



FAÇADE GRANT PROGRAM CITY OF MANITOWOC, WISCONSIN

PURPOSE AND GOALS

The purpose of the Façade Grant Program (hereinafter referred to as “Program”) is to stimulate private investment in high-quality exterior building improvements that strengthen the historic and architectural character of Manitowoc’s commercial areas. Manitowoc’s The Program will provide financial assistance for the rehabilitation of building facades with the goal of rehabilitating and/or preserving the building’s original façade whenever possible. This Program will be a partnership between the City and building or business owner; improving the individual building façade and the City of Manitowoc as whole. The Program is a dollar-for-dollar matching grant rebated back to the building owner after all improvements and updates have occurred. The rebate has no repayment requirements.

GRANT ADMINISTRATOR

The Community Development (“Department”) in coordination with the Mayor’s Office and Community Development Authority (CDA) of the City of Manitowoc will be authorized to administer the Program. The Department will be the contact for the Program. All communications shall be sent to:

Community Development Department
900 Quay Street
Manitowoc, WI 54220
Phone: 920-686-6930

DEFINITION OF FAÇADE

Façade is defined herein as the entire building front that faces a public street including the storefront with an entrance and display windows, an upper façade usually with regularly spaced windows, and a cornice that caps the building. Corner lot elevations facing a public street are eligible for monies. Any elevation not containing the main entrance fronting on a public street exposed to public view will be considered a secondary elevation and may be eligible for façade monies. Secondary elevations include facades facing alleys, or buildings with entrances at the rear or side of the building. Eligibility of secondary elevations is at the sole discretion of the Department.

PROGRAM REBATE CRITERIA

The Program will match “dollar-for-dollar” the investment made by the building owner, business owner, lease holder or land contract holder (collectively called “Owner”). Only items listed in the ELIGIBLE EXPENSES section shall be counted towards the Owners “dollar-for-dollar” match. The Owner’s portion of the match cannot include other sources of

funding (ie. other grants); the Owner's matching share must be their direct out-of-pocket expense. Interior remodeling costs, unless directly related to exterior work or ineligible expenses cannot be included in the Owner's share; only eligible expenses can be counted for the Owner's share. Total eligible project costs per building facade must be over \$2,000 (\$1,000 Owner match + \$1,000 Program match) to be eligible for a facade grant. The maximum rebate from the City will be \$25,000 and a minimum of \$1,000 per building facade, however the City Council reserves the right to make the final determination as to the total City share for each project based on the individual completed projects resulting impact on the purpose and goal of the Program.

Example: \$30,000 total building reconstruction cost, of which \$20,000 of the project costs qualify as "Eligible Expenses". The Owner will contribute \$10,000 of eligible expenses; the City will rebate \$10,000 to the owner based on the \$20,000 of total Eligible Expenses.

PROGRAM FUNDING

\$200,000 in program funding is available from the City each calendar year. The Department reserves the right to make the final determination as to the total City share for each project. For example, if the Owner has \$15,000 of eligible expenses the City is not required to match the entire \$15,000; the City can rebate a lesser amount. The amount to be rebated will be determined prior to the project beginning. Grants are available on a "first come, first serve" basis. The Department reserves the right to select projects which they determine to have the greatest impact for the downtown. Program monies will be awarded for eligible projects on a funds-available basis, and are available once every two (2) years per building facade or tax parcel number. Multiple buildings on a single tax parcel number will be considered as one (1) building facade. Grant monies will be issued to the Owner as a rebate after the following items have been met: (i) project is completed to the satisfaction of the Community Development and Building Inspection Departments (ii) the project must be constructed in accordance with the architectural drawings and detailed project description approved by the Department; and (iii) all building permits and lien waivers shall be provided.

All facade improvements must be completed within nine (9) months from the date the facade application has been approved by the Department. The nine (9) month completion time may be extended by a written mutual agreement if the owner can demonstrate to the satisfaction of City why the project cannot be completed within the 9 month period. The Owner and Department will enter into an agreement to memorialize the project and define the objectives, cost, timetable and other facets of the program.

ELIGIBILITY CRITERIA

Proposed facade applicants must demonstrate that their proposal follows the Secretary of the Interior Standards for Rehabilitation and comprehensively addresses the eligible building facade; including doors, windows, and other architectural features on the building. A piecemeal approach to the building facade will not be eligible unless a specific facade element is being targeted for protection with the intention of maintaining an original building element. The entirety of a building facade shall be addressed during the project to

be eligible for the rebate, unless a phased plan is approved by the Department which addresses individual facades in multiple years. The city must find that the proposed project significantly improves the appearance of the whole façade.

ELIGIBLE PROPERTIES

Commercial, retail, or mixed-use buildings without residential on the first floor that meet at least one of the following criteria:

- Located within the Design Review Overlay District (see map)
- Listed or eligible for the National Register of Historic Places individually or as part of a district (contact Community Development Department)
- Over the age of 50 at the time of application with demonstrated historic value through its architecture, construction method or association with a person or event.

INELIGIBLE PROPERTIES

- Tax delinquent property or properties with outstanding assessments.
- Buildings that encroach into City right-of-way, unless authorization is granted by the City.
- Property in litigation other than tax delinquency.
- Property in condemnation or receivership.
- Exclusively residential buildings.
- Temporary Buildings
- Properties with residential on the first-floor street level.
- National Franchises or Retail Chain Stores unless located within a historic building.
- Properties used for the following purposes:
 - Manufacturing, Wholesale Distribution, Warehousing Construction/Building Material Supply
 - Adult Uses
 - Car Dealerships, Repair or Bodyshop
- County, State, Federal and other governmental buildings.

