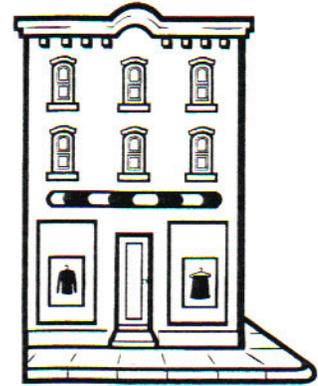


## Lincoln Park Downtown Development Authority Façade Improvement Grant Program

### ► Program Guidelines ◀



#### **Lincoln Park Downtown Development Authority**

The Lincoln Park Downtown Development Authority (LPDDA) was formed by the City of Lincoln Park in 1995. Its purpose is to promote economic growth in the Lincoln Park downtown business district.

#### **Façade Improvement Program**

This program is designed to utilize Tax Increment Financing (TIF) funds available to the LPDDA to assist business and property owners to revitalize, improve and develop the exterior components of commercial buildings in the business district. The grant is paid out at the end of the improvement project as a reimbursement for funds spent by the business/property owner.

If eligible exterior work is being performed in conjunction with other non-eligible exterior and/or interior work, the grant may still be awarded. However, eligible grant work will have to be tracked and invoiced separately or as specific line items by the contractor. The maximum grant amount paid by the DDA will be \$10,000.00 per property. This does not limit the total project cost or size, but just limits the amount for which an Applicant will be reimbursed.

The LP DDA will annually determine the budget amount for this program. There is no guarantee that the program will be funded each year. Eligible and approved grants will be awarded on a first come basis and as funds are available. For the budget year July 2011- June 2012, \$50,000.00 the DDA has allocated for this program.

#### **Purpose of the Program:**

- Directly stimulate design improvements to business district buildings consistent with the goals and objectives of the LPDDA.
- Assist with building improvements sensitive to the unique context of the business district's commercial architectural character.
- Encourage physical improvements to buildings to make them attractive to the Lincoln Park's consumer market and to draw new clientele.
- Encourage adaptive reuse and creative projects that add to the economic diversity of the Lincoln Park business district.
- Encourage the preservation of historic buildings.
- Improve a building's visual appeal and functionality.
- Be used as a tool for business recruitment and retention.

**Program Eligibility:**

1. The property and/or business must be located within the boundary of the LPDDA TIF District. Tenant applicants are required to submit written evidence, on the required form, that the building owner has approved the application for funds and the granting of the necessary legal requirements. Legal ownership will be verified prior to any grant being awarded.
2. All applicable real property taxes, personal property taxes and business registration taxes, fees and assessments must be paid and current.
3. All City charges for the property and/or business must be current.
4. The business must have a current certificate of occupancy for the building or will have at the conclusion of the planned renovation and/or construction.
5. The property must comply with or be in compliance with the City's Zoning (use and structure) and Building Codes (exterior) at the completion of the project.
6. Only 1 grant may be awarded per property, business, address or tax identification number.
7. The property or business must not have previously received a grant under this program.

**Design Standards**

Program applicant and applicant's architect shall consult and utilize the design standards and criteria specified in the City of Lincoln Park Planning and Zoning Code, including sections 1280.05 and 1296.04 and herein referred to as the "Design Standards." An excerpt of sections 1280.05 and 1296.04 is attached as appendix A.

**Grant Terms:**

The DDA Board will review each applicant on a case-by-case basis. Matching grant payments will be made in the form of a reimbursement payment upon the completion of the improvement in a manner consistent with the approved plan and acceptable to the DDA and the appropriate municipal authorities responsible for inspections and code compliance.

The maximum grant amount paid by the DDA will be \$10,000.00 per property. This is a matching grant with the LP DDA matching every \$1.00 contributed by the Applicant with \$1.00 from the DDA. Upon completion of the project, a final accounting of all project expenses will be conducted to verify the actual project costs. Original receipts will be required for reimbursement. The value of the grant will not be increased once the grant has been awarded. If the actual cost of the project is below the estimated cost and grant award, the award will be reduced to meet the 1 to 1 ratio. There is no maximum cost cap for the total project, just the maximum cost that could be paid by the DDA grant.

