



# Charlevoix Main Street Façade Incentive Grant Program Guidelines

## Bringing History Back to Downtown Storefronts

*Amended April 2018*

### Background

The Façade Incentive Grant Program is developed by the Design Committee of Charlevoix Main Street (CMS).

### Program Purpose

The grant program was created to encourage private investment in historic facades by providing financial incentives. Historically sensitive rehabilitation and dramatic improvement of facades in downtown Charlevoix will encourage good design that will serve as quality examples to preserve the architectural character that is distinctive to Charlevoix. By improving the appearance of the building facades, the Program helps to improve the economic viability of the downtown.

### Source of Funding

This program is funded by Charlevoix Main Street DDA. The number of projects receiving grants in a fiscal year is based on program budget, with a new funding cycle beginning April 1. Grants are awarded biannually in August & January if funds are available.

### Grant Timing

Applications will be accepted until July 26, 2018. The Design Committee meets on Thursday, August 2nd at 4pm to review. Then the recommendation is given to the Charlevoix Main Street DDA Board at their meeting on Monday, August 27, 2018 at 5:30pm. If the applicant is not present at the Board meeting they will be notified within 7 days by phone, email, or mail.

If funds are available a second round of applications will be accepted until December 27, 2018. The Design Committee meets on Thursday, January 3, 2019 at 4pm to review. Then the recommendation is given to the Charlevoix Main Street DDA Board at their meeting on Monday, January 28, 2019 at 5:30pm. If the applicant is not present at the Board meeting they will be notified within 7 days by phone, email, or mail.

### Program Process

Applications are submitted to the Charlevoix Main Street Design Committee for initial review. The Design Committee will then recommend projects to the Charlevoix Main Street DDA Board of Directors, who makes all final grant funding approvals.

### Program Target Area

The target area for the Charlevoix Main Street Façade Incentive Grant Program is the Charlevoix Main Street downtown district. (See Exhibit A)

### Eligible Applicants

1. Owners of commercial buildings in the Downtown Development Authority district, used for commercial purposes, and conforming to zoning use are eligible to apply for grant funds.
2. Applications for projects must be approved by the CMS DDA Board of Directors prior to



commencement of the work funds are requested for.

3. Tenants of eligible buildings may request grant funds if they submit a notarized letter of permission from the property owner with their application.

### Eligible Improvement Projects

1. Exterior brick or wall surface cleaning using gentlest means possible (no sandblasting).
2. Re-pointing of brick mortar joints.
3. Patching and painting of façade walls.
4. Storefront Window and/or door repair or appropriate replacement.
5. Cornice repair or appropriate replacement.
6. Removal of angled projecting roofs from the façade and repair of surface.
7. Other exterior improvements of a historical or structural nature.

### Ineligible Projects

Grant funds cannot be used for any of the following: interior improvements or furnishings, financing or refinancing debt, loan origination fees, property acquisition, building permits or development review fees, property appraisals, legal fees, architectural fees, landscaping, interior maintenance, signs and awnings with signage (unless the signage is part of a major rehabilitation project), building additions, roof repair, painting unpainted brick, or labor costs paid to owner/applicant or relatives of the owner/applicant.

### Funding Guidelines

1. Grants will reimburse 50% of eligible project costs up to \$10,000.
2. All rehabilitation projects must meet City of Charlevoix zoning and building codes.
3. Any grant for surface cleaning must ensure that best management practices shall be used and environmental permits are obtained if removing lead-based paint or discharging paint materials into the City's storm sewer. Projects where cleaning methods are used that damage the historic building materials, particularly sandblasting, shall not be awarded grants.
4. Projects funded by grant monies must be completed within one year of the date that the grant application is approved. An extension may be approved at the sole discretion of the CMS Design Committee under significant special circumstances.
5. Any improvements that have been made through the Façade Incentive Grant Program must be maintained by the applicant and may not be removed or significantly altered for a period of ten (10) years.
6. All applicants must have all property (real and personal) taxes paid to date.

