

# BERKLEY DDA DOWNTOWN COMMERCIAL FAÇADE & PARKING LOT ENHANCEMENT GRANT PROGRAM

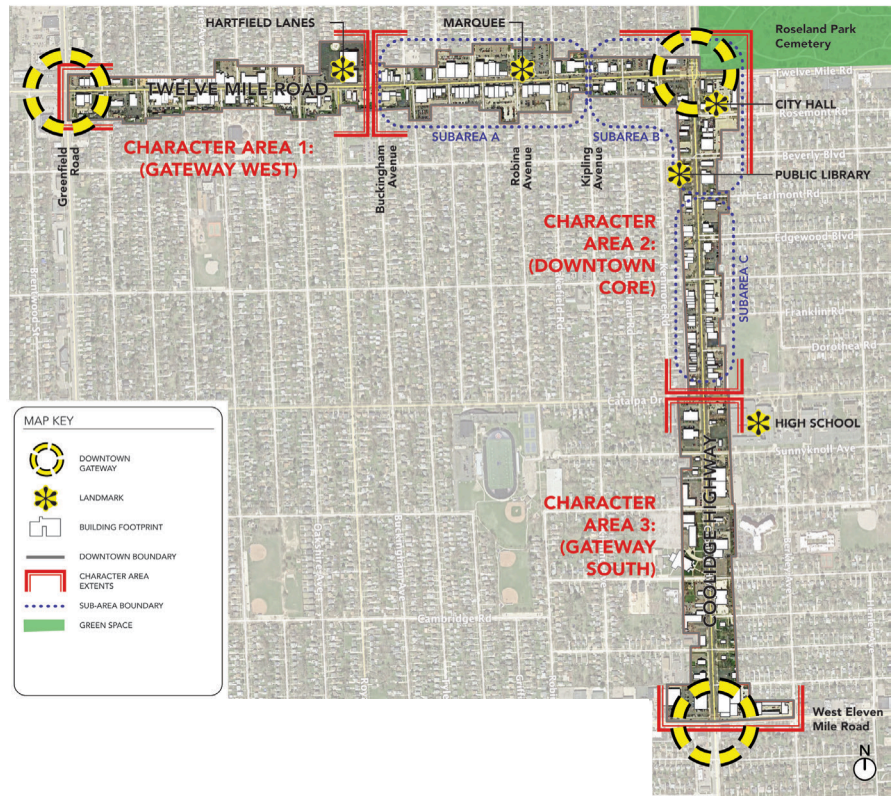
Retro Feel. Metro Appeal. **PROGRAM**

## PROGRAM OBJECTIVES (PLEASE READ CAREFULLY)

The Berkley Downtown Development Authority's (DDA) goal is to improve the quality of life for its citizens and business owners by fostering attractive, economically viable commercial districts along 12 Mile Road and Coolidge Highway. In order to reach this goal, the Berkley DDA has established a Façade & Parking Lot Enhancement Grant Program.

The program is administered by the Berkley DDA's Design Committee. As part of this program, the DDA can offer design assistance and financial support to commercial property owners and business owners within the DDA District seeking to renovate or restore the exterior of their buildings, and/or enhance their private parking lots.

Grant funding will be allocated to building rehabilitation and renovation projects in the form of a 50/50 matching grant. For example, if an applicant is painting his/her building and it costs \$1,500.00 the amount of assistance made would be a maximum of \$750.00. If, for instance, more significant improvements were made to the tune of \$20,000.00, the maximum grant assistance would be up to \$5,000.00.



**APPLICANTS ARE NOT GUARANTEED THE MAXIMUM AMOUNT.** Funding will be based on how the project measures up to the Grant Criteria (page 2) as well as on the fund's current balance.

**Facade Grants** will be distributed through a tiered system based on the improvements made (specific examples can be found on page 3):

1. Up to \$1,000 for paint and other basic cosmetic updates
2. Up to \$2,500 for paint, signage, awnings, and lighting
3. Up to \$5,000 for paint, signage, awnings, lighting, glazing, historic building renovations/restoration, and other significant building enhancements.

**Parking Lot Enhancement Grants** will be distributed as a 50/50 match up to \$5,000 (specific examples can be found on page 4):

- Landscaping or hardscaping that buffers and beautifies the surface parking lot from the street or sidewalk
- Artwork or greenery that camouflages chain link fencing
- Restoration of a surface lot to an activated space such as outdoor dining/sitting area or play area

Applications will be accepted on a rolling basis for the fiscal year (July 1, 20XX to June 30, 20XX). A business or property owner can apply once per fiscal year for either the facade grant or parking lot grant.