The Applicant/Property Owner must retain the improvements and/or property for 5 years. Should the improvements be removed and/or the property be sold or transferred prior to the expiration of the 5 years, the Applicant/Property Owner shall repay the LP DDA for the grant money it received. The amount of repayment shall be based upon the following schedule, which uses the façade construction completion date as the base:

<u>Time Since Completion Date</u>	<u>Percent of Original Grant Required to be Repaid</u>
Prior to Completion without DDA approval	100%
1-5 months	90%
6-12 months	80%
13-24 months	60%
25-36 months	40%
37-48 months	20%
49-56 months	10%
57-60 months	No repayment required

No labor costs shall be paid to the Applicant/Owner, employees or their relatives for work performed by them unless they are a licensed and registered contractor, at least one quote is submitted for the same work by an independent licensed contractor and specific approval is given by the LP DDA as part of the grant review process.

**Standards for Grant Decisions:**

1. Grants will not be considered for single-use residential property, national franchises, or tax exempt properties. Mixed-use facilities with a residential component will be considered.
2. To be eligible, the business must be open to the public during regular business hours.
3. All proposed facade improvements are to be approved by the DDA Board.
4. Applicants who deviate from the approved application and plan may be disqualified from the program and not receive reimbursement.
5. All building improvements must meet City of Lincoln Park building and zoning code requirements.
6. Improvements to buildings must meet the Design Standards.
7. The improvements for which the grant is requested must be for Eligible activities only. Other ineligible improvements may be included in the project but will not be considered as part of the grant eligible improvements and matching cost.
8. The improvements must have a useful life of at least 7 years.
9. Grants cannot be used to pay for work already commenced or completed.
10. All work must comply with all applicable laws, ordinances, building codes and zoning ordinances.
11. All required and appropriate permits must be secured prior to commencement of any work.

**As it is the intent of this program to revitalize the business district, both in terms of the conditions of the buildings and structures and creating or retaining business clientele, the Board reserves the sole right to reject any application that, in the Board's sole opinion, does or will not accomplish this goal or the stated goals of the DDA or for properties which are in the state of advance disrepair or deterioration.**

## **Examples of Eligible and Ineligible Improvements**

### **Eligible improvements**

- Demolition of Inappropriate Facade
- Window Improvements and Installation
- Door Improvements and Installation
- Masonry Work
- Removal and replacement of non-compliant signage (Considered on a case by case basis)
- Awnings without any additional work (Considered on a case by case basis)
- ADA compliance work
- Decorative Exterior Lighting
- Paint removal, when done to restore structure to original brick finish
- Restoration of historical elements
- Limited Professional design fees

### **Ineligible improvements**

- Painting
- Roof Repairs
- Energy Conservation
- Removal of display windows
- Normal Building Maintenance
- Appraiser or Attorney fees
- Property acquisition, mortgage or bank charges or fees
- Building permits or other municipal permits, fees or charges
- Interior repairs or improvements
- Projects that have already started and/or are completed

**Please note that the aforementioned examples of eligible and ineligible improvements and/or costs are not all-inclusive and the final determination of eligibility requirements and eligible activities shall be determined by the LP DDA Board.**

### **Legal Agreement/Insurance**

Once approved, the Applicant and/or the property owner must sign a legal agreement and easement in form provided by the LPDDA. This document protects the LP DDA's repayment provision, which is discussed above. The term of the legal agreement shall be 5 years. The applicant shall also name the LPDDA as an additional insured on its liability insurance policy for the building facade only and annually, as long as the grant is in place, provide a copy of the Declaration Page to the LP DDA.

### **Application Process**

1. Applications for the program will be available at the Office of the LP DDA, the Lincoln Park Building Department and the Lincoln Park City Hall. The application packet includes an application, program description, the proposed

- legal agreement, owner's consent form, checklist of documents, the Design Standards and examples of required documents.
2. Completed application packages are returned to the DDA Executive Director. Questions and concerns arising during the completion of the application may be discussed with the Executive Director. The Applicant may also meet with the DDA Design Committee to review the preliminary scope of project to ensure consistency with Design Standards.
  3. The application will be reviewed by the Executive Director. An application will only be reviewed after all necessary information has been submitted in a neat and thorough fashion. The Executive Director may reject incomplete or illegible applications.
  4. The Applicant is encourage to have the proposal reviewed by the Lincoln Park Building Department for compliance with City Codes and Ordinances.
  5. The Executive Director will forward the accepted application to the Design Committee for review. The Committee will review the application for adherence to the spirit of the Design Standards. The Applicant may be asked to revise the project at this step. The application will then be forwarded to the DDA Board of Directors.
  6. The DDA Board will review the application. The Applicant may be asked to revise the project at this step. If the application is approved, the Board will indicate its approval and set the grant amount. Requests to increase the grant amount will not be accepted.
  7. If the application is denied, the Board will indicate the reasons thereof. The Applicant may discuss the decision with the Executive Director. Within 30 days of the rejection, the Executive Director will notify the Applicant in writing the reason(s) for the rejection and may identify what project revisions could be taken by the Applicant that could result in approval of the project by the Board.
  8. If the Board rejects the application, the Applicant may reapply. Project revisions and re-application does not guarantee that funds would still be available for the project.
  9. Project funding does not approve the project for construction or mean that the project can be constructed as proposed. Applicants must contact the City of Lincoln Park Building Officials to determine if additional requirements apply.