No grant funds will be released until 100% of the approved façade work is complete and final inspections of the work show that all program requirements have been met. This grant is awarded on a reimbursement basis with funds released upon provision of adequate proof of payments to contractors and waivers of lien.

### Step-by-Step Application Process

1. A complete grant application must be submitted to the Charlevoix Main Street DDA office. Since funds for this program are allocated based on funding availability, estimates for the façade work to be performed must be submitted on letterhead from licensed contractors that



will perform the work. Two estimates are required, and three estimates are recommended. The exact amount of funding being requested shall be based on the estimate selected and outlined on the application. Proof of funding must be provided. If the cost of the project exceeds the initial estimate, the applicant only receives the original grant amount approved.

**2.** If an applicant is requesting funding for more than one building, the applicant must complete a separate application for each building. Each eligible building will be considered a separate project for purposes of grant funding.

**3.** A \$250 application fee made payable to Charlevoix Main Street to cover historic review consultant and proof of project funding must accompany the completed application form. The application fee will be reimbursed if your project is not approved for funding.

**4.** Charlevoix Main Street staff will forward the application to the City of Charlevoix Economic Development & Planning Department to make sure the work proposed complies with the city's zoning and building codes. If it complies, it will be returned to the Charlevoix Main Street staff. If the work does not comply, the applicant will be contacted for a meeting with the Economic Development & Planning Department to resolve the zoning and building code issues. A revised application may be required. No grant application will proceed that does not meet City of Charlevoix Zoning Ordinances or the Michigan Rehabilitation Code. This preliminary review will not replace City requirements for obtaining zoning approval or building permits.

**5.** Once a compliant application is returned to Charlevoix Main Street staff, it will be reviewed by the Charlevoix Main Street Design Committee at their next grant cycle meeting (the applicant or representative may attend). The Design Committee will use the Façade Grant Rating Scale (Exhibit B) to recommend approval of grant awards. Approved applications will then be forwarded to the Charlevoix Main Street DDA Board of Directors for the final grant decision.

**6.** Once the application has been approved, the applicant will be notified in writing by the Board of Directors, and the amount of the grant will be clearly stated in the letter.

**7.** The Design Committee must approve of any changes in the drawings and work specifications, subject to approval by the CMS DDA Board. Deviations from an approved plan may disqualify the applicant from the grant program.

**8.** "Before" and "After" pictures must be taken by the applicant and be submitted to the Charlevoix Main Street DDA Office upon completion of the project. "Before" pictures must be taken before the commencement of the work.

**9.** When a façade improvement project is completed and "Before" and "After" pictures are submitted, it will be examined by Charlevoix Main Street staff, and a licensed architect, builder, or code official hired to serve as grant inspector, to ensure that the work has been completed as specified in the grant application, as approved by the Design Committee and Main Street DDA Board.

**10.** Once staff and grant inspector have verified completion of the façade improvement project, the applicant must submit copies of invoices, receipts, and an itemized statement of the total cost of the project signed by the applicant. All documentation for payment must be provided at one time to Charlevoix Main Street for one payout. Receipts must be provided no later than 60 days after completion of project. After receipt and verification of the information, Charlevoix Main Street will release the grant money to the applicant. The grant is awarded on a reimbursement basis.



## Project Rating and Approval Criteria

The Design Committee will base their recommendations for grant awards and prioritize applications based on the following:

