



# **CITY OF BELTON FACADE IMPROVEMENT GRANT PROGRAM**

**Adopted: November 28, 2006**

**Revised: May 2015**

## **Guidelines and Application Packet**

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# FACADE IMPROVEMENT GRANT PROGRAM APPLICATION

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## Application Instructions

**If you have any questions, please contact the Planning Department at 254/933-5812.**

*The Facade Improvement Grant Program is established to encourage quality exterior rehabilitation in Belton's historic business district. Any commercial property within Belton's Downtown Development District is eligible for Grant funds. The attached Application and Agreement should be submitted with support documents to Planning for review by staff. The Planning Department is located at 333 Water Street, Belton, Texas.*

The City of Belton Facade Improvement Grant Program is established as a single payment reimbursement to property owners per building/business, and in some situations, tenants. **Facade grants are available on a 50/50 matching basis with a cap of \$10,000 per façade adjacent to a public street or alley, with a maximum two facades eligible for a grant. A downtown building with two street facing facades is eligible for a maximum grant of \$20,000.** Facade Grant funds focus on exterior work (visible to the traveling public) on storefronts, commercial buildings, and commercial residential buildings in the Downtown Development District. (See map page 12).

The attached Grant Application and Agreement must be submitted with requested support documents to the Planning Department for review prior to any work being initiated.

### I. Grant Application Process

1. Determine Eligibility: Discuss plans with the Planning Department. The Secretary of the Interior's Standards for Rehabilitation should be a reference guide when making any design improvements to properties in the Downtown Development District.
2. Complete the Facade Improvement Grant Program Application and Agreement (attached) with copy of cost estimates.

3. Submit photos and any project plans of building facade to be improved.
4. The approval process will include the following elements:
  - a) All facade grant projects must meet current building standards and codes, as well as building permit requirements.
  - b) All applicants are required to present their grant reimbursement project to the Planning Department for review.
  - c) Notwithstanding anything stated in this Application to the contrary, final approval for any Grant shall be vested in the City Council, at its sole discretion. The Historic Preservation Commission shall be an advisory board to the City Council, and shall make recommendations regarding the approval of Façade Improvement Grant requests.
  - d) The Historic Preservation Commission and City Council will receive recommendations from the Planning Department which will review all or a part of the Application. Recommendations from the Planning Department shall be advisory only. No recommendation shall be binding on the Historic Preservation Commission and City Council.
  - e) The Planning Department shall consider only Applications which have been properly and fully completed and which contain all information required in the Application or requested by city staff, the Historic Preservation Commission, or City Council.
  - f) All construction bids submitted by an Applicant must be current and must be dated no earlier than ninety (90) days prior to the Application request. Bids shall be submitted on the contractor's or project architect's letterhead and shall contain the contractor's name, address, telephone number and shall itemize the bid in a manner that allows the City staff to determine the bid components and authenticity of the bid.
  - g) An Applicant who submits an Application that was denied by the City Council shall not be eligible to re-submit a Grant Application for six (6) months from the date the prior Application was denied.
  - h) As a condition of this Grant Application and in consideration of the opportunity to apply for a grant, the Applicant consents and shall allow City inspections to determine that the grant, if awarded, shall not be used for construction to any building that is not in compliance with the City Municipal Codes and Ordinances which are applicable to the construction contemplated in the application.
  - i) The Applicant, by submission of this Application, represents the

construction, described within the Application, shall be used in a building which is in compliance with all codes and ordinances.

- j) The City Council shall have sole discretion in awarding Grants. The City Council's determination shall be deemed the final action regarding the Application. The Planning Department shall recommend Grant awards taking into consideration the Grant amount requested, Grant funds available, the Grant program objectives, condition of the building in which the Grant funds will be used, effectiveness of the construction, other Grant requests, the type and nature of the construction, and the proposed construction results considering the Grant program.
- k) No Applicant has a proprietary right to receive Grant funds. The Planning Department shall consider any Application within its discretionary authority to determine what Grant amount would be in the best interest of the Grant Program. The review criteria may include, but shall not be limited to, compatibility with existing downtown structures, architectural design, streetscape objectives, and overall redevelopment of the Downtown Development District.
- l) The Applicant shall be required to furnish photographs of the building's exterior as part of the Application request and also after the construction is completed, as a condition of final Grant reimbursement.
- m) No Applicant, nor Applicant's agent, representative or tenant shall be entitled to receive Grant approval on the same property if requested within three (3) years from the date a previous Grant was awarded by the City of Belton.
- n) An Applicant must attend Historic Preservation Commission and City Council meetings when requested to do so by the Planning Department. Failure to attend city meetings when required shall be cause for rejection of the Application.