### **ELIGIBILITY CRITERIA**

A Facade & Parking Lot Grant application must come to the Berkley DDA *BEFORE* it is seen by the City of Berkley, the City of Berkley Downtown Design Review Board, or the City of Berkley Planning Commission AND before any work has begun. All improvements must comply with standards set forth in the Downtown Design Guidelines, City of Berkley Zoning Ordinance, and all applicable Building and Property Maintenance Codes.

### **AWARDED GRANTS**

Funding for façade & parking lot projects will be paid through a reimbursement process. Only after the applicant has paid for work to be done will the applicant be reimbursed for up to 50% of that amount. How much each applicant gets is determined by how many grant applications are received and how the project is scored. New applicants will be given preference.

### **FUNDING AVAILABILITY**

Grant assistance is limited to the amount available to the Berkley DDA. The Berkley DDA reserves the right to discontinue or modify funding for this program; however, all approved grants will be fulfilled as per contracted agreement.

### **THE EVALUATIVE CRITERIA AND THEIR RESPECTIVE WEIGHTS ARE AS FOLLOWS:**

#### **☐ IMPACT (50%)**

Overall impact of the project on the Downtown Development Authority District. Are inappropriate design elements removed? Will the project eliminate what was previously an eyesore in the commercial district? Does the project seek to restore the historical or architectural significance of the building? Does the project raise the visual appeal of the DDA district?

#### **☐ PERMANENCE (20%)**

How permanent are the improvements and is there a maintenance plan for improvements? Does the business own the building? If not, how much time remains on the lease? Business and property owners will need to assure the DDA that the improvements will remain in place for a minimum of two to five years based on the level of grant funds they receive.

#### **☐ COMMUNITY CONTRIBUTION (30%)**

Is the applicant a good neighbor? Is the area around the business clean and free of debris on a consistent basis? Does the business participate in organized DDA promotions or other community activities? Does the applicant actively promote Downtown Berkley and their own business?

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## **FIND OUT IF YOU ARE ELIGIBLE TO APPLY**

This program is for properties located in the DDA District (see map on page 1). Applicants for participation in the program can be property owners or tenants.

### **□ TENANT APPLICATIONS\***

- Tenants with a minimum of two years remaining on their lease may apply for Level One funding
- Tenants who have three or more years remaining on their lease may apply for Level One, Level Two, or Level Three funding.

*\*All tenants must have the property owner's signature on the application before the grant can be reviewed.*

NOTE: Taxes for property must be up to date including personal property taxes if applicable.

### **□ ELIGIBLE FAÇADE IMPROVEMENTS\***

*Some examples of projects that are eligible for funding (more examples can be found in the DDA Design Guidelines):*

- ✓ Removal of materials which cover original architectural details
- ✓ Repair and/or restoration of original architectural details
- ✓ Replacement of original architectural details
- ✓ Signage
- ✓ Repainting and repair of facade\*
- ✓ Exterior lighting
- ✓ Glazing and exterior door replacement

**\*Other improvements can be made if they meet the objectives of the program and have prior written approval from the Berkley DDA.**

### **□ INELIGIBLE FAÇADE IMPROVEMENTS**

*Some examples of projects that are ineligible for funding:*

- ✗ ANY improvements made prior to Grant proposal
- ✗ Interior improvements
- ✗ Removal of architecturally important features
- ✗ New construction and additions
- ✗ Sweat equity or applicant's own personal labor
- ✗ Planting or landscaping
- ✗ Residential properties, excluding mixed-use

*\*Suggestions for paint removal and applications are best to be left to the installer but the DDA recommends properly prepping brick exterior walls and using masonry paints that allow the moisture in the wall to escape. Please find the following recommendations for your façade project: Paint/Stain Remover: Smart Strip by Dumond, Masonry Paint: Sherwin Williams - Loxon Concrete & Masonry; Benjamin Moore - Ultra Spec Masonry Elastomeric Waterproof Coating; or Farrow & Ball - Exterior Masonry*

## ❑ **ELIGIBLE PARKING LOT IMPROVEMENTS\***

*Some examples of projects that are eligible for funding (more examples can be found in the DDA Design Guidelines):*

- ✓ Dividing large parking area into small “pods” with a green landscape
- ✓ Landscaped islands
- ✓ Signage with greenery and natural elements
- ✓ Hardscape such as site walls
- ✓ Decorative fencing
- ✓ Public art
- ✓ Bike racks
- ✓ Converting underutilized parking spaces into adaptive reuse (outdoor dining, passive seating

areas, product displays, parklets, etc.) \*must meet all City Ordinances and City Codes to confirm correct number of parking spaces remain available\*

**\*Other improvements can be made if they meet the objectives of the program and have prior written approval from the Berkley DDA.**

## ❑ **INELIGIBLE PARKING LOT IMPROVEMENTS**

*Some examples of projects that are ineligible for funding:*

- ✗ ANY improvements made prior to Grant proposal
- ✗ Re-sealing
- ✗ Re-striping
- ✗ Sweat equity or applicant’s own personal labor
- ✗ Residential properties, excluding mixed-use

# Process for applying for the DDA Façade & Parking Lot Enhancement Grant

## 1. INTRODUCTORY MEETING WITH BERKLEY DDA EXECUTIVE DIRECTOR

*Must take place before any project submission has been made to the city and/or work has begun.*

It is strongly encouraged that all potential applicants meet with the DDA Director prior to filling out the application. Staff will assist the applicant by explaining the program, application requirements, selection process. Staff can also explain the opportunity for design assistance, either through Main Street Oakland County or through DDA volunteers.