ELIGIBLE EXPENSES

The façade project must be consistent with the City and design guidelines and the “Secretary of Interior Standards for Rehabilitation”. Where any conflict exists between the two documents, the SOI Standards shall supersede. Only renovation work started *after* approval of the project is eligible for reimbursement.

- Repair of:
 - of original exterior building elements including windows, siding (masonry or wood) doors, cornice, eaves, corbels, molding and
 - Masonry
 - Historic windows and Doors
- Replacement of non-historic doors and/or windows with historically appropriate replacements.
- Removal of siding and exterior false facades.
- Storefront rehabilitation or where rehabilitation is not feasible, compatible but

differentiated new construction.

- Historically accurate reconstruction of architectural elements where adequate documentation exists.
- In-kind replacement of architectural features that are beyond repair. Alternative materials may be approved at the discretion of the City.
- Painting and tuck pointing may be eligible only after approval from the City.
- Installation of new awnings may be eligible only after prior approval from the City.
- For property owners seeking reimbursement for self-work, labor will only be eligible for reimbursement if they maintain a current license or other professional certification for the type of work being performed. Proof of current professional certification or license will be required prior to reimbursement as well as hourly rate, documentation of hours performed and associated tasks.

INELIGIBLE EXPENSES

- Installation or removal of signs.
- Signage only.
- Lighting.
- General or routine maintenance.
- Spot painting.
- Interior rehabilitation (unless directly related to exterior work).
- Roof and chimney repair.
- Installation of any type of aluminum, vinyl, stone, stucco or other inappropriate material that interferes with the historic integrity of the building. Exceptions may be granted at the discretion of the City.
- Sandblasting or other abrasive cleaning methods of exterior masonry.
- Removal of historic features.
- Installation or removal of landscaping.
- Buildings with residential uses on the first floor.
- Architectural and design services, and building permit fees.
- Sidewalk, parking lot replacement or repair.
- Correction of outstanding code violations, or repairing property damaged by collision, acts of nature or occurrences covered by insurance.
- New Construction
- Any work that does not conform to the Design Guidelines and/or was not approved by the City.

APPLICATION REVIEW - REQUIRED MATERIALS

At least one written proposal from a contractor shall be submitted with the application in addition to sketches, photos, architectural drawings, sample boards and a product list. Submittals shall show in detail the work to be completed. Proposals shall have detailed descriptions of the work to be performed, including cost breakdowns, building materials, examples and project completion schedule. Contractors cannot be changed unless authorized by the City.

The Owner is required to acquire scaled exterior elevations for the proposed improvements, as well as necessary permits, licenses and certificates. Participation in this Program does not waive any federal, state, local or other required permit, certificates or approvals.

Properties located in the Downtown Design Review Area (Section 15.29(8)) must first acquire a Certificate of Appropriateness from the CDA before a project can begin.

Projects shall be completed within nine (9) months from the date of the application approval, unless there is a written agreement to extend the completion deadline between the Owner and the Department. Any request for an extension shall include the length of time requested, reasoning for the extension and work completed to date.

ITEMS REQUIRED PRIOR TO PAYMENT

- Lien waivers, paid receipts or other proof acceptable to the City shall be provided from all contractors, subcontractors and suppliers. Any proof of payment shall clearly detail eligible expenses and the location of work completed.
- Final approval of the Project by the Department and Building Inspection Department.
- Photographs of the finished project.



Manitowoc Façade Grant Program Application

Contact: City of Manitowoc
 Community Development
 900 Quay Street
 Manitowoc, WI 54220-4543
 Phone: 920-686-6930

APPLICANT INFORMATION

Name:
Phone:
E-Mail Address:

FOR DEPARTMENT USE ONLY

Application Date:
Approval Date:
Amount awarded:
Zoning Classification:
Design Review area: yes/no

PROPERTY OWNER INFORMATION

Name:	Years Owned:
Address:	Phone:
City:	State:
	Zip Code:
Type of Ownership:	Owner's Signature-Improvements Approved:

BUSINESS AND / OR PROJECT INFORMATION

Name of Business:	Business / Project Owner's Name:
Address:	Phone:
City:	State:
	Zip:
Type of Business:	Upper floor use:

PROPOSED IMPROVEMENTS (attach detailed materials list, architectural drawings, etc.)

Briefly Describe Proposed Storefront Improvements:
Costs for Eligible Expenses: _____ Total Project Cost : _____ Amount of City rebate requested: _____

Additional required materials: two (2) written proposals (minimum), sketches, photos, architectural drawings, sample boards and product list. Work to be performed must be described in detail to allow the City to determine what improvements are eligible for reimbursement.

Check appropriately:

- I own the property in consideration
- I lease the property in consideration (include copy of lease & all amendments)
- Other, specify _____

I have read the Downtown Façade Grant Program. I understand that if the proposal is approved, I will make the above improvements to the property within the specified time allowed, and will not be entitled to receive any rebate unless y Project is completed to the satisfaction of the City.

Indemnification: The applicant/owners agree to indemnify and hold harmless, release, waive and forever discharge the City, its employees, agents and officers, (the "PARTIES") for all bodily and personal injuries, including injuries resulting in death and property damage, claims, actions, damages, liabilities and expenses, including reasonable attorney's fees and court costs, which may occur as a result of the applicants/owners participation in the Program, whether or not caused by a negligent act or omission of the above referenced PARTIES, its employees, agents or officers.

Owners are encouraged to contact their tax professional to determine the taxability of any rebate.

APPLICANT'S SIGNATURE: _____ DATE: _____

OWNERS' SIGNATURE: _____ DATE: _____

If different than applicant