



PROGRAM GUIDELINES

DOWNTOWN FAÇADE & BUILDING IMPROVEMENT PROGRAM

The City of Kingsburg (“**City**”) has adopted a Downtown Façade and Alley Improvement Program (“**Program**”) that is designed to encourage economic investment and revitalization to buildings within the central commercial zone district (“**District**”). The appearance of individual buildings, storefronts, signs, window displays, parking lots, and sidewalks establishes the visual character of the District and plays a major role in the success of the District.

The Program is designed to encourage physical improvements to a building or business facades visible from the public right-of-way. It is the intent of the Program to strengthen the economic vitality of District by improving the exterior and interior physical appearances of buildings. The appearance of the District has a significant influence on its economic success. By improving the physical appearance, the District will have a much greater potential for attracting and retaining businesses.

The Program is also designed to encourage design improvements that preserve and promote the historical character and integrity of the buildings within the District. Funding will be reimburse to project costs that meet specific design criteria. By coordinating improvements that preserve the historical elements within the District, the overall image of the District will remain consistent and preserve the unique character of the community.

The Program provides for reimbursement (“**Reimbursement**”) to an approved applicant of fifty percent (50%) of the costs actually paid by the approved applicant for certain façade improvements identified in the Program with a maximum Reimbursement of \$10,000.

ALL FAÇADE IMPROVEMENT REIMBURSEMENT MUST BE APPROVED PRIOR TO WORK COMMENCING.

PROGRAM ELIGIBILITY:

The building or business must be located within the boundaries of the Central Commercial District to be eligible. The building or business is identified by either an address or owner of the building or business because a large building often houses several businesses. If the building is not occupied and the building owner applies for the Reimbursement, the building is limited to Reimbursement one time within the specified time periods identified in the Program. A building owner with multiple buildings or a business owner with multiple locations may apply once for each building or business location, again within the specified time periods identified in the Program.

The following Program requirements must be satisfied:

1. Only retail, commercial or professional buildings are eligible for Reimbursement. Mixed-use buildings will be considered as a part of a total façade improvement project.
2. Buildings must satisfy all applicable federal, state and local building and safety codes, requirements and regulations.
3. Only facades abutting public right-of-ways are eligible projects. This includes side and rear facades facing public right of ways.

4. Building owners or tenant business owners are eligible. If a tenant business owner applies for Reimbursement, it must provide a written agreement stating that the building owner has authorized and approved the proposed improvements. All City of Kingsburg employees, volunteers, committee, board or council members are eligible to apply for Reimbursement.
5. All required municipal/governmental permits required to construct and install the improvements must be must be obtained by the building owner or tenant business owner prior to the start of any construction.
6. Business licenses and other City accounts must be current.
7. All improvements are subject to review and approval as required by all applicable federal, state and local laws, rules, regulations and ordinances.
8. All elements of an application for Reimbursement must be consistent with all City ordinances, including without limitation, design, color, style and placement of the improvements.
9. Project construction must commence within thirty (30) days after approval and issuance of all required permits and approvals for construction of the improvements (unless otherwise approved by the City). All construction and installation of the improvements must be completed within sixty (60) days thereafter. Reimbursement will be paid to the applicant within thirty (30) days after completion of construction, completion of all governmental inspections and satisfaction of all Post Construction Procedures as set forth below.
10. The City reserves the right to award Reimbursement it deems to be in the best interest of the Program. The City reserves the right to withhold Reimbursement until all conditions precedent to Reimbursement have been satisfied.
11. All Reimbursement is subject to available funding. Annual City funding will be limited. Application does not guarantee Reimbursement funding.

Ineligible Improvements:

1. The Reimbursement is not available for retroactive applications for previously completed improvements; design or permit fees, roof repair or replacement; or maintenance and repair to landscaping, signs, windows, doors, and awnings or other building or site costs.
2. Labor costs paid to the owner/applicant or to relatives or affiliates of the owner/applicant unless otherwise approved.
3. Site plan and building permit fees.
4. Financing or loan fees.

5. Consultant fees including architectural, engineering, appraisal, attorney, design or decorator fees.
6. Items taxed as personal property.
7. Reusable or removable items such as furniture and fixtures.

APPLICATION REQUIREMENTS FOR REIMBURSEMENT:

1. The applicant must complete the Program application and submit a completed application and all required attachments to the City.
2. Two licensed contractor quotes or bids for the total project.
3. A property deed with the legal description of property.
4. Proof that all property taxes are paid and current.
5. Proof of property and liability insurance including Builders Insurance during construction.
6. If a tenant business owner is applying, a signed letter from the building owner approving the project must be submitted.