1. Applicants must submit all items specified in the grant application.
2. The improvement must be planned for a building in the program target area (DDA District).
3. Members of the Design Committee will use the Façade Grant Rating Scale (Exhibit D) to give points to each project based on goals and priorities of Charlevoix Main Street DDA, which include:
  - a. Whether or not the project has received a complimentary Design Service or Consultation from Charlevoix Main Street DDA. (For more info please call or visit our website: <http://www.charlevoixmainstreet.org/designservices>)
  - b. Design Considerations as a part of the Charlevoix Downtown Alley Corridor Vision provided by the Sustainable Built Environment Initiative (SBEI) out of Michigan State University:
    - Revitalization
      - Encourage renovation and revitalization of the back side of businesses to enhance the corridor space
      - Maintain the charming historic vernacular architectural style of Charlevoix
      - Add rear shop entrances to provide alternative access to buildings and update or repair building facades
    - Functionality
      - Provide alternative screening for dumpsters and utility boxes
      - Provide spaces for dining, gathering, and outdoor seating
      - Provide outdoor spaces to encourage family and kid friendly activity areas
    - Beautification
      - Encourage charming signage to create a theme for the alley corridor
      - Provide more lighting in the alley for aesthetic appeal as well as safety
      - Add more colorful plantings and green rooftop spaces
      - Utilize a paving design, outdoor furnishings, and lighting to make a cohesive streetscape
      - Add cultural or artistic elements to provide points of interest along the alley corridor
  - c. Project Scope: does the project improve multiple aspects of the façade/exterior?
  - d. Design Guidelines/Appropriateness:
    - Does the project follow Design Guidelines (once adopted)
    - Does the project comply with the Secretary of the Interior's Standards for Rehabilitation (Exhibit C)
  - e. Need:
    - Building considered an eyesore
    - Façade and/or storefront in danger of being lost or compromised due to deferred maintenance
    - Inappropriate change in past has left façade with an undesirable



- appearance.
  - Windows, bricks, or cornices in danger of falling off of the building
  - Building in danger of demolition
- f. Significance:
- Is the building contributing to a National Register historic district or listed individually?
  - Is it individually eligible for listing in the State or National Register of Historic Places?
  - Is the building more than 50 years old?
4. The property owner must agree to adhere to the Charlevoix Main Street Façade Incentive Grant Program Guidelines.
5. The property owner must agree to adhere to the Secretary of the Interior's Standards for Rehabilitation. (See Exhibit C)
6. Changes in the façade of the buildings should not remove, alter, damage or cover up significant architectural features of the building which are original or which reflect a major alteration that is itself architecturally significant.
7. Changes to the façade of buildings should:
- a. Partially or fully restore the historic appearance of the building based on actual evidence, including photographs, written documentation, data on the building or site or other data.
  - b. Represent a design which is compatible with the buildings historic character and with the adjoining buildings.
  - c. In general, the Design Committee will encourage repair and preservation of existing historic features of facades, and encourage appropriate changes to alterations to these facades that have resulted in an incoherent, unattractive or inharmonious appearance.
  - d. Paint and material colors will be reviewed, and should either be based on original colors obtained from paint samples on the buildings, historic color samples, or be compatible with adjoining buildings and colors in downtown Charlevoix. Trim colors, which highlight building details, are encouraged. Inappropriate colors should be avoided.

### Program Amendments

The details of the Charlevoix Main Street Façade Incentive Grant Program may be amended at any time during the fiscal year, subject to the formal approval of the Charlevoix Main Street DDA Board of Directors.

All decisions of Charlevoix Main Street Board of Directors are final. There is no appeal process in place therefore there will be no appeals accepted.

### Indemnification

The Applicant hereby agrees to defend, indemnify and hold harmless to the fullest extent permitted by law the Charlevoix Main Street DDA Board, and any and all other employees, agents, directors, volunteers, successors in interest and/or representatives from any and all claims, liabilities, damages, personal injuries, requests for reimbursement or other such requests for payment arising out of or in connection with the project referenced in this Agreement. The parties agree that the Applicant's duty



to defend and indemnify is intended to be interpreted in the broadest possible sense, except that the Applicant shall have no responsibility to defend or indemnify where the Charlevoix Main Street Board, or its employees, agents, directors, volunteers and/or representatives are found to be solely negligent.

### Contact Information

For questions or to apply for the Façade Grant Incentive Program, contact the Charlevoix Main Street DDA Office.

### Charlevoix Main Street DDA

210 State Street

Charlevoix, MI 49720

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