## **II. Grant Guidelines:**

- a) Applications will be considered in the order in which they are received based on availability of funds. If numerous Grant requests are received simultaneously, priority will be given to the qualified application that proposes the largest match. No Grants will be awarded for work that has already been initiated or completed.
- b) The Applicant is required to obtain all applicable City permits and City approvals required for the construction if a Grant is awarded.

- c) Applicants receiving approval by the City Council shall commence construction described within the Application within sixty (60) days from the date the Grant is awarded by the City of Belton. All Applicants must complete the construction described in the Application within one (1) year from the date the Grant is approved by the City Council. If the Applicant is unable to commence construction within sixty (60) days from the date the Grant is approved or complete construction within one (1) year from the date the Grant is approved, the Applicant can submit a written request to City Council for an extension for the commencement.
- d) Grant recipients will agree to maintain improvements, essentially in the condition approved, for a period of time to be determined with consideration given to the total investment, the amount of Grant funds approved, and the relative value of the project. Grant funds must be replaced if the terms of the grant are not satisfied.
- e) Subsequent funding will be determined by annual budget allocations.
- f) Matching funds will be provided for each project at a 1:1 dollar match with a maximum grant of \$10,000. A downtown building with two street facing facades is eligible for a maximum grant of \$20,000. All work must be permanent improvements to the exterior to include signage.
- g) Only commercial buildings within the Downtown Development District are eligible. No Grants will be awarded for residential properties with exceptions being made for hotels, motels, bed and breakfast facilities, multi-family dwellings, and loft housing.
- h) All design plans (e.g. paint, color, sign size and proposed placement) must be approved by the Planning Department prior to receiving funds. Only those projects which meet appropriate design standards can be funded (see Tips for Rehabilitation and Secretary of the Interior Guidelines).
- i) Grants for painting will only be issued for facades that have been previously painted.
- j) Grants will be administered as reimbursements once projects have been completed as agreed upon and receipts are shown for work completed (after insurance claims).

- k) Building or business owners must apply for the Grant before restoration or renovation work has begun. No Grants will be awarded for work that had already been initiated.

### III. Reimbursement

When the entire Grant project has been satisfactorily completed and reviewed, the applicant shall present the City of Belton with copies of all paid invoices, including copies of cancelled checks and/or credit card receipts, for a single payment reimbursement of the approved funding.

### IV. Appeal Process

The City of Belton City Council determination shall be deemed final action regarding the application.

**Planning Department**

Date \_\_\_\_\_

Recommended \_\_\_\_\_

Rejected \_\_\_\_\_



## FACADE IMPROVEMENT GRANT PROGRAM APPLICATION

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Applicant's Name: \_\_\_\_\_ Date: \_\_\_\_\_

Business Name: \_\_\_\_\_

Contact Person: \_\_\_\_\_

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

Phone: \_\_\_\_\_ Fax: \_\_\_\_\_

E-mail: \_\_\_\_\_

**Details of Planned Improvements (attach additional paper if necessary).**

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**If you are using a contractor (not required), please list the names of contractors from whom you have received proposals (list in order of preference):**

1. \_\_\_\_\_

2. \_\_\_\_\_

3. \_\_\_\_\_

*Bids shall be submitted on the contractor's letterhead and shall contain the contractor's name, address, telephone number, and shall itemize the bid in a manner that allows city staff to determine the authenticity of the bid. If you are doing the work yourself, please have costs or bids prepared for materials and labor.*

**Total cost of improvement project: \$** \_\_\_\_\_

**Amount of Grant requested: \$** \_\_\_\_\_

**Amount to be paid by the applicant: \$** \_\_\_\_\_

**Anticipated completion date:** \_\_\_\_\_

\_\_\_\_\_  
Applicant's signature

\_\_\_\_\_  
Date



## FACADE IMPROVEMENT GRANT PROGRAM AGREEMENT

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I have met with the Planning Department, and I fully understand the Facade & Sign Reimbursement Grant Procedures and Details established by the Belton City Council. I intend to use this Grant program for the aforementioned renovation projects to forward the efforts of the downtown revitalization and historic preservation program.

I have read the Facade Grant Application Procedures and Guidelines.

I understand that, if I am awarded a Facade Improvement Incentive Grant by the City of Belton, any deviation from the approved project may result in the partial or total withdrawal of the Facade Improvement Grant. Upon completion, the facade must be maintained for a period of \_\_\_\_\_year(s) from the time of construction. If the facade is altered for any reason within \_\_\_\_\_years(s) of construction, I will be required to reimburse the City of Belton immediately for the full amount of the Facade Improvement Grant.

