



Downtown Fond du Lac Partnership Facade Grant Program 2009

I. INTRODUCTION

The Facade Grant Program has been established to stimulate exterior building improvements in the partnership within the context of design guidelines. The program is administered by the Downtown Fond du Lac Partnership.

II. PURPOSE

The purpose of the Grant Program is to provide matching grants to existing commercial buildings for preservation, restoration & maintenance. Grant resources should produce visible changes to commercial building facades. Since funding sources are limited, priority will be given to projects demonstrating the most substantial impact on building and neighborhood aesthetics.

III. TARGET AREA

The Façade Grant Program is available to all Downtown Fond du Lac Partnership businesses, which receive the Business Improvement District assessment.

IV. ELIGIBILITY

- A. *Building* - Funds must be used for facade rehabilitation of existing commercial buildings within the designated target area. All properties must be conforming uses or legal nonconforming uses under the City's zoning ordinance. Properties will not be eligible if any special assessments, real estate taxes or personal property taxes are delinquent. Only one grant per property will be allowed each calendar year. Buildings with multiple tenants must be remodeled in a unified manner.
- B. *Applicants* - Owners, tenants, or owner/tenant joint ventures may submit applications under this program. Tenants must submit written approval of the property owner, evidence of their leasehold interest and must comply with requirements and standards as deemed necessary by the Downtown Fond du Lac Partnership.
- C. *Activities* - Eligible activities shall include but are not limited to the following:
- A. Design and maintenance improvements made to front, rear or side building elevations. NOTE: Priority will be given to front facades.
 - B. Repair and/or replacement of original building materials and decorative details that are deteriorated or missing.
 - C. Repair of non-original materials that cannot be removed due to deterioration of the underlying original building material.
 - D. Cleaning of exterior building surfaces.
 - E. Tuck pointing and masonry repair.
 - F. Painting.
 - G. Repair, replacement or addition of entrances, doors, display windows, transoms or second story windows.
 - H. Landscaping improvements connected to existing structure.
 - I. Exterior improvements for the handicapped including, but not limited to, ramps, doors, door openers, walks, guardrails, no-slip materials or level platforms at doors.
 - J. Design fees on completed projects.

Ineligible Activities - The following are not eligible for inclusion in this program:

- A. Roof repairs.
- B. Construction of new buildings.
- C. Structural additions to existing buildings.
- D. Purchase of property and/or buildings.
- E. Equipment.
- F. Interior fixtures & furnishings.
- G. Inventory or operating capital.

PROGRAM FUNDING - The program contains a matching grant. All grant funds are allocated and administered by the Downtown Fond du Lac Partnership. The grant runs on first come, first serve basis. Buildings shall be eligible for grant funding only once per calendar year. And each building is eligible for a maximum funding of \$2,000 per calendar year. Façade Grant funds shall be allocated to specific projects based on the following formula:

50% matching grant up to \$2,000
Funds are available up to the amount budgeted annually by the
Downtown Fond du Lac Partnership. Grants amounts and formulas
are subject to change.

DESIGN STANDARDS - All applicants shall utilize the Downtown Fond du Lac Partnership's design standards as a guide for designing improvements to buildings. If your business or property is within the local historic district or is on the National Historic Roster, improvements must comply with the Secretary of the Interior's Standards for Rehabilitation & Guidelines for Rehabilitating Historic Buildings (Revised 1990).

APPLICATION PROCESS - Applicant obtains application and design standards from Downtown Fond du Lac Partnership to develop ideas for improvements.

- A. Based upon a concept, the applicant obtains preliminary cost estimates from a contractor selected by the applicant.
- B. Applicant completes an application, which includes design plans, cost estimates and construction schedules. The completed application is submitted to the partnership's Design Review Board for final approval. The DRB meets on the 1st Wednesday of each month to review applications.
- C. A non-refundable application fee must be submitted with the application. Make check payable: Downtown Fond du Lac Partnership.
- D. The Design Review Board will contact applicants within 14 days of the review.
- E. If the application is approved by the Design Review Board, the board will distribute a letter of commitment, which must be signed and returned by the applicant. If the application is not approved by the Design Review Board, the board will explain the reasons for rejection, and what, if any, steps can be taken to gain approval.
- F. Projects that commence prior to approval by the Design Review Board do so at their own risk but may be eligible for a grant if the proposal follows the Design Guidelines and is for an eligible activity, as determined by the board. In such cases, the board will review the application at the next regular meeting following the filing of the application and make the necessary determinations. In no case shall a grant be approved for a project that was completed or started more than six months after the date of application submittal.

