

# **Façade Improvement Guidelines**

## **I. PROGRAM OVERVIEW**

The Fenton Façade Improvement Program (FFIP) provides partial reimbursement for eligible façade improvements, signage, and rehabilitation for historical buildings or buildings located in target areas within the Fenton Downtown Development Authority TIF district. Except as otherwise noted in these guidelines, a maximum reimbursement of \$25,000 per building may be paid by the DDA. The DDA may consider up to an additional \$10,000 in matching funding for the side elevation of that same building, if applicable. The DDA may pay \$1 toward façade improvement costs per each \$2 of total façade improvement project costs to the exterior of the building, or approximately 50% of the total façade improvement up to the maximum amounts available. These maximum amounts will be reviewed annually and may be adjusted according to funds available for FFIP. The minimum total project cost for FFIP eligibility is \$2,500. The property owner or business merchant may obtain the private match portion of the financing from any source. All design plans shall be reviewed and approved by the DDA Board of Directors and site plans are subject to Planning Commission approval. In addition, the DDA will provide at no cost to all eligible participants to this program access to a historic preservation architect. This architect will work with eligible participants to ensure their façade improvements meet the design standards provided in the Downtown Master Plan.

During the 2010 calendar year, if an eligible applicant listed below wishes to participate in the façade improvement program, the DDA will provide an additional 25% match toward the total project, not to exceed \$37,500 (\$45,000 if building is eligible for additional \$10,000 due to the building having a side elevation).

The intent of FFIP is to strengthen the economic viability of downtown Fenton by providing financial incentives for improving the exterior of existing buildings. The FFIP provides an opportunity to preserve the architectural heritage and enhance the unique atmosphere of downtown Fenton. The best approach to encouraging compatible downtown building design is through preservation of a building's original architectural features whenever possible. The FFIP program promotes this intent by focusing on this reimbursement program as a primary business recruitment and retention tool.

Funds for FFIP will be allocated by the DDA over a five (5) year period for a total of \$757,000. Approved applications will be funded on a first-come, first-served basis. If a commercial building under one ownership is a multi-tenant building, each separate unit with an individual storefront façade and an independent ground floor entry shall be eligible to receive FFIP funds on a pro rated basis. If the owner or tenant of a building, which occupies more than sixty (60) feet of storefront, applies for FFIP funding, the DDA Board of Directors may award additional funds at its discretion.

Applicants receive disbursement of FFIP funds after completion of project, approval of work by a final City inspection, and submittal of copies of paid invoices for approved expenses to the City of Fenton DDA Executive Director.

## **II. ELIGIBLE APPLICANTS**

Owners and/or tenants of structures located within the Fenton Downtown District as defined by the Downtown Development Plan and Tax Increment Financing Plan adopted in June of 2000 and as amended in June of 2004 which structures are either:

1. Located within the Dibbleville Development District as defined in the City of Fenton Downtown Master Plan and Design Guidelines as adopted on March 12, 2007 by the City Council, or;
2. Architecturally significant structures of the late 19<sup>th</sup> and early 20<sup>th</sup> century with similar historical significance and architectural style as qualifying structures located within the Dibbleville Development District, or;
3. Located adjacent to structures qualifying under items 1 or 2 above and which if preserved, restored, or improved will contribute materially to the design goals and objectives applicable to the qualifying structure.

Competing projects will be evaluated and prioritized based upon the extent to which each project meets the General Design Principles as set forth in the Downtown Master Plan and Design Guidelines and the Downtown District Design Goals and Objectives for the Dibbleville Development District.

### **III. ELIGIBLE BUILDINGS**

Under the current phase of the program, any existing or proposed commercial building located on the list above is eligible for FFIP funds. Projects approved for FFIP funds must comply with all applicable City of Fenton codes and ordinances. All projects require a building permit and may require site plan approval by the Fenton Planning Commission. Buildings at the following addresses are currently eligible for FFIP funding in the current round:

### **IV. ELIGIBLE EXTERIOR FAÇADE IMPROVEMENT**

Materials, labor, architectural, engineering and design services for improvements to the front, rear or sides of buildings, and escrow review fees are eligible in addition to the following:

- Carpentry and/or painting which is not considered scheduled maintenance and deemed as such by a certified architect;
- Masonry cleaning, re-pointing and repair;
- Removal/demolition;
- Window replacement or restoration;
- Storefront construction and signage;
- Doors and/or entryways;
- A roof when done in conjunction with a comprehensive exterior improvement project and when the roof is a distinctive element of the façade and is visible from the street;
- Awnings and/or lighting when in conjunction with a comprehensive exterior improvement project or if the improvement is a distinctive element of the façade;
- Enhancement to the structural nature of the building;
- Other similar improvements as determined by the DDA.