## 2. SUBMISSION OF APPLICATION

*Must take place before any project submission has been made to the city and/or work has begun.*

Applicant will submit their request to DDA Director who will review it to make sure they have supplied all the necessary information including photographs, detailed sketches or drawings (including exact colors, materials to be used, dimensions, etc.), bids from contractors (on letterhead), requested grant amount, and any other information that can assist the application. During this review process, City staff will work on creating an outline of what the property/business owner can expect during the approval process from the DDA/City. This outline will include dates, what can be expected during each step, and contact information in case questions arise. *This effort is to ensure that all approval processes don't slow down the project and that everyone involved is on the same page.* After review by the DDA Director, the Façade & Parking Lot Grant application will be brought to the DDA's Design Committee for feedback and scoring.

## 3. REVIEW OF APPLICATION/SCORING PROCESS

The Berkley DDA Design Committee will review all applicants and determine which projects get funded and at what amounts each will receive. Applications will be scored based on need, project, and impact to the downtown. Projects that score higher will be given higher funding priority. Projects that do not score high may not be funded or will be funded at a lesser amount. Once approved by the Design Committee, a recommendation will be made to the DDA Board of Directors for final funding approval. *All effort possible will be made to expediently review the application so as not to slow down the improvement process. Please note, the DDA Design Committee and DDA Board of Directors meet once a month. Please contact the Executive Director for exact dates.*

## 5. COMMENCE WORK

Once the project has been approved by the Berkley DDA Board of Directors and all City permits and approvals are received, the applicant may begin work. Work must start within 60 days of notification of approval. Work must be completed within four months from date of approval. The DDA Director has the right to conduct weekly site inspections. *Any changes in the approved work must be approved by the DDA Executive Director and the DDA Design Committee.*

## 6. REIMBURSEMENT

Once the project is completed the applicant must submit copies of cost documentation (invoices, etc.) along with copies of all cleared checks to the Berkley DDA for reimbursement. Reimbursement will be made to the applicant within 30 days of receipt of project payment documents.

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## **GENERAL INFORMATION**

1. Applicant's Name: \_\_\_\_\_
2. Property Address: \_\_\_\_\_
3. Is the applicant the property owner? Yes \_\_\_\_\_ No \_\_\_\_\_
4. Is the property occupied? Yes \_\_\_\_\_ No \_\_\_\_\_
5. Business Name: \_\_\_\_\_
6. Business Owner Name: \_\_\_\_\_
7. Business Mailing Address: \_\_\_\_\_
8. Business Owner Phone: \_\_\_\_\_
9. Business Owner Email: \_\_\_\_\_
10. Property Owner Name: \_\_\_\_\_
11. Property Owner Address: \_\_\_\_\_
12. Property Owner Phone: \_\_\_\_\_
13. Property Owner Email: \_\_\_\_\_
14. Number of Building Stories: \_\_\_\_\_ Linear frontage of building: \_\_\_\_\_
15. Present use of building?      Retail      Office      Service      Mixed      Other
16. Have you secured all financial resources necessary for this renovation project including the matching grant funds that would be reimbursed to you?    Yes \_\_\_\_\_    No \_\_\_\_\_

*17. On a separate sheet of paper, please give a detailed explanation of the work that you propose performing. Give as much information as you have, including drawings and photos. Bids or quotes for the proposed work must be included. Requested grant amount must also be part of this explanation.*

I (we) have reviewed the Berkley DDA Façade & Parking Lot Improvement Guidelines and understand that our renovations must conform. I (we) certify that the information contained in this application is, to the best of my (our) knowledge, correct and accurate as of this date. I (we) understand that this application does not obligate me (us) or the DDA to any additional financial arrangements made under this Façade & Parking Lot Grant Program.

I (we) further certify that all work to be done under the Façade & Parking Lot Grant Program must meet all applicable State of Michigan and Berkley City building codes.

I (we) agree to maintain the improvements made to my (our) building and/or parking lot through the Façade & Parking Lot Grant Program.

Property Owner Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Business Owner Signature: \_\_\_\_\_ Date: \_\_\_\_\_

The DDA reserves the right to approve and reject any and all requests. Partial or full funding may be awarded.