.
- L. After CDA approves reimbursement claim, the City Treasurer forwards grant payment directly to the contractor for outstanding bills eligible for payment. Any remaining grant funds owed for invoices already paid by applicant shall be reimbursed directly to the applicant.