### **V. ELIGIBLE SITE IMPROVEMENTS**

Site improvements are eligible when completed in conjunction with exterior or façade improvements to existing structures and new buildings:

- Landscaping;
- Lighting;
- Construction of sidewalk/pedestrian access amenities to private property;

### **VI. INELIGIBLE EXPENSES**

Ineligible expenses include:

- Interior improvements;
- Projects which do not comply with the design guidelines set forth in the Downtown Master Plan;
- Repairs which are determined as scheduled maintenance repairs;
- Property acquisition;
- Loan fees, mortgage/land contract refinance;
- Appraiser, attorney, interior decorator or designer fees;
- City of Fenton building or sign permit fees;
- Expenses incurred prior to DDA Board of Directors approval;
- Personal property (furnishings, trade fixtures);
- Any expenses paid in goods or services;
- Site improvements in conjunction with a City Special Assessment District;
- Wages to applicant or relatives in record line of consanguinity unless licensed to do such work.

## **VII. TIMETABLE**

Approved applicants shall additionally sign an "Agreement to Comply with the Commencement and Completion Timetable" as a condition of approval for any FFIP funding and shall be subject to all FFIP guidelines and all amendments thereto. The commencement and completion dates will be "best guess" estimates that are mutually acceptable to the applicant and DDA Board of Directors. In the event that actual physical construction on a project has not commenced within 60 days of the DDA funding commitment date, or if a project has not been completed and has not been granted a Certificate of Completion within one year (365 days) of the DDA funding commitment date, the DDA Board of Directors will evaluate the status of that project. At its discretion, the DDA Board of Directors reserves the right to cancel or extend the commitment.

## **VIII. OTHER PROGRAM GUIDELINES**

1. Construction work and disbursement of the FFIP funds may be phased;
2. Within a 5 (five)-year period, a property address may not apply for FFIP funds more than twice for the same store unit unless a change in business ownership occurs;
3. If a property owner has received FFIP funding in the past five years and wishes for additional funding now provided through this program, they must submit their request to the DDA Design Committee approval to participate in the FFIP.
4. If a project has received FFIP funding in the past five years, the property owner is eligible for the difference between the amount previously awarded and the total award allowed. The total amount awarded to a property and tenant for the same store unit address, during a 5 (five)-year period, may not exceed \$25,000 (\$35,000 if a side elevation exists). If the property owner participates in 2010, the cost may not exceed \$37,500 (\$45,000 if a side elevation exists).
5. If a property owner who has received funding through the façade improvement program and sells the building they will be responsible for reimbursement of FFIP funds to the DDA (see schedule below:
  - a. If a sale occurs within 6 months after completion of the project and the distribution of FFIP funding the grantee owner will reimburse the DDA 100% of awarded costs.
  - b. If a sale occurs within 12 months after completion of the project and the distribution of FFIP funding the grantee owner will reimburse the DDA 85% of awarded costs.
  - c. If a sale occurs within 18 months after completion of the project and the distribution of FFIP funding the grantee owner will reimburse the DDA 60% of awarded costs.
  - d. If a sale occurs within 24 months after completion of the project and the distribution of FFIP funding the grantee owner will reimburse the DDA 40% of awarded costs.
  - e. After 24 months, no reimbursement is required.
6. Whenever the property ownership changes, the new owner may be eligible for FFIP funds. In deciding eligibility the DDA will consider whether prior grants have been made for the same structure, whether the new project will complement the previous work, whether the new project will move the building closer to the state desired of such structures in the City's Downtown Master Plan and Design Guidelines, and how this project compares to others being considered with respect to adherence to the guidelines.
7. At the DDA's discretion, an exception to any FFIP guideline may be granted in the event of special conditions or situations; examples may include an extraordinary property owner investment in a specific area the DDA seeks to improve or reconstruction after a fire or natural disaster which might not otherwise be feasible without DDA assistance.
8. All FFIP projects are subject to audit by the City of Fenton;
9. All FFIP projects must adhere to the DDA Design Guidelines.
10. Applicants will be required to submit a W-9 to the City of Fenton and file a 1099 form with the Internal Revenue Service once the project is approved and funding has been awarded by the Downtown Development Authority.

