

Uptown Marysville Facade Improvement Program Agreement

OVERVIEW

The City of Marysville has created the Uptown Facade Improvement Grant Program to stimulate commercial building improvements located in the Uptown Commercial (U-C) Zoning district. The program funding of \$100,000, is to assist private investment with high-quality historical improvements that are in line with the Revitalization of Historic Uptown Marysville, the City adopted Uptown Revitalization Plan, and the Design Guidelines for Historic Uptown Marysville, Ohio.

If required, all projects that receive funding must apply and receive Certificate of Appropriateness approval from the Marysville Design Review Board (DRB). Projects which commence prior to City and Design Review Board approval are not eligible.

Applications will be reviewed by the Marysville Façade Improvement Committee. The committee shall consist of the following members, The Marysville City Planner, City Economic Development representative, and a Marysville Design Review Board Representative.

ELIGIBILITY

Commercial and mixed-use structures within the boundaries of the Uptown Commercial (U-C) Zoning District (see map) or “target area” are eligible for funding. Buildings used solely for residential purposes are not eligible. Priority will be given to projects with the highest visibility and impact on public streets. The Committee may consider other projects outside of the target area on a case-by-case basis.

GRANT AMOUNT

Grants are available to cover up to **50% of the total eligible project costs, not to exceed \$25,000**. However the Marysville Façade Improvement Committee may consider grants of up to \$50,000 for economically significant projects (high investment, positive community impact, innovation, job creation, etc.). The applicant must use private, non-City funds to match the City’s grant. Grantees will be reimbursed at the conclusion of the project, after certification of project costs and verification of compliance with the approved plans.

WHO MAY APPLY

Applicants may be property owners or tenants. Government properties are not eligible for funding from this program. Tenants must have written approval from property owners to participate in the program. Property owners/tenants must be up-to-date on all municipal taxes, utility bills, City Codes (occupancy permits on file) and property maintenance relating to the business and/or building prior to participation in the program. The program is not intended to pay for business specific improvements unless the improvements are permanent and historically significant to the building.

ELIGIBLE PROJECTS

The intent of the program is to help fund improvements to eligible buildings. Routine repairs or maintenance are not eligible unless the repairs represent major improvements that could contribute to the structural longevity of the building. Projects must comply with the Design Guidelines for Historic Uptown Marysville, Ohio.

The use of a qualified architect or design professional with expertise in historic preservation architecture is encouraged. Architectural, legal and other professional fees are eligible but may not exceed 10 percent of the total project cost unless prior written approval is granted by the Marysville Façade Improvement Committee.

Priority will be given to projects that would result in comprehensive restoration or substantial improvement to the entire building or façade. However, the City recognizes that the Uptown District contains buildings of different scales and levels of detail. In some cases a small improvement may result in significant impact on the character of a certain building.

Below is a general list of the eligible improvements:

- Uncovering and restoration of historical façades
- Painting of Storefronts
- Replacement/repair of roofs, cornice, parapets, shutters and other architectural features consistent with original historical character.
- Removal of inappropriate façade materials
- Repair of original architectural details
- Addition of appropriate detailing which leads to a substantially enhanced appearance
- Site and landscape improvements in areas that are open and accessible to the public
- Improvements to the backs or sides of properties
- Window repair or replacement
- Door repair or replacement
- Masonry Replacement / Tuck pointing
- Stucco and masonry work
- Repair of façade
- Exterior mounted fire escapes
- Sidewalk/step Repair
- Awning installation or replacement
- Removal of obsolete signs and hardware and repair patchwork.
- Installation, repair, and improvement of signage (that conform to the sign code)
- Installation of decorative lighting and upgrading of existing fixtures on external façades
- Storefront restoration or renovation
- Fire suppression

Note: The City may consider additional improvements not listed as “eligible improvements” that contribute to the overall character and historic preservation of Uptown on a case-by- case basis.

INELIGIBLE PROJECTS

The costs of new construction or work that only involves routine maintenance are not eligible under the program. An exemption may be made in the case of repairs if they will support the health, safety, and preservation of the Uptown structure as determined by City staff. Projects which commence prior to City and Design Review Board approval are not eligible.

COMMUNITY REINVESTMENT AREA PROGRAM

In the event of a commercial renovation project that exceeds total investment of \$10,000, the property owner may consider applying for a property tax abatement through the Community Reinvestment Area Program (CRA). The CRA program reduces the increase of property taxes that occur as a result of the completion of renovations. It does not reduce existing property taxes. Eligible real property improvements include building and structural modifications such as a new addition, new windows, new façade, new storefront, new awnings and major structural repair. Applications must be filed and approved prior to the commencement of construction. For more information about the CRA program, please contact the Marysville Economic Development Office by calling 937-642-6279.

GRANT REQUIREMENTS

The owner/tenant shall comply with all applicable provisions of the City of Marysville Codified Ordinances and Ohio Building Code. By submitting an application to the program, the tenant/property owner agrees to allow the City and/or the County Building Department to inspect the interior and exterior of the building for code compliance.

Code violations discovered after project acceptance will not result in disqualification from the program, but corrections of such violations shall be incorporated into the project. The City retains the right to withhold reimbursements from the applicant until such violations are corrected to the satisfaction of City and/or County Building Department Staff.

Applicants must file an application for Certificate of Appropriateness with the Marysville Design Review Board (DRB) and include the estimated project cost. All necessary Board approvals must occur before a project begins. No funds will be awarded if the project begins before application approval.