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*Business/Organization Name*

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*Applicant's Signature*

*Date*

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*Building Owner's Signature*

*Date*

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*Planning Director Recommendation*

*Date*

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*Mayor Approval*

*Date*



*Please review the enclosed checklist to ensure all necessary materials are included.*

## **FACADE IMPROVEMENT GRANT PROGRAM CHECKLIST**

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- Meet with the Planning Director to determine eligibility and review Façade Improvement Incentive Grant Instructions.
  
- Fill out complete Façade Improvement Grant Application form and sign Agreement form. (Include all required attachments: contractor estimates, if applicable; photographs of building exterior and project plans).
  
- Return completed application and agreement with required attachments to the Planning Department for inclusion in next City Council agenda.
  
- Attend Historic Preservation Commission and City Council meeting to respond to any questions.
  
- Once approved, facade improvement work must commence within sixty (60) days of approval by the Belton City Council and completed within one (1) year).
  
- Obtain all applicable City permits and City approvals prior to the starting any work on the approved project.
  
- Upon completion of facade improvement project, furnish photographs of the building's exterior; copies of all paid invoices, including copies of cancelled checks and/or credit card receipts, to receive a single payment reimbursement of the approved funding.



## FACADE IMPROVEMENT GRANT REHABILITATION TIPS

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The rehabilitation tips listed below are recommendations and may not be eligible for grant funds.

- Roof, foundation and structural items should be given priority over cosmetic improvements; however, these items are not eligible for grant funds
- Carefully examine old buildings for termites, wood rot and general deterioration.
- When repairing a building, do not cut expenses on the roof or the foundation.
- Be aware of areas on the roof and at connecting walls where water does not readily drain. Flashing should be installed at intersections to prevent leakage.
- Carefully locate air-conditioning units to avoid water condensations on the sides of buildings. Condensing units should be supported from the masonry walls and not placed directly on the roof.
- The top brick cornices that project above the roof deteriorate rapidly unless they are capped with metal, terra cotta, stone or concrete.
- When mortar is missing or in poor repair, moisture will enter the walls and eventually may cause structural damage. Deteriorated mortar should be removed to a depth of at least three-fourths of an inch and replaced with new mortar that matches the old in color, texture and striking of the joint.
- Do not sandblast. Chemicals and/or water can remove dirt and paint without damaging the surface of the building.
- Do not paint too often; many times a building only needs mild washing.
- If the building has stone or brick that has never been painted, do not create a maintenance problem by painting it.
- Existing architectural details, including old wood doors, windows, ceilings, and trim work add to the character of a building and its resale value. Repair these features rather than remove them.
- Wood windows are reasonable to repair, if a specialist in window repair can be found. If the windows are missing, custom-made windows can be ordered for replacement in old buildings.
- Pressed metal ceiling panels are still being manufactured today with some of the same patterns installed originally. Deteriorated panels, therefore, can be replaced exactly.
- Do not use aluminum siding. It can hide water penetration into the walls and accelerate deterioration.
- Before rehabilitating a building facade, take a careful look at the structural aspects of the building. Develop a design that is compatible with neighboring buildings.
- Retain a sense of continuity by carrying exterior building design inside the structure.
- Demand quality.