11. If your building is eligible for federal/state tax credits as a result of the building being listed on the National and/or State of Michigan Register of Historic Places. The applicant is still eligible to receive a grant from the City of Fenton Downtown Development Authority Façade Improvement Program.
12. If a project is awarded, the applicant has 365 days to complete the project. If the applicant cannot complete the project in that timeframe, the DDA Design Committee may grant an exception to the applicant. Factors to consider might be unusual weather or labor issues. Shortage of building material supplies, changes in design which bring the project into even greater compliance with Master Plan and Design Guidelines etc.
13. Improvements made within the previous 12 months may be eligible toward meeting the applicant match if determined to be items that would have been approved by the DDA under a new application and any such approval is at the discretion of the DDA.

## **IX. APPLICATION**

1. Contact City of Fenton Department of Economic Development for FFIP guidelines and application;
2. If eligible, the applicant will begin work with the Downtown Development Authority's contracted historic architect to begin developing a façade plan that historically preserves the building and meets the design standards for the Downtown District. This is of no cost to the applicant;
3. Once the contracted historic architect has created their analysis, the applicant can then submit the FFIP application with appropriate attachments to City of Fenton Protective Inspections Department for site plan approval. **To begin the site plan approval process, an escrow account must be created and the applicant is responsible for necessary fees. However, these fees may be reimbursed through the program;**
4. The City of Fenton Protective Inspections representative will notify the Department of Economic Development that a FFIP grant has been submitted.
5. Obtain preliminary approval of site plan application from the Protective Inspections Department;
6. Review proposed improvement design with the Fenton Design Committee at a designated meeting;
7. The DDA Board of Directors approves application if applicant follows appropriate recommendations and when funds are available.

## **X. SUBMISSION**

Submit the following to City of Fenton Department of Economic Development:

- Completed application;
- Eight (8) copies of building plans, building elevation, site plans, product drawings, specifications and installation details as required by the Design Committee or DDA Board of Directors; 2 of these copies must be submitted as signed and sealed plans.
- Official cost estimates from contractors, vendors or architects. For consideration at a Design Committee and DDA Board meetings, the FFIP applications with all required information must be approved by the City of Fenton DDA Executive Director.

## **XI. REVIEW/APPROVAL**

1. The applicant must request site plan approval from the Protective Inspections Department after the FFIP application is submitted;

2. Both the FFIP and site plan review applications are reviewed by staff and appropriate consultants. Review comments are then submitted to the applicant, with a revised application submission being possible to address outstanding issues.
3. Once the application meets site plan review requirements, the DDA Design Committee reviews the application. Applications shall be on file for review by the DDA Board of Directors. The Design Committee prepares a written report for the DDA Board of Directors with recommendation for approval, modification or rejection based on whether the application meets criteria established in the Downtown Design Guidelines. For a copy of the design guidelines, please contact the City of Fenton Department of Economic Development;
4. The applicant or representative must attend the Design Committee meeting to make a presentation and review the application with the committee;
5. Project details that necessitate a permit or Appearance Review are finalized with the City of Fenton DDA Executive Director and the City of Fenton Building and Zoning Administrator.
6. Construction may begin upon DDA Board of Directors approval of the FFIP application and issuance of the building permits needed;
7. During construction, the City of Fenton DDA Executive Director must authorize any changes to the approved scope of work or the DDA Board of Directors may rescind the funding commitment. Approval of changes by Director should be limited to changes necessitated by unforeseeable conditions incurred during construction and which are minimal in nature and that will not materially change the site plan approved.

## **XII. PAYMENT PROCEDURE**

1. Applicants receive reimbursement after project completion, approval of final city inspection, and submittal of copies of paid invoices for approved work to the City of Fenton DDA Executive Director;
2. The City of Fenton DDA Executive Director reviews and tallies the submitted invoices and prepares a check request up to 50% of the approved work up to the maximum amount (of up to \$35,000 combined or the higher amounts granted for the 2010 year only) stated in the DDA Board of Directors motion for approval. The check request is submitted by the City of Fenton DDA Executive Director to the City of Fenton's accounts payable department;
3. The City of Fenton DDA Executive Director or his/her designee notifies applicant when check is issued and applicant meets with the executive director to receive check.