### **Grant Decision**

While the Improvement Grants are not competitive, the DDA is looking for the most viable projects that will have the most effect on the business district. All decisions concerning all aspects of the Façade Improvement Grant and application process, including eligibility of projects, are within the sole discretion of the Lincoln Park Downtown Development Authority.

### **Post Application Procedure**

- Once an Applicant has been approved, the Applicant shall display the DDA Façade Improvement Grant Award Sign in a window of the business that is visible to the general public. The sign shall remain in the window for at least 90 days after the completion of the project.
- The Applicant is responsible for ensuring that all work done is consistent with

the approved design.

- The Executive Director must approve any changes in work that will change or alter the design. The Executive Director may defer changes to the Design Committee.
- The Executive Director shall note all approved changes on the project on the application.
- The Executive Director may conduct periodic inspection to ensure compliance with the approved design. If a deviation from the originally approved plan is noticed, the Executive Director will notify the Applicant in writing of such. However, it is the sole responsibility of the Applicant to ensure all work is done in accordance with the approved plan. All work must pass applicable city inspections by the appropriate inspector. **(Note: The inspection by the DDA is not a building inspection or done to verify workmanship)**
- The Executive Director will conduct a final inspection of the completed project before reimbursement will be made. The Applicant will be required to complete the Completion Certificate and any contractor who performed work on the project shall provide a Waiver of Lien to the Executive Director. Original invoices, indicating that they have been paid in full, shall be submitted by the Applicant before reimbursement can be issued. Original receipts will not be retained by the DDA.
- **Non-compliance with the City of Lincoln Park Building and Trades Codes and Zoning Codes and City Ordinances during the construction process may, in the DDA Board's sole judgment, disqualify the Applicant from reimbursement.**
- The Executive Director shall submit all of the necessary documents and a recommendation concerning the grant to the DDA Board for approval of the reimbursement.
- Deviations from the approved plan that are not approved by the Executive Director or Design Committee may disqualify the Applicant from receiving all or a portion of the originally approved reimbursement.
- Unless otherwise approved by the DDA, the project must be completed within eight (8) months of Board approval or within six (6) months of commencing construction, whichever shall occur first.

#### **Amendments to the Program**

The DDA Board may amend or cancel the Façade Improvement Grant Program at any time by a majority vote at an authorized meeting of the Board. All projects that have been approved and are under construction shall remain funded.

#### **Additional Information**

Should you require additional information or have questions concerning the Façade Improvement Grant, please contact: XXXXX

Executive Director, LP DDA  
1355 Southfield Road  
Lincoln Park, MI 48146  
313-386-1800 Ext XXX

## Appendix A –Design Standards (Partial)

The following sections contain the most relevant portions of the City of Lincoln Park Zoning Code pertaining to building design. However, the Applicant should review all relevant Code sections and/or make the necessary inquiries with the City of Lincoln Park Building Department to verify that the submitted plan complies with City Ordinances.

### Section 1296.04 Standards for Architecture and Building Materials

(a) Purpose and Intent. The purpose of the following architectural and site design standards is to evaluate proposed buildings and site improvements during site plan review to ensure that certain design and appearance standards are maintained. These standards provide a means of evaluating whether the proposed building design and site layout meet the overall intent of site plan review, the Comprehensive Development Plan, and this Zoning Code. These standards also are intended to protect the general health, safety, and welfare of the City by ensuring that the City's property values, building designs, appearance, character, and natural resources are preserved and respected by achieving high quality design and adding distinctive architectural features and roof lines to the viewscales of the City, while providing for architectural creativity.

(b) Architectural Standards. All proposals requiring site plan review and fronting on a public right-of-way shall meet or exceed the following standards for architecture and building materials.

(1) Building form. For sites where setbacks are required and buildings are not permitted to be built to lot lines, building mass, height, bulk and width-to-height ratio must be within fifty percent (50%) to one-hundred-fifty percent (150%) of the scale and proportion of buildings within five-hundred (500) feet of the subject site, unless meeting such ratio is determined to be impractical or unreasonable by the Planning Commission.

