



## TOWN OF ELIZABETH

COMMUNITY DEVELOPMENT DEPARTMENT

**TO:** Honorable Mayor and Board of Trustees

**FROM:** Zach Higgins, AICP Community Development Director

**DATE:** March 26th, 2024

**SUBJECT:** Discussion and possible action Regarding Resolution 24R15 – A Resolution Approving the Town of Elizabeth Façade Grant Program

### SUMMARY

Staff is seeking approval of Resolution 24R15 – A Resolution Approving the Town of Elizabeth Façade Grant Program. The Historic Advisory Board and Main Street Board of Directors have both made formal recommendations that the Board of Trustees consider creation of a Town of Elizabeth Façade Grant Program. The Historic Advisory Board (HAB) has expressed that they see this as an opportunity to not only see general enhancement of historic properties in the Town, but also providing an incentive to be within a future historic district or on the Town's historic register. The Main Street Board of Directors (MSBOD) believes this to be an opportunity to assist local businesses on Main Street in an impactful way that could drive additional traffic through their doors, as well as enhancing the overall appearance of Main Street and ultimately the Town as a whole.

Staff has worked with the Board of Trustees, the Historic Advisory Board, and the Main Street Board to draft and finalize the guidelines for the Façade Grant Program. The most substantial changes from the previous iteration reviewed by the BOT include:

- Removal of the Minority, Women, Veteran, and/or Immigrant Ownership scoring system criteria.
- Removal of the Public Facing Business scoring system criteria.

The program boundary map is attached and includes all of Main Street, SH-86 from Banner Street to Running Creek Park, and all properties listed on the Town of Elizabeth Local Historic Register. It has been discussed that as the program matures, in 3-5 years the boundary could be expanded to include additional properties along SH-86 or other areas with historical significance.

### BUDGET

A budget allocation of \$40,000 for 2024 with an additional \$10,000 yearly allocation in 2025 and beyond has been previously discussed to fund the program.



## **TOWN OF ELIZABETH**

COMMUNITY DEVELOPMENT DEPARTMENT

### **STAFF RECOMMENDATION**

The Historic Advisory Board and the Main Street Board have given recommendation for the creation of a Town of Elizabeth Façade Grant Program. Town Staff recommends the Board of Trustees approve Resolution 24R15 – A Resolution Approving the Town of Elizabeth Façade Grant Program. Staff also recommends the Board of Trustees consider a budget allocation of \$40,000 to the Elizabeth Façade Grant Program for 2024 and \$10,000 in subsequent budget years.

### **ATTACHMENTS**

Resolution 24R15

Town of Elizabeth Façade Grant Program

**RESOLUTION 24R15**

**A RESOLUTION APPROVING THE TOWN OF ELIZABETH FAÇADE GRANT PROGRAM**

NOW THEREFORE, BE IT RESOLVED BY THE BOARD OF TRUSTEES OF THE TOWN OF ELIZABETH, COLORADO AS FOLLOWS:

Section 1. The Town of Elizabeth Façade Grant Program (the “Program”), attached hereto as **Exhibit A**, and incorporated herein by this reference, is hereby approved.

Section 2. The Town of Elizabeth Façade Grant Program Committee is hereby authorized to approve applications for the Program, and directly disburse funding in accordance with the Program, which funds shall be limited by the annual appropriation for said Program.

PASSED, APPROVED, and ADOPTED this \_\_\_\_ day of \_\_\_\_\_, 2024, by the Board of Trustees of the Town of Elizabeth, Colorado, on first and final reading, by a vote of \_\_\_\_\_ for and \_\_\_\_\_ against.

\_\_\_\_\_  
Tammy Payne, Mayor

ATTEST

\_\_\_\_\_  
Michelle M. Oeser, Town Clerk



# 2024 Town of Elizabeth Façade Grant Program

## **What is the Façade Grant Program?**

The Town wishes to encourage and support building and business owners' investment in the upgrade of their existing building façade. The Façade Grant Program is a process where the applicant will match 25% of awarded grant funds for properties on the local historical register or 50% of grant funds to all other properties within the boundary who construct eligible improvements to the façades of their buildings. Applicants must use their own funds to match the grant. The award amount will range from \$500 to \$5,000 depending on the category of work being done.