If the application is approved, the applicant must complete the project within 180 days of approval. Matching grant funds will only be disbursed to the applicant once construction of the approved improvements has been completed, project costs have been verified, and the improvements have been inspected by City staff.

Applicants shall obtain necessary building permits. Applicants are granted 180 days thereafter to complete the projects to the satisfaction of Staff. Extension to the 180-day completion period may be granted for inclement weather, or for the ordering of special building materials. The applicant must request an extension in writing. The City will notify the applicant in writing of its approval or denial.

APPLICATION REQUIREMENTS

Any commercial building or business owner within the target area who wishes to apply for a facade improvement grant may submit an application to the City of Marysville. Only completed applications that include all required submittal documents and information will be accepted.

Building improvements should:

- Contribute to the pedestrian environment by improving the aesthetic impact of the façade by adding visual interest to the streetscape;
- Provide year-round and permanent impact;

- Be completed in ways that are compatible with the original design of the structure;
- Not shield from public view nor cause the removal of architecturally significant features;
- Contribute to the building's character; and
- Encourage other restoration or redevelopment within the Uptown area.

DECISION CRITERIA

All applications for grants must be received by the deadline date of the corresponding funding cycle as published. Once a complete application has been submitted in conformity with these guidelines, the amount of grant funds requested will be compared to the amount of available funds. Projects with the highest rankings will be prioritized. If the total requested amount exceeds the available funds, then the Committee will rank the applications based on the criteria listed below. Properties that have not received funding in previous funding cycles, may have a higher scoring potential for project approval/funding in an effort to evenly distribute funds across the district. The City's final decision is not appealable by applicants. The Committee reserves the right to reduce grant awards if project activities are ineligible or the amounts requests exceed available funding. The Committee may consider projects outside of the application review window if funding is available.

Projects will be ranked, and prioritized. Grants will be given to projects that result in comprehensive restoration or substantial improvement to the exterior of an entire building or façade.

Priority will be given to projects that result in comprehensive restoration, high visibility and impact on public streets and for projects supporting independent businesses not required by a contractual arrangement to maintain standardized décor, architecture, signs or similar features. The criteria listed below (in no particular order) will be taken into account:

- Instances where an immediate renovation would stop serious deterioration of the building's façade and where historic or architecturally significant features contributing to the building's character are in danger of being lost
- Projects that would restore the historic features of a building
- Projects that would improve the architectural integrity of a building
- Projects that demonstrate the ability to attract people to the Uptown District
- Projects that would result in significant new investment and the creation of jobs in the Uptown District
- Projects involving buildings with vacant or underutilized spaces where the overall marketability of the building would be improved
- Projects that incorporate mixed uses or multiple tenants
- Applications that demonstrate the applicant's capacity to complete the project

SUMMARY OF THE PROCESS

Step 1 – Pre-application Meeting

Applicants are encouraged to schedule a pre-application meeting with City Staff to review the scope of work prior to having architectural drawings completed and/or prior to submitting an application. To request a preliminary meeting, please contact Chad Flowers or Justin Nahvi.

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Finance Director/Deputy City Manager
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(937) 645-7364

Chad Flowers
PLA, ASLA
City Planner
cflowers@marysvilleohio.org
(937) 645-7361

Step 2 – Façade Improvement Application Submittal

The applicant shall submit:

- Completed Façade Improvement Program Application
- Estimated budget with **detailed line items** and financing options
 - Applicants should include a contingency of up to 10% for each line item
- Pictures, site plans, architectural renderings and/or other visual representations of the proposed improvements.

Staff will review the information and make preliminary determinations as to whether the proposed project meets program requirements. If Staff determines the initial information provided meets program criteria, the project application will move forward for project scoring.

Step 3 – Project Approval Process (City & DRB)

The Committee will accept and score the applications based on the criteria listed under the “Decision Criteria” section above. Funding will be reserved for projects with the highest ranking, contingent on DRB approval. A dated decision letter will be sent to all applicants immediately following the City scoring.

Applicants must submit an application for a Certificate of Appropriateness to the DRB within 60 days of receipt of the City acceptance letter. The DRB will then review the applications for

compliance with the Uptown Marysville Design Guidelines and consistency of the proposed modifications with the character of the Uptown District. After issuance of a Certificate of Appropriateness by the DRB, the application will move on for final approval and appropriation of funds.

Final approval is contingent upon the applicant agreeing with the City to the terms herein which outlines the program and set forth the criteria for receiving the grant. Projects are expected to begin construction within 60 days of DRB approval and completed within 180 days as stipulated under *Grant Requirements*.

Step 4 – Project Completion & Grant Reimbursement

City Staff will conduct a review of projects upon completion for compliance with DRB approval. Projects that have been completed to the satisfaction of Planning and Zoning Staff will be issued a signed Certificate of Project Completion. The City will review projects for compliance within 30 days of notification of project completion by the applicant.

For a project to be considered complete and eligible for reimbursement, the applicant must:

- Obtain all applicable building permits and pass all building inspections relating to the Project;
- Obtain a Certificate of Project Completion from the City of Marysville Planning & Zoning Staff confirming that the project was completed in compliance with the application and DRB approval;
- Submit a completed W-9;
- Submit third-party receipts or invoices to the City that match the project description and final budget. If other building improvements were made in conjunction with the façade improvements, separate cost summaries related to the façade improvements must be provided. In-kind contributions are not eligible unless prior written approval is provided by the City.

I hereby attest to the truth and exactness of all information supplied on and with this application and agree to the terms herein.

Applicant's Signature: _____

Date: _____

Owner's Signature: _____

Date: _____

City Approval.

City Manager

Approval Date