PROCESSING OF REIMBURSEMENT APPLICATION:

1. The Reimbursement application must be completed by the building owner(s) or tenant business owner(s) of the building with building owner's written approval and returned to City Hall where it will be reviewed for accuracy and compliance.
2. The applicant must submit a detailed site plan illustrating proposed improvements.
3. In addition to the site plan, a detailed project budget identifying all project costs, including signed estimates from two qualified and licensed contractors will be submitted by the applicant (project budget shall illustrate both private and public expenditures). If the applicant is doing the work themselves, only one estimate is required.
4. The application along with all items identified in paragraphs 2 and 3 of this section (collectively "**Construction Documents**") are reviewed by the City to verify the project meets all eligibility requirements and Program objectives.
5. If the application and all Construction Documents meet all eligibility requirements and program objectives, the applicant will be notified that its project has been accepted for consideration.
6. The approved application and Construction Documents will be reviewed by City staff.

7. If approved, the project construction may commence upon written notification from the City. If the application or Construction Documents do not satisfy eligibility requirements and Program objectives, they will be returned to the applicant with a request for modifications.

POST-APPROVAL PROCEDURES FOR FAÇADE/ALLEY RENOVATION REBURSEMENT:

The City Manager or his/her designee, prior to any construction or installation, must approve every change order in a form acceptable to the City. All approved change orders shall be attached to the original site plan in the form of a dated addendum.

1. City staff may conduct periodic inspections of the Project to ensure compliance with the Construction Documents.
2. Project completion must occur within sixty (60) days after the date of approval and issuance of all required permits and approvals for construction of the project. The City, in its discretion, may grant a single extension of time to complete the project upon written request of the applicant, which request will identify, with specificity, the reasons for the requested extension.
3. Reimbursement will be paid to the applicant upon completion of the close of the project upon receipt of proof of payment of all costs and expenses of the project and receipt of unconditional waivers and releases by the general contractor and all subcontractors and materialmen providing labor, work or materials to the Project. Reimbursements will not be made if any Program requirements remain unsatisfied.

RIGHTS RESERVED:

The City of Kingsburg reserves the right to reject any and all applications. The Program guidelines and requirements identified herein are subject to revision or amendment by the City at any time. The City may discontinue this Program at any time.

PROGRAM GUIDELINES

This section will provide the individual guidelines specific to each type of Project eligible for funding, including: paint, signs, awnings, windows/doors, landscaping, and alley improvement.

GRANT FUNDING PROJECTS:

Reimbursement funds are available on a first-come, first-served basis until budgeted funds are exhausted. Reimbursement amounts are calculated as 50% of the cost of eligible improvements to a maximum of \$10,000. Improvements with a total project cost under \$200 are not eligible for this program.

SIGNS:

A sign is an element that specifically identifies the business. All proposed signage must conform with current City ordinances.

Signage assistance is offered per building owner or tenant business owner (not per building). Signage assistance is limited to funding no earlier than two years following the completion of the last signage installation. Applications for signage assistance from new business owners can be requested and approved by the City, however reimbursement for these projects will be held until the applicant has remained in the new business location for a minimum of six months.

Ineligible signage projects include: Temporary signs, swing signs or movable signs, reusable or removable signs, Neon signs, or decorative building accents that do not specifically identify a business.

AWNINGS:

Awnings are defined for Reimbursement purposes as a single awning across the entire storefront at the street level, an awning over the door entrance, several street level awnings, or several awnings across second story windows. Awning assistance is awarded per building (not per building owner and/or tenant business owner) and will be available per building one time every five years after the completion of last awning installation. All awnings are to remain with the building and shall not be removed after a tenant business owner has vacated or the owner sells the building.

Ineligible awning projects include requests for awning repair or maintenance or for projects which include the placement of lettering and/or screen printing on current awnings.

WINDOWS/DOORS:

Eligible windows and doors include all windows and doors that are located on building sides that face a public right-of-way (this includes the second story and buildings sides adjacent to alleyways and public parking lots. Window/door assistance is awarded per building (not per building owner and/or tenant business owner) and will be available per building ten years after the completion of previous window/door installation. Additionally, all window/door projects receiving Reimbursement funds must improve the energy efficiency of the building and must comply with all applicable energy efficient requirements.

Ineligible window/door projects include requests for window/door repair or maintenance or for projects that do not improve the energy efficiency of the building.

LANDSCAPING:

Landscaping is defined as trees, turf, shrubbery, flowers, planters, or ground cover arranged in a fashion to enhance the building or business. Landscaping assistance is awarded per building (not per building owner and/or tenant business owner) and will be available per building one time every five years after the completion of the last landscaping project for the building.

Ineligible landscaping projects include requests for funds to assist in the purchase of annuals, movable containers, maintenance, or replacement of current materials.

ALLEY IMPROVEMENT:

Alley improvements are defined as those improving the overall usage, appearance and functionality of existing alleys in the Central Commercial District. Eligible improvements may include pavement/sidewalk repair, landscaping (as defined above), permanent shade structures and structures related to pedestrian usage and/or safety.

Ineligible projects include requests related to seating for accessory business use (i.e. outdoor seating for a restaurant), minor repair or maintenance to an existing alley.