Center City Authority

MIDLAND CENTER CITY FAÇADE IMPROVEMENT PROGRAM

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Center City Authority
COMMERCIAL CORRIDOR FAÇADE IMPROVEMENT PROGRAM
Guidelines

PURPOSE

The City of Midland's Center City Authority Commercial Corridor Façade Improvement Program (FIP) provides financial assistance to commercial property owners and business owners in the Center City Authority for qualified façade improvements. The purpose of the FIP is to support the beautification and economic revitalization of the Center City Authority commercial corridor by stimulating private investment in high-quality improvements that enhance the appearance of buildings and properties and eliminate blight and non-conforming design standards.

$150,000 is the total startup funding for this program provided to the Center City Authority by the Entrance Ways Initiative Fund of the Midland Area Community Foundation in the fall of 2014.

PROGRAM GUIDELINES

Program Description: The Façade Program offers the opportunity for business owners and tenants, together with property owners, to bring their commercial properties and buildings up to a standard set forth and approved by the CCA.

Financial Award Eligibility:

With CCA approval, a property may receive up to $15,000 in façade improvement support in a seven-year period.

Each Center City property may apply to receive up to $15,000 in façade support during a seven-year period utilizing a combination of the following:

- Receipt of no more than $5,000 in façade matching grant funding in a seven-year period
  The $5,000 in grant funding can be in the form of:
  - A one-time **mini-matching grant** of up to $1,000 for eligible ***façade maintenance*** and/or
  - Up to $5,000 in **matching grant** for eligible **façade *improvements***

- No More than $10,000 in façade matching loan funding in a seven-year period
  - Zero interest loan amortized over five years
  - Repayment of loan made in annual installments over five-year period

Grant and loan amounts must be matched by the applicant on a dollar-for-dollar basis.

Applicants may secure additional financing in any manner they choose, including but not limited to a commercial mortgage, signature loan, home equity loan, personal or business line of credit, family loan, personal resources or business cash.

EXAMPLE:

In 2015 a Center City property might decide to undertake a $2,000 façade maintenance project and a $15,000 façade improvement project. The property might decide to apply for and receive:

- A one-time mini-matching grant of $1,000 in façade ***maintenance*** items;
- A matching grant of $5,000 in ***façade improvements*** and
- A matching loan of $2,500 in ***façade improvements***.

That same property could then come back in, say, 2018 and undertake a $15,000 façade improvement project to utilize the remaining funds of:

- No mini-matching grant (***one-time use in 2015***);
- No remaining matching grant for façade improvements ***($5,000 maximum used in 2015***); and
- Remaining loan funding of $7,500 ($2,500 used in 2015, ***$7,500 remaining in loan***)

This would complete the maximum of $15,000 in façade support for this property. Façade funding will not be available again for this property until 2024 (2017 fulfilled $15K allotment, property must wait seven-year period for next opportunity).

Applicant Eligibility:

Eligible applicants include owners of **commercial properties** and owners/managers of businesses located in the Center City Authority District (see attached map of the CCA District). Business owners/managers who are leasing a building for which improvements are proposed must obtain the signature of the property owner signifying property owner approval for participation in the FIP. Only businesses whose existing use is allowable by the City's current codes and regulations are eligible for funding through the FIP. The FIP reserves the right to deny funding to applicants who are delinquent on payment of fines or fees.

Project Eligibility:

Each property in the CCA District is eligible for the matching grants every seven (7) years.
Each property in the CCA District is eligible for the matching loan every five (5) years given the following:

- the applicant is not in default on any previous CCA façade loans;
- all previous CCA façade loans have been paid in full.

Potential improvements eligible under the FIP can include, but are not limited to:

Façade Improvements	Exterior façade improvements (other than ordinary repair and maintenance) including exterior painting or surface treatment, window and/or door replacement, covered entrances, storefront enhancements, columns, awnings and other highly visible façade features on existing buildings or building additions
Landscaping	Highly visible planting locations in parking lots, around driveways, perimeter plantings, at the base of signs, at building entrances and to screen storage. Only improvements that bring sites into compliance with or will exceed City Zoning Ordinance standards will be eligible.
Lighting	Lighting for ground and wall mounted signs, landscaping, buildings and pathways
Parking Lot Improvements	Parking lot improvements may receive up to $15,000 in combined matching grant and loan funding when the improvement includes a highly-visible landscaping improvement as part of the **parking lot** improvement representing a cost equal to or greater than 20% of the project's total estimated cost as included in the submitted application. The intent of a fully-funded parking lot improvement is to beautify parking lots in the district and move from having large areas of asphalt to more aesthetically-pleasing parking areas utilizing landscaping, trees and greenery to break up large spans of asphalt. To receive up to $5,000 in grant and/or $10,000 in loans we recommend you meet with the planning department to determine improvements that will be significant and impactful, but still meet zoning requirements. Landscaping improvements should be in line with the intent of the City's Zoning requirements for street side and parking lot landscaping. Reference Article 6.00 of the City of Midland Zoning Ordinance. *Sample calculation to determine the 20% landscaping requirement:* A. Total cost of parking lot improvement _____ B. Total cost of landscaping improvement + _____ C. Total cost of project = _____ *B must be ≥20% of C* **Parking lot improvements without a landscaping improvement are only eligible for up to $1,000.00 in matching maintenance grant funds.* **Improvements that incorporate city right-of-way are not eligible.*
Street Access	Consolidation of multiple driveways, driveway elimination, driveway reconfiguration to comply with current City standards
Signage	Replacement of freestanding signs with ground mounted signs, stone and brick sign bases
Site Accessories	Architectural fences, banisters, rails, benches, brick walls and retaining walls
Ordinary Repair and Maintenance (Eligible for $1,000 mini-grant)	Ordinary repair and maintenance is defined as "any work, the purpose and effect of which is to correct or prevent any deterioration or decay of, or damage to, a structure, site or any part thereof and to restore the structure or site, as nearly as may be practicable, to its condition prior to such deterioration, decay or damage using materials which are of a design, color and outer appearance as close as practicable to the original