## **QUESTIONS**

Contact the City of Fenton  
Department of Economic Development  
(810) 629-2261

# FAÇADE IMPROVEMENT APPLICATION

## City of Fenton DDA Façade Improvement Program

### I. APPLICANT INFORMATION

Applicant's Name: \_\_\_\_\_  
Mailing Address: \_\_\_\_\_  
Phone Numbers: \_\_\_\_\_

### II. BUSINESS OWNER INFORMATION

Name of Building's Historic or Common Name: \_\_\_\_\_  
Name of Business Owner: \_\_\_\_\_  
Building Address: \_\_\_\_\_  
Phone Number: \_\_\_\_\_

### III. BUILDING OWNER INFORMATION

Building Owner's Name: \_\_\_\_\_  
Mailing Address: \_\_\_\_\_  
Phone Numbers: \_\_\_\_\_

### IV. PROPERTY/BUILDING INFORMATION

Property Identification (Sidwell) No: \_\_\_\_\_  
Date Building was originally constructed: \_\_\_\_\_  
Date(s) of known past building improvements/modifications: \_\_\_\_\_  
\_\_\_\_\_  
Current Use: \_\_\_\_\_  
Proposed Use: \_\_\_\_\_

### V. ARCHITECT/CONSULTANT INFORMATION

Name of Architect/Consultant : \_\_\_\_\_  
Firm: \_\_\_\_\_  
Specialty: \_\_\_\_\_  
Mailing Address: \_\_\_\_\_  
Phone Numbers: \_\_\_\_\_

### VI. PROJECT INFORMATION

Total Project Cost: \_\_\_\_\_  
Proposed Start Date: \_\_\_\_\_ Proposed Completion Date: \_\_\_\_\_  
Project Financing: \_\_\_\_\_ Bank Name: \_\_\_\_\_  
Scope of Work/What exterior improvements are you planning on making? (Please Circle)

Front Façade restoration/renovation	Upper Windows	Awnings/Canopies
Storefront restoration/renovation	Sidewalls	Signage
Roofwork (including skylights)	Rear wall/entrance	ADA compliance
Upperfloor conversion	Painting (exterior)	Other (specify)

\_\_\_\_\_  
\_\_\_\_\_

What is your Project Budget (Please Circle)

Less than \$5,000      \$5,000 - \$10,000      \$10,000 - \$25,000      over \$25,000

Is your project funding in place to implement the work?      YES      NO

### VII. REQUIRED SUPPLEMENTAL INFORMATION

*Note: This application must be completed and approved prior to project commencement. Read eligibility information attached:*

The Applicant is required to submit with this form the following:

- Official quotes, including the cost breakdowns by major categories (i.e. architectural fees, engineering fees, painting, repair, carpentry, materials, etc.)
- Current and proposed photos
- Sample materials (e.g. glass, cornice detail, trim, colors, etc.)
- Eight (8) copies of building plans, building elevation, site plans, product drawings, specifications and installation details as required by the Design Committee or DDA Board of Directors; 2 of these copies must be submitted as signed and sealed plans.
- Eight (8) copies of photographs of existing building depicting the areas of proposed improvement.
- Prior to reimbursement by the DDA, the intended recipient must provide a W-9 form to the City of Fenton before reimbursement occurs. **(This does not need to be supplied until awarded the project by the Downtown Development Authority)**

I, the applicant, have read and understand the DDA FAÇADE IMPROVEMENT GUIDELINES and hereby submit the application and required attachment to the City of Fenton Downtown Development Authority

Applicant Signature \_\_\_\_\_ Date: \_\_\_\_\_

Submit Application with attachments to:

**Director of Economic Development  
City of Fenton  
301 South Leroy Street  
Fenton, MI 48430-2196**

Suggestions:

- Obtain three quotes to compare price and quality of work
- As you seek quotes, hire a vendor who will provide the information required for this application

OFFICE USE ONLY	
RECEIVED BY _____	DATE RECEIVED: _____
REVIEWED BY DESIGN COMM ON _____	APPROVED ON: _____
REVIEWED BY DDA BOARD ON _____	
DDA APPROVAL DATE: _____	AMOUNT OF FUNDING APPROVED: _____