## **Eligible Properties and Applicants**

All businesses and/or property owners within the designated boundary as well as all buildings on the Town of Elizabeth local historic register are eligible for the Façade Grant Program. Any building with a current zoning or building code violation is not eligible for the program. All bills, charges, or taxes due to the Town of Elizabeth must be current. Any property owner, or business owner with building owner authorization, within the boundary and/or on the local historic register may apply for the grant. Grant funds are dispersed on a reimbursement basis once the completed work has been verified by Town staff as compliant with the plans in the approved application. Any deviation from the approved grant project must be approved by Town staff or may result in the total or partial withdrawal of the grant. An 'After' picture and receipts for the finished work must be submitted within 45 days of project completion for reimbursement.

## **Eligible Façade Improvements**

Improvements include the following:

- Exterior painting and/or paint removal
- Reparation and restoration of brickwork, wood, masonry, and stucco
- Exterior lighting
- Permanent signage, such as a monument, projecting, or wall

- Reparation and replacement of architectural details or materials.
- Doors, including garage doors
- Windows
- Rehabilitation or compatible reconstruction of storefronts
- Removal and replacement of exterior finish (vinyl siding excluded from replacement materials)
- Patios, including base and railings
- Other architectural elements
- Sidewalks, curb, gutter, parking, and landscaping
- Energy conservation improvements
- Handicap accessibility improvements

**Ineligible Façade Improvements include:**

- Any improvements made prior to grant approval
- Improvements not seen from the public-right-of-way, Town trails, or not having significant visual impact
- Non-permanent fixtures (e.g. furniture, fixtures, benches, flower planters)
- Refinancing of existing debt
- Sweat equity (payment for applicant's own labor)
- General or routine maintenance and cleaning
- General business operation expenses (payroll, taxes, utilities, etc.)

**Eligible Project**

**Total redevelopment cost can include:**

- Construction related expenses (materials and/or labor)
- Utility upgrade costs
- Building permits

**Total redevelopment cost cannot include:**

- Purchase price of building or property
- Regular building utility costs
- Security cameras
- Worker support (e.g. meals, transportation, uniforms, etc.)
- Insurance, taxes, loan servicing payments, etc.

**PROJECT CRITERIA AND SELECTION**

Applications will be evaluated by Town staff and presented to the Town of Elizabeth Façade Grant Program Committee. This committee is comprised of one member from each of the following boards: Main Street Board of Directors, Historic Advisory Board and Board of Trustees. Final grant approval is determined by the Town of Elizabeth Façade Grant Program Committee. The grant is limited to one grant award per property address per year. Grant awards are processed on a two-cycle basis. The first round of applications will be accepted from January 1, 2024 – January 31<sup>st</sup>, with a March 1<sup>st</sup> award date. The second round of applications will be accepted from June 1<sup>st</sup> – June 30<sup>th</sup>, with an August 1<sup>st</sup> award date.

See next page for scoring system of proposals.

*All projects must also meet general design guidelines of commercial properties set by the Town of Elizabeth building and sign codes and it is the responsibility of the applicant to apply for these permits.*

Scoring System	5	4	3	2	1	Rationale
Age of Building	121+ Years (Built Before 1902)	91-120 Years (Built 1931-1902)	61-90 Years (Built 1961- 1932)	31-60 Years (Built 1991-1962)	<30 Years (Built Since 1992)	Older buildings will have older façades. This criterion aims to support business in older buildings in the community as well as business retention efforts.
Impact	<ul style="list-style-type: none"> <li>-Project eliminates a liability of the commercial district</li> <li>-Project restores historical/architectural significance of the property</li> <li>-Project strongly contributes to the retention or addition of a business downtown</li> <li>-Project will bring building up to code</li> <li>-Project will significantly increase pedestrian traffic</li> </ul>	<ul style="list-style-type: none"> <li>-Project eliminates a liability of the commercial district</li> <li>-Project restores historical/architectural significance of the property</li> <li>-Project somewhat contributes to the retention or addition of a business downtown</li> <li>-Project will bring building up to code</li> <li>-Project contributes to safety of building and surroundings</li> </ul>	<ul style="list-style-type: none"> <li>-Project restores historical/architectural significance of the property</li> <li>-Project somewhat contributes to the retention or addition of a business downtown</li> <li>-Project will bring building up to code</li> <li>-Project contributes to safety of building and surroundings</li> </ul>	<ul style="list-style-type: none"> <li>-Project minorly contributes to the retention or addition of a business downtown</li> <li>-Project contributes to safety of building and surroundings</li> </ul>	<ul style="list-style-type: none"> <li>-Project contributes to safety of building and surroundings</li> </ul>	This criterion aims to support projects that will have the greatest positive impact on the community.
Community Contribution	<ul style="list-style-type: none"> <li>-Applicant is a good neighbor</li> <li>-Project area is kept clean and free of debris consistently</li> <li>-Applicant continuously participates in community-based activities and promotions</li> <li>-Applicant continuously promotes downtown Elizabeth and Elizabeth Main Street</li> </ul>	<ul style="list-style-type: none"> <li>-Applicant is a good neighbor</li> <li>-Project area is kept clean and free of debris consistently</li> <li>-Applicant sometimes participates in community-based activities and promotions</li> <li>-Applicant sometimes promotes downtown Elizabeth and Elizabeth Main Street</li> </ul>	<ul style="list-style-type: none"> <li>-Project area is somewhat clean and free of debris consistently</li> <li>-Applicant sometimes participates in community-based activities and promotions</li> <li>-Applicant sometimes promotes downtown Elizabeth and Elizabeth Main Street</li> </ul>	<ul style="list-style-type: none"> <li>-Project area is somewhat clean and free of debris consistently</li> <li>-Applicant sometimes participates in community-based activities and promotions</li> </ul>	<ul style="list-style-type: none"> <li>-Applicant rarely participates in community-based activities and promotions</li> </ul>	This criterion aims to support applicants that are general supporters of the community.