Ineligible Projects:

Improvements not eligible under the FIP include, but are not limited to: Violation Notice or Citation	Improvements that are required as a result of any violation notice or citation Improvements that incorporate city right-of-way
Site Accessories	Non-permanent structures and movable equipment
Code Compliance	Improvements that would otherwise be required to comply with any code or ordinance
New Construction	This program does not apply to a new construction in the district only to the improvement of existing structures

While application to the Façade Improvement Program is preferred prior to the start of a project, accommodations have been made for property owners to still receive FIP funding if applying after a project has begun. The levels of grant funding are as follows:

Applied-for Project Status	**Eligible Grant Funding**
If application is submitted prior to work beginning on a project	100% grant funding
If application is submitted after work has physically begun or has been substantially completed	50% grant funding
If application is submitted 6 months or more after work has been completed	0% grant funding

Projects are eligible for 100% of loan funding if applied for within six months of the completion of a project.

Application Process

To apply for the Center City Authority Façade Improvement Program (FIP), property owners and businesses in the Center City district may begin by contacting the Center City Authority (CCA) office to discuss the program, project considerations and to obtain a copy of the CCA FIP guidelines and application.

- Applicant completes the application and submits accompanying plans and estimates;
- Applicant insures that proposed improvements meet City of Midland building and zoning regulations;
- Drawings, photos and color renderings done by the applicant may be submitted with the application, however, upon conditional approval, applicant may be required to provide drawings of professional quality as may be required by the City of Midland Building or Planning Department;
- Applicant shall provide detail on materials and colors to be used in the proposed improvement; and
- Applicant shall submit written professional estimate(s) on the cost of the project by a licensed contractor.

It is the sole responsibility of the applicant to ensure the project is designed, engineered and constructed according to the law, building code, zoning regulations and applicable City ordinances.

The CCA reserves the right to reject applications that do not meet City regulations or the intent of this program.

This program does not exempt applicants from obtaining all necessary permits and inspections from the City of Midland nor does it exempt applicants from the payment of those fees.

Application Evaluation Process

1. *Upon receipt of application, the CCA office will review the application for the following information:*
   - **Applicant Eligibility** (applicant owns property, is business owner or authorized to apply on behalf of property or business owner)
   - **Property Eligibility** (property resides within the Center City Authority district)
   - **Eligible and consistent design rendering(s) of the proposed improvement**
   - **Detailed information on materials, quantities and colors to be used in the proposed improvements**
   - **Written professional estimates on the cost of the project from a licensed contractor**
   - **Approval of building and zoning codes where applicable**

The CCA Office may return the application for missing or incomplete information.

2. Based on the timing of the submitted application and its completeness, the CCA office will schedule a review of the application at the next regularly scheduled CCA Physical Improvements Committee meeting. (see attached schedule).

3. The CCA Physical Improvements Committee reviews the application at its next regularly scheduled meeting.

4. Upon approval by the CCA Physical Improvements Committee a conditional approval letter is forwarded to the applicant along with a Grant Agreement and Maintenance Agreement.

5. After review and preliminary approval by the CCA Physical Improvements Committee, recommendation will be made to the CCA Board at their next regularly scheduled meeting with respect to funding.

6. If the CCA Board approves the request for funding the applicant will be notified in writing of the approval.

   If the CCA Board denies the request for funding, the applicant shall be notified in writing of the denial and the reasons for denial. The applicant may reapply for future grant funds.

Distribution of Funds

The release of funds shall be subject to the prior inspection and approval of the work performed at that time by the City Building and Planning Departments and CCA. Said construction must conform to all applicable building codes, zoning ordinances, state statutes and prior approved plans. Also evidence of payment for work performed for the grant/loan improvement construction will be required to release funds.

Funds will be distributed on the following schedule:

- Grant funding will be made available when the approved project construction has been completed and paid invoices for the approved work are presented.
- A maximum of 50% of the approved loan funds for a project prior to the commencement of the construction on the approved project.
- The balance of the loan funds shall be distributed when the approved project construction has been completed and paid invoices for the approved work are presented.

