

LOVELAND DOWNTOWN DEVELOPMENT AUTHORITY

Façade Grant Program

MISSION OF THE DDA

To improve and foster the economic growth and cultural vibrancy of the Loveland Downtown by coordinating public and private investment programs that encourage positive and innovative advancement in the development and redevelopment of Loveland's central business district.

GOALS

- Promote/support private development
- Create an exciting, active and vibrant downtown
- Improve the diversity and attractiveness of the Downtown District
- Environmentally restorative, responsible & accountable
- Design and build circulation systems, minimize auto/pedestrian conflicts, maximize convenience
- Enhance and honor the historic character

FAÇADE GRANT PROGRAM

The Downtown Development Authority (DDA) Board of Directors authorizes funding, subject to availability and Board approval, to be used to encourage property owners within the DDA District to renovate the facades of their buildings. The program provides grants of 50% of eligible project costs for the first \$25,000 of qualified investment, up to a maximum of \$12,500; and an additional 25% of eligible project costs, for project values exceeding \$25,000, of \$25,001 up to \$100,000, not to exceed a total grant of \$31,250.

Proposals are considered on a case-by-case basis and evaluated based on the ability of the project to further the goals of the DDA. Funding is at the discretion of the DDA Board. The funding may only be used on eligible facades that are adjacent to or visible from public rights of way such as a street or alley way, typically to create façade features that would be infeasible without DDA funding and for which the DDA is able to secure an interest therein.

HOW TO APPLY

A. Meet with Staff:

Applicants must meet with DDA staff at least three (3) weeks prior to the DDA Board meeting at which the project will be reviewed. Applicants must assemble a packet of information for staff to review at this meeting.

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The packet must include the following to be considered a complete proposal:

1. A completed application. The application form is attached to this document.
2. A narrative describing the project. The narrative should address the following topics:
 - a. A brief history of the site/building
 - b. A description of the work proposed
 - c. Responses to how the proposed project meets each of the evaluation criteria listed below in "EVALUATION CRITERIA"
 - d. The amount of funding requested from the DDA Board
3. Current photo(s) of the property and if applicable, historic photos.
4. Color façade elevation drawings with proposed materials called-out/labeled. These must be developed by a licensed professional architect.
5. A detailed cost breakdown of the proposed façade improvement prepared by the design architect and/or contractor. "Eligible costs" refer only to costs associated with work proposed on the façade(s). These may include: applicable deconstruction and construction activities including tools and equipment; materials and labor for facades; replacement/repairs of doors and windows; restoration of historic materials, brick masonry, façade lighting fixtures, etc. Eligible costs may also include General Contractor's general conditions, and soft costs such as architectural, structural, electrical, or mechanical design fees, construction site amenities, survey and staking, traffic controls, and profit and overhead. DDA funding for soft costs may not to exceed fifteen percent (15%) of total project costs.
6. The investment from the DDA may not include any interior work, taxes, fees, permits or insurance.

Staff will advise the applicant whether the submittal is complete or if other information is needed for Board consideration. Staff will schedule the project for an upcoming Board meeting if the proposal is complete. Generally, the DDA Board meets the 2nd and 4th Mondays of each month.

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B. Prepare Board Packet

Upon approval by DDA staff, applicant must provide a digital copy (.pdf) plus color paper copies – if requested, of the packet submittal to the DDA offices no later than the Monday two weeks prior to the scheduled DDA Board meeting.

C. Attendance by Owner and Representatives at the Board Meeting

The project owner or authorized representative will be required to make a brief (5 – 10 minute) presentation to the DDA Board. This presentation should highlight the aspects of the project in the context of the downtown environment. Please note that board members will receive the application and documentation in advance of the board meeting and will be familiar with the details of the project.

EVALUATION CRITERIA

- A. Properties that have received prior DDA façade grant or tax increment investment for façade improvements are **not** eligible for this grant program for the same façade, **except** for buildings that are designated as historic landmarks on the National, State or local register.
- B. A historic landmark building with a previous tax increment investment is eligible to receive a façade grant if requested grant funds are used solely for rehabilitation or preservation of historic materials such as stone, brick masonry, doors and windows (no routine maintenance expenses such as re-painting will be accepted); and it has been at least 10 years since execution of the previous TIF investment agreement.
- C. Properties with more than one façade adjacent to or visible from a public right-of-way (includes roads and alleys) are eligible for façade grant money on facades other than the façade that has already been funded by the DDA.
- D. Properties that are seeking or intending to seek a DDA tax increment investment (if available) are **NOT** eligible for this grant program. The grant program is targeted at properties that intend no other improvements other than to the façade. Properties that will be fully redeveloped may receive a larger DDA investment through a DDA tax increment investment (if available). Please contact DDA staff if you have questions about which approach to take.

