

# CITY OF WAYLAND FAÇADE IMPROVEMENT PROGRAM

## PURPOSE

It is a fundamental goal of the Wayland City Council, the Wayland Downtown Development Authority, and the Downtown Task Force to promote economic growth and vitality in the downtown. To that end, the Wayland Downtown Façade Improvement Program has been created to encourage business and property owners to improve and maintain building facades as a means to facilitate economic activity and promote a positive image of downtown.

## SOURCE OF FUNDING

The program is sponsored by the City of Wayland and the Downtown Development Authority. The source of funding for the program is tax increment financing revenue made available under Michigan Public Act 197 of 1975 and Ordinance No. 119 as adopted by the Wayland City Council in November, 1988. Annual funding allocations for the program are recommended by the Downtown Development Authority for approval by the City Council.

The programs described herein are contingent upon availability of budgeted funds and will be awarded on a first come, first serve basis. The Downtown Development Authority and the City of Wayland reserve the right to revise or end these programs at any time and in no way guarantees availability of funding for any specific project at any given time.

## DESIGN CRITERIA

*Façade projects shall reflect the architectural renderings represented in the downtown block drawings prepared by the City's architect.* Two program approaches to façade improvement shall be considered appropriate:

1.     **Restoration**
2.     **Renovation**

With all grant-funded projects, restoration is preferable to renovation.

**Restoration** will result in the return to the original appearance of the structure through the use of authentic materials and the faithful replication of missing parts and careful restoration of deteriorated components of the building. This approach will be most applicable to historic structures in which there has been little change to the appearance of the building over time.

Buildings on the State or National Register must be restored or rehabilitated according to the *Secretary of Interior's Standards for Rehabilitation and Guidelines for Rehabilitating Historic Buildings*.

**Renovation** will result in façade improvements that do not attempt to return the building to its original appearance, but which respect what original character remains by making improvements that are sensitive to historic details and materials as shown by the City's architectural renderings.

The surface cleaning of the structures will be undertaken with the gentlest of means possible. Cleaning methods that damage the historic building materials, particularly sandblasting, shall not be undertaken.

### TYPE OF FINANCING AVAILABLE

Financial assistance is available in the form of a reimbursement to the property owner/applicant after completion of work. The reimbursement may be disbursed on a draw basis, under terms and conditions of the Development Agreement.

Three programs are available:

- 1. Paint Only.** The property owner or tenant may be reimbursed for the cost of paint and labor on a 50/50 basis up to \$1,000 maximum. Purchase of paint from a business located within the City of Wayland corporate limits qualifies the applicant for an additional 5% participation from the program.
- 2. Repair and Restoration.** Grants of up to \$ 5,000.00 per property are available for eligible activities. Applicants must provide a minimum fifty percent (50%) match of the total project cost. The minimum grant allowable for any project is \$1,000.
- 3. Architect's Services.** An additional grant is available for architect's fees in the amount equal to 50% of the cost or \$500, whichever is less.

Upon accepting financial assistance through the Wayland Downtown Façade Improvement Program, the property owner shall agree not to alter any improvements financed through the program for five years. The property owner shall further agree not to sell the property for a five-year period. In the event that the property owner sells the property before the five-year period, a pro-rata share of the grant money will be paid back to the DDA (80% after one year, 60% after two years, etc.)

### ELIGIBLE PROGRAM PROJECTS AND REQUIREMENTS

1. A property must be located within the boundaries of the Downtown Blueprint area as identified by the *Wayland Downtown Blueprint 2005*.
2. Only buildings with retail, commercial, or professional uses consistent with Central Business District land uses are eligible. Buildings with second story residential units will be considered if the primary use of the building (on the ground floor) is a permitted use for the Central Business District.
3. The building must meet a basic condition test, which indicates that the property appears to be structurally sound, the roof intact and meets the basic public safety and property maintenance codes. Proposed façade improvements must also comply with all applicable building and zoning codes.
4. Only facades fronting public rights-of-way are eligible for assistance. Highly visible rear and side locations will be considered on a case-by-case basis.

5. Building owners or tenants are eligible. If a tenant applies for assistance, they must provide written proof that the building owner has authorized proposed improvements and evidence of an executed lease for a term equal to the Façade Improvement Agreement.
6. Property tax and City utility payments must be current.
7. Work must be performed by licensed contractors.

