



## POLICY FOR THE FAÇADE IMPROVEMENT PROGRAM

### **I. GENERAL PURPOSE AND OBJECTIVES**

A. The purpose of the Façade Improvement Program (“Façade Improvement Program”) is to encourage local businesses to improve storefronts/façades in eligible areas, and to promote commercial revitalization and economic development. The Façade Improvement Program is funded with revenues generated from the City General Fund, ARPA funding and Type A EDC funds. Revenues from the “ARPA Funds” are deemed “Grant Revenues” and can only be spent on specific uses allowed by law.

B. The City of Joshua (“City”) may use Grant Revenues as follows:

1. for community or economic development activities
2. For projects that include private investment.

### **II. DEFINITIONS**

*“Building” means, for funding purposes, a contiguous structure with shared walls, not including firewalls.*

*“Eligible Improvements” means any construction or aesthetic alteration made to the side of the building parallel to the primary right-of-way and improvements to the interior wall of the façade caused as a result of improvements to the façade, as approved by City staff through the application process.*

*“Developer” means a legal entity/party that enters into the Reimbursement Agreement with the City to receive funds from the Façade Improvement Program.*

*“Façade” means the portion of the building parallel to the primary right-of-way as determined by City.*

*“Owner” means the legal owner of the property on which the Project is located.*

*“Project” means the City approved improvements to the building eligible for Façade Improvement Program funds.*



### **III. ELIGIBLE PROJECTS**

A. Eligible Projects. For a Project to be considered for funding under the Façade Improvement Program, it must meet the following criteria:

1. The use of the property must be following the City's Zoning Ordinance.
2. The Developer:
  - a. must invest its own funds on Eligible Improvements.
  - b. must submit a complete application to the city.
  - c. must not be delinquent in paying property taxes for any property owned by the Developer; and
  - d. must not have any City liens filed against any property owned by the Developer, including but not limited to weed liens, demolition liens, board-up/open structure liens and paving liens.
3. No delinquent taxes shall be owed for the property on which the Project is located.

### **IV. ELIGIBLE IMPROVEMENTS AND EXPENDITURES**

A. Eligible Improvements. Eligible improvements are limited to the following:

1. signage attached to the facade.
2. painting.
3. siding.
4. brick/stone/masonry.
5. glass.
6. windows.
7. doors.
8. trim.
9. awnings.
10. structural improvements to façade; or
11. exterior lighting attached to the façade.

B. Ineligible Improvements:

1. exterior improvements located on the sides or rear of buildings.
2. interior improvements.
3. Landscaping (Unless with an approved maintenance Agreement)



## **V. SELECTION PROCESS**

A. Application. A complete application must be submitted along with the following attachments:

1. proof of ownership and/or occupancy such as deed/lease; If the Developer does not own the property on which the Project is located, the Developer must provide proof satisfactory to City that the proposed improvements are allowed and authorized by the Owner.
2. detailed explanation of proposed improvements.
3. renderings, elevations, drawings etc. for proposed improvements.
4. photographs of existing conditions; and
5. construction cost breakdown that differentiates Eligible Improvements from other improvements if any.
6. Applicants must include the name, license number (if applicable), and insurance certificate of the contractor or business performing the work.

B. Denied Applications.

1. Applications will be denied 30 days after submission if all required documentation is not received by the City.
2. Applicants will have 60 days after the date of denial to resubmit applications without paying a new application fee.

C. Design Review Committee. A Design Review Committee composed of City staff will review the complete application to ensure Project eligibility and feasibility. The Committee will develop guidelines and objectives for the Façade Improvement Program. Projects will be selected on a first come, first served basis of completed applications and will be approved based upon designs that meet the purpose and objectives of the Façade Improvement Program. For any proposed improvement with an estimated cost exceeding \$2,500, at least three (3) competitive bids must be submitted to validate cost reasonableness. D. Applicants will be notified in writing of the City's decision.

E. If City staff denies the application, then Applicant may appeal the denial to the City's Type A EDC Board directly. The Type A EDC Board will make the final determination for approval or denial of the application.

## **VI. REIMBURSEMENT OF ELIGIBLE FAÇADE IMPROVEMENTS**



A. Funding for a Project is subject to availability and will be allocated on a first come, first approved basis. Once an application is approved, in order to participate in Façade Improvement Program, a Reimbursement Agreement outlining the terms and conditions of City providing funds to the Project must be executed by the Owner. Funding for the Project will be set aside so long as construction permits are pulled, or work has commenced on the façade within 180 days of Project approval.