## SECRETARY OF THE INTERIOR'S STANDARDS FOR REHABILITATION

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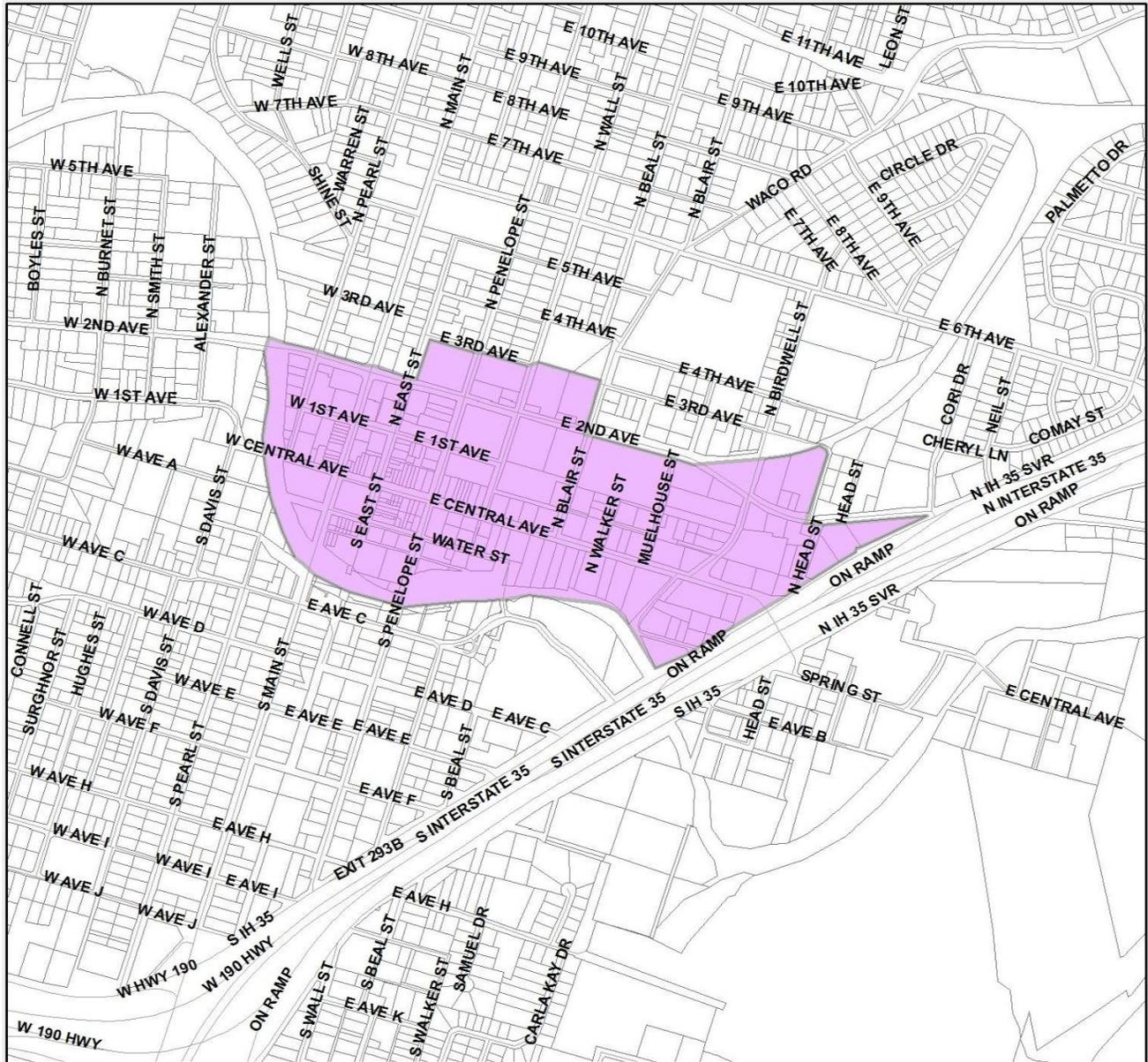
All Facade Improvement Incentive Grant applications will be reviewed by the Planning Department, Historic Preservation Commission and approved by the Belton City Council. The Planning Department, Historic Preservation Commission and the Belton City Council will maintain an awareness of the *Standards of Rehabilitation* as follows:

1. Every reasonable effort shall be made to provide a compatible use for a property which requires minimal alteration of the building, structure or site and its environment, or to use a property for its original intended purpose.
2. The distinguishing original qualities or character of a building, structure, or site and its environment shall not be destroyed. The removal or alteration of any historic material or distinctive architectural features will disqualify any building from this program.
3. All building, structures, and sites shall be recognized as products of their own time. Alterations that have no historical basis and which seek to create an earlier appearance shall be discouraged and may disqualify any building from this program.
4. Changes which may have taken place in the course of time are evidence of the history and development of a building, structure, or site and its environment. These changes may have acquired significance in their own right, and this significance may be recognized and respected.
5. Deteriorated architectural features shall be repaired rather than replaced, wherever possible. In the event replacement is necessary, the new material should match the material being replaced in composition, design, color, texture and other visual qualities.
6. The surface cleaning of structures shall be undertaken with the gentlest means possible. Sandblasting and other cleaning methods that will change or damage the historic building materials shall not be undertaken.
7. Contemporary design for alteration and additions to existing properties shall not be discouraged when such alterations and additions do not destroy significant historical, architectural or cultural materials, and such design is compatible with the size, scale, color, material, and character of the property, neighborhood, or environment.
8. Whenever possible, new additions or alterations to structures shall be done in such a manner that if such addition or alterations were to be removed in the future, the essential form and integrity of the structure would be unimpaired. New additions should be compatible to the present structure.



# DOWNTOWN DEVELOPMENT DISTRICT

## DOWNTOWN BELTON DEVELOPMENT DISTRICT



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 August 2014rtment