**Total: \_\_\_\_\_/15**

## **Applicant Process**

- 1.** Contact the Town of Elizabeth’s Community Development Department prior to submitting application. The staff will explain the process and consult on the application process.
- 2.** It is highly encouraged, but not required to contact Main Street Colorado for a design consultation as they offer the service for free. Please contact Lary Lucas from the Department of Local Affairs at (720) 402-9303.
- 3.** Complete grant application. Complete applications will include:
  - a.** Application form
  - b.** Narrative of proposed project
  - c.** Illustrations of the proposed work or architectural drawings
  - d.** Photos of the site and its relationship to adjoining sites
  - e.** Color samples and texture of finish materials, where applicable
  - f.** Scope of Work is required.
  - g.** Planning Department comments/review, including Historic Preservation comments
    - i.** Round 1 deadline:
      - 1.** Last HAB meeting before deadline: N/A
    - ii.** Round 2 deadline:
      - 1.** Last HAB meeting before deadline: May 6<sup>th</sup>, 2024
  - h.** Lease of property (if not owned by applicant) and letter of authorization from property owner (attached)

### **Other provisions:**

- Affidavit legal residency (attached)
- Property Taxes, Special Assessments: No financial assistance will be provided from the Façade Grant Program if property taxes, or special assessments are in arrears.
- Deadline
  - Applications may only be submitted during the following grant funding cycles: January 1<sup>st</sup> – January 31<sup>st</sup> **or** June 1<sup>st</sup> – June 30<sup>th</sup>.
  - Town staff will review the applications and make a recommendation to the Town of Elizabeth Façade Grant Program Committee which has the final authority to approve or reject the application.
  - If an application is denied, it may be reconsidered if amended to address project deficiencies at the next grant funding cycle.

**All applications must be physically returned to:**

Town Hall

151 South Banner Street, P.O. Box 159

Elizabeth, CO 80107

**Or electronically sent to:**

[zhiggins@townofelizabeth.org](mailto:zhiggins@townofelizabeth.org)

**Construction Process**

1. Renovation/rehabilitation work must be started within three (3) months of grant approval and completed within twelve (12) months of approval. Depending on the scope of a project, extensions may be requested on a case-by-case basis. Town staff reserves the right to cancel this agreement in the event of failure to comply with this schedule.
2. The applicant is responsible for obtaining all building permits and any other required permits for the work to be done. The applicant is responsible for conformance with all applicable safety standards and conditions.
3. The applicant agrees to maintain the property and improvements.
4. The applicant agrees to provide an 'after picture' of the improvements.
5. The Town of Elizabeth Façade Grant Program may promote an approved project including, but not limited to, displaying a Town of Elizabeth sign at the site, during and after the construction, and using photographs and descriptions of the project in Town of Elizabeth marketing materials.

**Reimbursement**

1. Once work is completed, the applicant must submit an 'after picture' and final receipts/bills within 45 days of project completion.
2. Town staff inspects and verifies completed work
3. Should the final product be consistent with the Committee's approvals, reimbursement of funds to the applicant will be authorized.

**Town of Elizabeth  
Facade Grant  
Program  
Boundary**