A. An uninterrupted length of a single building facade shall not exceed one-hundred (100) feet for all buildings. Recesses, off-sets, angular forms, or other features shall be used to provide a changing and varying facade.

B. Windows shall be vertical, recessed and include visually-obvious sills. Spaces between windows shall be formed by columns, mullions, or material found elsewhere on the facade. Solid walls of glass are not permitted.

C. Main entrances shall be emphasized with doors larger than required by the applicable building code(s) and framing devices such as deep overhangs, recesses, peaked roof forms, porches, or arches.

(2) Architectural details and features. Buildings shall possess architectural variety, but shall be constructed of similar, but not identical, materials, and shall have similar, but not identical, entrances, to those buildings within five-hundred (500) feet of the subject site, unless the Planning Commission determines other building materials and forms are acceptable.

A. Pitched and shingled roof forms with overhanging eaves between six (6) inches of vertical rise to twelve (12) inches of horizontal run and twelve (12) inches of vertical rise to twelve (12) inches of horizontal run are recommended. Distinctively shaped roof forms, detailed parapets, and exaggerated cornice lines

should be incorporated into roof lines along building facades greater than one-hundred (100) feet. Roof-top mechanical equipment must be screened by the roof form.

B. Building facades greater than one-hundred (100) feet shall contain architectural features, details and ornaments such as arches, colonnades, columns, pilasters, detailed trim, brick bands, contrasting courses of material, cornices or porches. All sides of a building shall be similar in design, details, and materials.

C. Main entrances to buildings shall incorporate devices such as canopies, overhangs, raised parapets over the door, archways, awnings, larger door openings and display windows, accent colors, and details such as tile work, moldings, pedestrian-scale lighting, and distinctive door pulls.

D. Natural colors shall be used for the main portions of building facades and roof forms. Bright or fluorescent colors are permitted for trim, accent, and other decorative architectural features only.

(3) Building materials. Building materials must be primarily natural products, conveying permanence, such as brick, decorative masonry block, stone, or beveled wood siding, and each building facade must contain at least seventy-five percent (75%) of these materials. Uses in Industrial Districts shall contain at least fifty percent (50%) of these materials for building facades facing public streets or freeways.

Twenty-five percent (25%) of building facades may contain the following materials, which should be used for decorative features or accents only: glass, unless used as windows; reflective glass; exterior insulation finish systems (EIFS); vinyl, aluminum, or steel siding; or similar synthetic or highly-reflective materials. Building facades for uses in industrial districts not facing public streets or freeways may also contain these materials and pre-cast concrete or plain masonry block.

(4) Windows. Front facades shall include at least twenty-five percent (25%) windows. The approximate size, shape, orientation and spacing of windows should match that of buildings within five-hundred (500) feet, unless the Planning Commission determines other sizes, shapes, orientation, and spacing are acceptable.

**DDA Façade Program Note: Although the Lincoln Park City Ordinance only imposes the following section on properties within the Central Business District Zoning District, the DDA Façade Program, at the DDA's option, may impose the following terms regardless of whether or not the property is located within the Central Business District.**

#### **1280.05 Development Standards – Central Business District**

Except as otherwise noted, buildings and uses in the Central Business District (CBD) shall comply with the following requirements:

(a) Building Entrances. All buildings shall have at least one public entrance that faces the street. Rear entrances are permitted only if there is a primary entrance from the main street. Doors measuring seven (7) and eight (8) feet high are strongly suggested. Doors measuring six (6) feet, eight (8) inches high shall have a glass transom with a minimum height of twelve (12) inches.

(b) Facade Design. All building facades that face a street shall conform with the requirements of Section 1296.04, Standards for Architecture and Building Materials, and with the following design criteria:

(1) Fenestration. All facades visible from the street must be glazed with transparent glass, with the following requirements:

A. First floor: minimum sixty percent (60%) of facade, seventy percent (70%) maximum.

B. Second floor: minimum thirty percent (30%) of facade, sixty percent (60%) maximum.

Glazing on first floor (retail space) to occur between two (2) feet, six (6) inches (minimum) and eight (8) feet (maximum) above sidewalk. First floor height shall be twelve (12) foot minimum. Blank, windowless walls are prohibited. Vertical window orientation shall have a ratio of one (1) wide to two (2) high minimum, and shall be consistent with adjacent buildings. Each shutter to be mounted on either side of a window shall be equal to one-half ( $\frac{1}{2}$ ) of the width and one (1) times the height.