### ELIGIBLE USES OF PROGRAM FUNDS

Eligible expenses for projects include, but are not limited to, the following:

- Painting (as “Paint Only” program project or as part of a larger façade project) – one time only.
- Signage (not to exceed 50% of cost or \$500, whichever is less), when in conjunction with other work.
- Façade cleaning and tuck pointing
- Exterior lighting
- Awnings (awnings and canopies may be used as a design element if those features are compatible with the original building design and complement the building’s architectural features.)
- Doors/Entryways
- Second floor entryways/exits and exterior stairs for residents
- Window repair/replacement
- Storefront construction
- Carpentry
- Handicap accessibility
- Non-historic façade removal

### INELIGIBLE USES OF PROGRAM FUNDS

Program funds cannot be utilized for uses, including but not limited to, the following:

- Refinancing existing debt
- Property acquisition
- Interior improvements or furnishings
- Site plan, building or sign permit fees
- Property appraisal costs, legal fees, or loan origination fees
- Permit and Inspection fees
- Roof repairs or structural work
- Labor costs paid to the owner/applicant or relatives of owner/applicant
- Expenses incurred prior to approval of application
- Any interior improvements, unless directly related to the exterior work being performed.
- New building construction
- Purchase of personal property
- Payment of taxes

It is not the intent or purpose of the program to subsidize routine building maintenance projects. Rather, the purpose of program assistance is to alter and improve the overall appearance of a building's façade.

### PROJECT REVIEW AND SELECTION PROCESS

Façade Review Committee members and City Staff will work closely with property owners and tenants to determine initial eligibility under program guidelines. Once the initial scope of work has been determined, the applicant will present the project to the Façade Review Committee. The Committee will meet as needed to provide input, make suggestions to the scope of work and make a recommendation to the DDA for funding.

### RIGHTS RESERVED

The Wayland DDA reserves the right to reject any and all applications. The specific program guidelines detailed herein are subject to revision or amendment by the Façade Review Committee. The Wayland DDA may discontinue this program at any time, subject to availability of program funding.

### APPLICATION REQUIREMENTS

Projects that meet the design guidelines and zoning requirements are selected for funding on a first come, first serve basis. Applications must be complete to be considered for the program, including an accurate sketch or drawing of the proposed improvements, as well as written construction estimates from qualified contractor and vendors. Funds are limited and must be spent within the specified time frames. Once funds are exhausted, any remaining applications are kept for consideration when more funds become available.

The following information must be submitted by program applicants on forms provided:

1. Description of proposed use of building after completion of the project
2. Project design plans
3. Timeframe for completion of project
4. Proof of property and liability insurance
5. Written consent for program participation by property owner, if applicant is a tenant
6. Copies of property deed and leases, if applicable
7. Photographs of buildings before initiation of project, original photographs if available
8. Tax Property Identification Number (PIN)
9. Estimated cost of project

### STEPS IN APPLICATION AND REVIEW PROCESS

1. Complete a grant application, along with required supporting documentation.

2. The application will receive a preliminary review by City staff for completeness and adherence to the program objectives and requirements. If appropriate, the applicant will be notified that the project has been accepted for consideration.
3. The Façade Review Committee will meet and study the proposal. The applicant may be asked to present the project to the Committee. The applicant may be asked to provide additional or clarifying information. The Committee may send the application back to applicant with requests for modifications.
4. The Façade Review Committee will make a recommendation to the Wayland DDA for their acceptance or rejection of a proposal.

### DISBURSEMENT OF GRANT

If the grant is awarded, the DDA will **reimburse** applicants for eligible improvements.

- The grant recipient must submit final invoices from contractors or suppliers marked “Paid in Full” along with copies of the checks made payable to the contractor or supplier.
- The grant recipient must provide copies of Waivers of Lien from all contractors.
- The grant recipient must supply proof that the improvements passed all final inspections and meet all City of Wayland zoning and code requirements.
- All improvements must be completed within six months of the start of construction, unless otherwise approved by the Façade Review Committee.

Any changes in the scope of work must be approved by the Façade Review Committee to be eligible for reimbursement.

**IMPORTANT:** *If façade improvements begin prior to Grant funding approval, you will not be eligible for the Grant.* Please note that all grants funded improvements must be permanent and fixed in type and/or nature. Improvements must meet all City of Wayland code requirements including zoning, building and safety codes.

For further information, please contact the City Manager or Deputy City Manager, 792-2265.