DR: Suggest we eliminate this paragraph since we do not have a TIF program

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E. The DDA Board will look specifically at the following criteria in its evaluation of submittals:

1. **Quality of materials:** The DDA strongly encourages the use of real or authentic building materials in the construction of the facade. For example, real stone not faux stone, real brick masonry, and true cementitious stucco not an EIFS-type system.
2. **Pedestrian friendly street presentation:** The façade should be designed and scaled so that pedestrians enjoy passing the building and looking at and into it. Blank façade walls with minimal articulation and limited variation in materials **are is** not acceptable.
3. **Timeless design:** The design should be of such quality and appeal that 100 years from now the building will have historic relevance and interest to the general public. Creative, bold, contemporary design is acceptable if it is timeless in quality. The DDA discourages facades that will lose appeal after five or ten years.
4. **Sensitivity to the historic fabric of the building and immediate environs:** The DDA does not require historic rehabilitations but property owners should be aware that façade changes to some buildings downtown may require review/approval by the Loveland Historic Preservation Commission (HPC). All landmark buildings must receive HPC approval of the proposed façade changes prior to being scheduled with the DDA Board.
5. **Green building principals:** Although green building practices may not always have much application in a façade improvement, the DDA actively encourages these practices wherever possible. The DDA Board looks for green building **principals principles** that meet or exceed the City of Loveland's adopted code minimums, certifying the construction through the U. S. Green Building Council's LEED rating program, Energy Star, Sustainable Sites Initiative or through an equivalent green building rating system such as the International Green Construction Code or Green Globes.
6. **Deconstruction:** The DDA Board requires contractor documentation of deconstruction methods that achieve the goal of minimizing construction and demolition waste from entering the landfill.

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7. **Prior Maintenance:** The DDA Board may also require demonstration of prior maintenance on building.

WHAT HAPPENS AFTER APPROVAL

- A. **Extension.** If the DDA Board approves a grant, the commitment is valid for one (1) calendar year from the date of the approval. The project owner or authorized representative may request from the Board of Directors one 12-month extension of the commitment. The extension request submitted to the DDA Executive Director, describing the reason for the delay, must be submitted in time to be considered by the Board at a regular monthly meeting held prior to the expiration of the commitment term, which at the latest would be 10 business days prior to the date of the regular monthly meeting scheduled to occur in the final month of the commitment. If granted, construction on the project must commence within the 12-month extension period or the DDA commitment will expire. If the project owner or authorized representative fails to make an extension request prior to the expiration of the commitment term, or is unable to commence construction on the project after being granted a 12-month extension, a new project proposal will need to be presented to the Board for consideration. This new proposal may be the same as the original or modified.
- B. **Project Commitment.** A meeting with the DDA staff and the project owner or authorized representative will be necessary after the board approves the grant investment. Staff will prepare a notebook detailing all of the steps necessary for the project to receive the funds. At this meeting the DDA will provide to the applicant a **Project Commitment**.
- C. **Façade Agreement / Grant of Easement.** Upon completion of the project and submission of all DDA requirements for project reimbursement a **Façade Agreement** and **Grant of Easement for Facades** will be drafted by DDA legal counsel. The easement terms are based on the value of the DDA funding commitment. The easement is passive. It requires the owner to maintain the façade, to get DDA approval of subsequent changes, and it gives the DDA the ability to make repairs and lien the property if the façade is not maintained.

1. Terms of the agreement and easement are typically based on the following schedule:

Project Cost	Easement Period
From \$1 to \$25,000	5 years
From \$25,001 to \$50,000	10 years
From \$50,001 to \$100,000	15 years

DDA funds will not be released until construction is 100 percent complete and all DDA requirements for project reimbursement are satisfied per the Project Closing Instructions.

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Questions can be addressed to:

DDA Executive Director

970-744-4796

jweddingscott@lovelandpartnership.org

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