B. City shall reimburse Developer on Eligible Improvements at the completion of the Project. City shall only reimburse for eligible façade improvements and shall not reimburse any funds spent on improvements made to other portions of the building.

C. Each Project can receive a maximum of \$5,000 per building for Eligible Improvements. \* *Special approval process for any requests that exceed the \$5,000 limit, based on available funding.*

D. Funds will be paid to Developer after all improvements have been made and approved by City and the terms of the Reimbursement Agreement have been met.

E. In order to receive funds, Developer must provide proof of expenditures for Eligible Improvements with supporting documentation which may include:

1. Detailed and itemized invoices that differentiate Eligible Improvements versus other improvements shall also reflect market-rate pricing. If cost of any item or labor appears excessive, the City reserves the right to request additional bids or deny reimbursement for that line item.
2. cleared checks and/or bank statements.
3. release of liens for the work performed, if any.
4. certificate of occupancy.
5. final inspection report from City;
6. photographs of completed Eligible Improvements.
7. painting projects must cover at least 50% of the building's façade facing the right-of-way unless otherwise approved by the City in writing.
8. City reserves the right to audit completed work and may adjust the reimbursement amount if the scope, quality, or price of the work performed does not align with industry standards or the approved scope.
9. City reserves the right to withhold up to 25% of the reimbursement amount until final verification and inspection is complete.

## VII. REQUIREMENTS FOR APPROVED PROJECTS



**A. Approvals.** Prior to construction commencement, all federal, state, and/or local approvals necessary to complete the improvements must be provided. Approvals could include:

1. City's Heritage Preservation Commission.
2. City's Planning & Zoning Commission.
3. City's Development Services Department
4. Permitting.

**B. Project Completion.** The completion date of the improvements to be constructed will be determined on a case-by-case basis and will be included in the Reimbursement Agreement. If the Project is not completed by this date, then the Project will be ineligible for funding, but City staff in its sole discretion may extend this date upon written request from the Developer.

**City of Joshua  
Façade Improvement Grant Program  
Application**

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**1. Applicant Information:**

Developer/Tenant Name: \_\_\_\_\_

Telephone Number: \_\_\_\_\_ email: \_\_\_\_\_

Agent (if any) \_\_\_\_\_

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

**2. Property Owner Information (may be same as above):**

Owner Name: \_\_\_\_\_

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

Telephone Number: \_\_\_\_\_ email: \_\_\_\_\_

Property Owner or Agent Signature: \_\_\_\_\_

*(If signed by agent, attach written authorization from owner to act on owner's behalf).*

**3. Property Information:**



Property Address: \_\_\_\_\_

Building or Business Name and Use: \_\_\_\_\_

Property Legal Description: \_\_\_\_\_

(Lot, Block, Subdivision or Abstract Name and Number)

Johnson County Appraisal District Account Number (8 digit) \_\_\_\_\_

**Incomplete applications will not be processed for certification until all required documents shown in the check list below are submitted. If all documents are not submitted within 30 days after the application is received, the application will be automatically denied. Funding for project will only be set aside if construction permits are pulled, or work has commenced on the façade within 180 days of project approval.**

1. Total Development cost of project improvements: \_\_\_\_\_

2. Total development cost of eligible improvements: \_\_\_\_\_

**Please provide project details and amount of capital investment in the following chart:**

<b>Items</b>	<b>Amount</b>	<b>Notes</b>
a. _____	\$ _____	_____
b. _____	\$ _____	_____
c. _____	\$ _____	_____
d. _____	\$ _____	_____
e. _____	\$ _____	_____
f. _____	\$ _____	_____
<b>TOTAL</b>	<b>\$ _____</b>	

**2. Application Checklist- Please submit the following documentation:**

- \_\_\_ Completed Application form.
- \_\_\_ If application is made by a tenant, copy of the lease agreement along with a signed letter from owner.
- \_\_\_ Photograph of existing conditions.
- \_\_\_ Detailed explanation of improvements including renderings, elevations, drawings, etc.



\_\_\_ Cost breakdown including cost estimates of all proposed improvements.

\_\_\_ Proposed timeline for completion of improvements including start date and completion date.

**3. Applicant Certification:**

The application certifies that all information in this application and all information furnished in support of this application is true and complete to the best of the applicant's knowledge and belief.

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

**Note: Be advised that application submitted is subject to the Open Records Act and as a result, may become public information within the limits of the law.**