(2) Building materials. Buildings are to be constructed from permanent materials that will weather handsomely over time, such as brick, stone, masonry, or other natural materials. Buildings with multiple storefronts shall be unified through the use of architecturally compatible materials, colors, details, awnings, signage, and lighting fixtures.

(3) Exterior colors. Exterior colors shall be compatible with the colors on adjacent buildings, subject to review and approval by the Planning Commission. Proposed colors shall be specified on the site plan. Bright or fluorescent colors are prohibited. Samples of building materials and colors are required at the time of site plan review for review and approval of the Planning Commission. Site plan reviews may be tabled for lack of building samples.

(c) Side or Rear Facade Design. Wherever a side or rear facade is visible from a public street, or if parking is located at the side or rear of a building, the facade shall be designed to create a pleasing appearance, in accordance with the following design criteria:

(1) Materials and architectural features similar to those present on the front of the building shall be used on the side or rear facade. All visibly exposed sides of a building shall have an articulated base course and cornice. The base course shall align with either the kickplate or sill level of the first floor. The cornice shall terminate or cap the top of a building wall, and may project out horizontally from the vertical building wall plane and may be ornamented with moldings, brackets and other details. The middle section of a building may be horizontally divided at the floor, lintel, or sill level with belt or string courses.

(2) Waste receptacle and service areas shall be completely screened with a decorative masonry wall as approved by the Planning Commission.

(3) Open areas shall be landscaped with lawn, ground cover, ornamental shrubs and trees. On every site involving new development or redevelopment, foundation plantings adjacent to the building shall be provided. The species and design shall meet the requirements of Section 1296.03, Landscaping Standards, of this Zoning Code.

(d) Awnings. Awnings shall be permitted on buildings as follows:

(1) All awnings must be made from canvas fabric or similar water-proofed material, rather than metal, aluminum, plastic, or rigid fiberglass.

(2) All awnings shall be attached directly to the building, rather than supported by columns or poles.

(3) In buildings with multiple storefronts, compatible awnings should be used as a means of unifying the structure.

(e) Lighting. Exterior lighting must be placed and shielded so as to direct the light onto the site and away from adjoining properties. The lighting source shall not be directly visible from adjoining properties. Floodlights, wall pack units, other types of unshielded lights, and lights where the lens is visible outside of the light fixture, shall be prohibited, except where historic-style lighting is used that is compatible with existing historic-style lamps approved by the Planning Commission.

Sidewalks and parking areas shall be properly lit to facilitate the safe movement of pedestrians and vehicles and provide a secure environment. In parking areas, the light intensity shall average a minimum of one (1)-foot candle, measured five (5) feet above the surface. In pedestrian areas, the light intensity shall average a minimum of two (2)-foot candles, measured five (5) feet above the surface.

(f) Parking. (Section not re-printed as not grant eligible)

(g) Landscaping. (Section not re-printed as not grant eligible)

(h) Building Setback. Buildings shall be built at lot lines with no setbacks, or the average setback of other buildings on the block, as determined by the Planning Commission.

(i) Building Height. The minimum height of all buildings shall be two (2) stories and twenty-eight (28) feet. Both stories shall contain habitable commercial, office, or residential space.

(j) Building Mass. Buildings located at gateways entering the Central Business District shall mark the transition into and out of the downtown in a distinct fashion, using massing, additional height, contrasting materials and architectural embellishments to obtain this effect. Buildings on corner lots shall be considered more significant structures, since they have at least two (2) front facades visibly exposed to the street. The Planning Commission may require additional height and architectural embellishments, such as corner towers, relating to their location.

(k) Service Access. (Section not re-printed as not grant eligible)

(l) Sidewalk Displays. (Section not re-printed as not grant eligible)

(m) Courtyards and Plazas. (Section not re-printed as not grant eligible)

(n)Mechanical Equipment. All air conditioning units, HVAC systems, exhaust pipes or stacks, elevator housing and satellite dishes and other telecommunications receiving devices shall be thoroughly screened from view from the public right-of-way and from adjacent properties, by using walls, fences, roof elements, penthouse-type screening devices or landscaping.

Fire escapes shall not be permitted on a building's front facade. In buildings requiring a second means of egress pursuant to the local building codes, internal stairs or other routes of egress shall be used.

Solid metal security gates or solid roll-down metal windows shall be prohibited. Link or grill type security devices shall be permitted only if installed from inside, within the window or door frames, or, if installed on the outside, if the coil box is recessed and concealed behind the building wall. Security grills shall be recessed and concealed during normal business hours. Models which provide a sense of transparency, in light colors, are encouraged. Other types of security devices fastened to the exterior walls are prohibited.