Funding approval will lapse if a notice of completion is not issued within six (6) months of the date of construction completion provided by the applicant. The CCA may grant an extension following review and approval of a written request by the applicant detailing the reasons for the extension and providing a new date of completion. Extensions shall be at the discretion of the CCA Physical Improvements Committee.

CENTER CITY AUTHORITY

COMMERCIAL CORRIDOR FAÇADE IMPROVEMENT PROGRAM APPLICATION

Date:_____

Name of Applicant:_____

Applicant Mailing Address:_____

Applicant Email: _____

Applicant Phone Number:_____

Project Address:_____

If different from applicant, please provide property/building owner's name, address, phone number:

_____
_____
_____

Provide detailed description of work to be done, include breakdowns by major categories, such as architectural, engineering, signs, awning, painting, repair, carpentry, electrical, etc. include detail of types of materials to be used and color specifications.

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Proposed Improvement(s) (check all that apply)

FAÇADE IMPROVEMENTS

- ☐ exterior painting or surface treatment, brickwork/stonework/siding
- ☐ window and/or door replacement
- ☐ covered entrance
- ☐ Storefront or rear entry improvements, columns, awnings and other highly visible façade features on existing buildings
- ☐ Other

LANDSCAPING

- ☐ Addition or enhancement of landscaping in highly visible planting locations like parking lots, around driveways, perimeter plantings, at the base of signs, at building entrances and to screen storage. *Only improvements that bring sites into compliance with or will exceed City Zoning Ordinance standards will be eligible.*
- ☐ Other

EXTERIOR LIGHTING

- ☐ Exterior building lighting
- ☐ Lighting for ground and wall mounted signs, landscaping, buildings and pathways
- ☐ Other

STREET ACCESS

- ☐ Consolidation of multiple driveways
- ☐ driveway elimination
- ☐ driveway reconfiguration
- ☐ Other

SIGNAGE

- ☐ Replacement of freestanding signs with ground mounted sign

SITE ACCESSORIES

- ☐ Architectural fences, banisters, rails, benches, brick walls and retaining walls
- ☐ Other

ORDINARY MAINTENANCE / REPAIR (mini-grant)

- ☐ to correct or prevent deterioration/decay of a structure (this excludes improvements that are required as a result of a violation of notice or citation)
- ☐ to correct damage to a structure
- ☐ to restore a structure or to its original condition prior to deterioration, decay or damage using

Project's Estimated Total Cost:_____

Work to Be Done	**Estimated Cost**	**Written Estimate Attached?**
_____		Yes No
_____		Yes No
_____		Yes No
_____		Yes No
_____		Yes No
_____		Yes No

Identify FIP amount requested and form of payment:

The façade program will provide up to $5,000 in matching grant (includes combination of mini and regular façade grant) and up to $10,000 in matching loan for a total of $15,000 for eligible Center City properties every seven years. Please select the amount of your façade request and whether it will be as a mini-grant, grant, loan or combination.

Amount Requested (50% of estimate)	**Form of Payment (circle preferred)**
$_____	Mini-grant Façade Grant Façade Loan
$_____	Mini-grant Façade Grant Façade Loan
$_____	Mini-grant Façade Grant Façade Loan
$_____	Mini-grant Façade Grant Façade Loan
$_____	Mini-grant Façade Grant Façade Loan

Has the project been reviewed by the City of Midland for building and zoning compliance?

- ☐ Yes - no permits or reviews are necessary for this project;
- ☐ Yes - proof of review is attached;
- ☐ No

Are Applied-for Improvements:

Required as a result of any violation, notice or citation	YES	NO
Non-permanent structures or movable equipment	YES	NO
Required to comply with any code or ordinance	YES	NO

What is the current status of the project(s) for which you are applying for funding:

- ☐ **Project(s) have not started**
- ☐ **Project(s) have started or are substantially completed**
- ☐ **Project(s) were completed on this date: _____**

Proposed project start date:_____
Proposed project completion date:_____

_____***Initial here*** to indicate that you have attached one photograph of the existing building and a detailed color rendering of design plans including description of work and outlining the materials to be used along with other details of the project.

The undersigned applicant signatures affirm that:

- The information submitted herein is true and accurate to the best of my (our) knowledge.
- I (we) have read I have read and understand the conditions of the CCA Façade Program and agree to its conditions and guidelines.

Signature of Applicant

_____

Date: _____

Signature of property owner(s) if different than applicant:

_____

Date: _____

2018 CCA FIP Application Dates

Application Deadline	Physical Improvement Committee Meets	CCA Board Meets
Dec 8	Jan 9	Jan 17
Jan 12	Feb 13	Feb 14
Feb 9	Mar 13	Mar 14
Mar 9	Apr 10	Apr 18
Apr 6	May 8	May 16
May 11	Jun 12	Jun 20
Jun 8	Jul 10	Jul 18
Jul 13	Aug 14	Aug 15
Aug 10	Sep 11	Sep 19
Sep 7	Oct 9	Oct 17
Oct 12	Nov 13	Nov 14
Nov 9	Dec 11	Dec 19

Midland Center City Authority Boundaries
Areas eligible for FIP funding