



## **TOWN OF ELIZABETH**

COMMUNITY DEVELOPMENT DEPARTMENT

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

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

**DATE:** April 23, 2024

**SUBJECT:** Discussion and possible action Regarding Resolution 24R25 – A Resolution Approving funding for the Town of Elizabeth Façade Grant Program

### **SUMMARY**

Staff is seeking approval of Resolution 24R25 – A Resolution Approving the Town of Elizabeth Façade Grant Program funding. The Board of Trustees approved Resolution 24R15 on March 26<sup>th</sup>, 2024 with an understanding that funding would be determined at a later date.

The Board of Trustees had initially planned on making use of ARPA funds as seed money for the grant program. Based on the expenditure requirements of ARPA, Staff recommended that ARPA funds NOT be used for this project. Funding for this program is anticipated to come from the Capital Improvement Fund, currently Account #31-80-0100 under “Land Purchase”. In future years, a new account number will be identified for this specific program, and the Board will have the ability to provide additional funding for this program as may be determined in the regular budget process.

Resolution 24R25 would authorize the expenditure of \$40,000.00 from Account #31-80-0100 “Land Purchase” for the establishment of this program, with additional funding to be determined by the Board on a yearly basis. The funds authorized for this grant program are to be restricted for use solely in the support of the Town of Elizabeth Façade Grant Program.

### **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.

### **STAFF RECOMMENDATION**

Town Staff recommends the Board of Trustees approve Resolution 24R25 – A Resolution Approving the Town of Elizabeth Façade Grant Program funding in the amount of \$40,000.00 from Account #31-80-0100.



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### **ATTACHMENTS**

Resolution 24R25

Town of Elizabeth Façade Grant Program Draft Application

## RESOLUTION 24R25

### **A RESOLUTION APPROVING THE TOWN OF ELIZABETH FAÇADE GRANT PROGRAM FUNDING.**

WHEREAS, the Town of Elizabeth seeks to fund 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 Board of Trustees of the Town of Elizabeth authorizes the expenditure of \$40,000.00 from Account #31-80-0100 “Land Purchase” for the establishment of this program, with additional funding to be determined by the Board on a yearly basis.

SECTION 2. The funds authorized for this grant program are to be restricted for use solely in the support of the Town of Elizabeth Façade Grant Program.

SECTION 3. This resolution to be in full force and effect from and after its passage and approval.

PASSED, APPROVED, and ADOPTED this \_\_\_\_ day of April 23, 2024 by the Board of Trustees of the Town of Elizabeth, Colorado, on first and final reading, by a vote of \_\_\_\_ for and \_\_\_\_ against.

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Tammy Payne, Mayor

ATTEST:

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Michelle M. Oeser, Town Clerk



# Town of Elizabeth

## Facade Grant Program

### APPLICATION

#### Business/Property Owner Eligibility

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.

#### Section 1: Business/Property Owner Information & Eligibility Confirmation

##### Business/Property Owner Information

Business/Property Owner Name: \_\_\_\_\_

Business/Property Street Address: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

Website: \_\_\_\_\_

Contact: \_\_\_\_\_ Title: \_\_\_\_\_

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

If Applicable:

Description of Business Services \_\_\_\_\_

Current number of employees: \_\_\_\_\_ How long have you been operating in Elizabeth? \_\_\_\_\_

Parent company name: \_\_\_\_\_

#### Section 2: Project Description

##### Briefly explain project and scope of work

Provide estimate materials and labor	Materials	Labor	Total
Property (Building)			
Property (Land)			

### Section 3: Required Documents

Checklist for complete grant application (Check each of the boxes to show requirements are met.)	✓
a. Application form	
b. Narrative of proposed project (a clear written description of the 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	
g. Planning Department comments/review including Historic Advisory Board comments	
h. Lease of property (if not owned by applicant and letter of authorization from property owner)	
All projects must 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.	
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 1st – January 31st, with a March 1st award date. The second round of applications will be accepted from June 1st – June 30th, with an August 1st award date.	

*\*Amount granted would be based on scoring criteria. Application submission does not guarantee an award of funds.*

#### Submit Complete Application and Documents by grant funding cycle deadline

*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*

By signing below, I/we acknowledge that I/we have read, understood, and agree to comply with the guidelines and requirements set forth for the Town of Elizabeth Façade Grant Program.

Applicant's Name (Printed)

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Applicant's Signature

Date

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