POST APPLICATION PROCEDURE

- A. Projects must be started within two months of approval and completed within 12 months.
- B. Changes in the approved work specifications must be approved by the Design Review Board.
- C. Approved changes in work verifications will be attached to the original applications dated and signed by the Downtown Fond du Lac Partnership staff.
- D. The applicant and partnership staff will review proof of payment and completed work before the grant payment will be made to the applicant.
- E. Deviations from an approved plan may disqualify the applicant from this program.

Downtown Fond du Lac Partnership Design Standards

1. PURPOSE & INTENT

It is the general intent of Downtown Fond du Lac Partnership Façade Grant Program to renovate, preserve and maintain properties within the downtown area through a process of design review in order to:

- Encourage urban design excellence.
- Integrate urban design and preservation of Fond du Lac's heritage into the process of downtown redevelopment.
- Enhance the character of the downtown area.

2. APPLICABILITY

The design standards expressed in this section shall apply to all commercial properties within the Downtown Fond du Lac Partnership.

- *Context*: The facility is designed in a manner that is mindful of and complementary to the existing building and natural environment.
- *Harmony*: The facility utilizes materials, forms and colors that serve as unifying elements with the surrounding built and natural environment.
- *Compatibility*: The facility should be compatible with nearby buildings' architectural scale, color, rhythm and proportions.
- *Building design*: All buildings shall be designed with attention and sensitivity to the historical, architectural and physical context in which they are located.

- A. Facades should exhibit rhythms similar to those found in adjacent structures.
- B. Color selection for exterior surfaces, materials and equipment should not detract from the surrounding area. Neon and fluorescent tones are discouraged.
- C. Awnings and canopies are encouraged. If provided, they should be designed as an integral component of the building façade.

1. *Signage*

Placement of signs shall not unduly obscure or interfere with sight lines to other properties. Signs should be architecturally compatible and contribute to the character of the area through the incorporation of tasteful presentations. Freestanding signs should incorporate architectural features or materials of the buildings or facilities they are intended to promote. Signs and awnings shall comply with all zoning requirements.

2. *Historic Preservation*

Preservation of unique historic or architectural landmarks is encouraged.

Downtown Fond du Lac Partnership 2009 Façade Grant Request

Name of person applying: _____
Name of business/property: _____
Address: _____
City: _____ State: _____ Zip: _____
Phone: _____

Property address: _____
Property owner: _____
Owner address: _____
Owner phone: _____

Brief Project Description & Timeline:

Required Attachments: _____ Copies of bids for proposed work
_____ Paint color or material sample, if applicable
_____ Facade plan drawn to 1/4-inch scale
_____ Budget worksheet (next page)
_____ Current photo of property
_____ Application fee: \$25

Estimated Total Project Cost: _____ Estimated Eligible Expenses: _____
(From budget worksheet)

Amount of Request: _____
(Not to exceed 50% of eligible expenses, \$2,000 maximum award)

Return completed request and attachments to:
Downtown Fond du Lac Partnership
207 North Main Street
Fond du Lac, WI 54935-3460

2009 FACADE Grant Request Budget Worksheet

Eligible Grant Expenses:

(Exterior improvements are the only eligible expenses)

Doors \$ _____

Masonry Work \$ _____

Carpentry \$ _____

Electrical \$ _____

Windows \$ _____

Paint \$ _____

Awnings \$ _____

Signage \$ _____

Other: _____ \$ _____

_____ \$ _____

_____ \$ _____

Est. Eligible Expenses: \$ _____

Signature of Applicant _____ Date _____

To Be Completed by Design Review Board

Date Received: _____ Date Reviewed: _____

Amount Awarded: _____

Applicant Notified: _____ Project Completed: _____ Date Funds Distributed: _____