



**CITY OF WAYLAND**  
**DOWNTOWN DEVELOPMENT AUTHORITY**  
**FAÇADE IMPROVEMENT PROGRAM**  
**Special Incentive Program – *WHILE FUNDS ARE AVAILABLE***

**PURPOSE**

It is a fundamental goal of the Wayland City Council and the Wayland Downtown Development Authority (DDA) to promote economic growth and vitality in the downtown. To that end, the Wayland Downtown Façade Improvement Program has been created to encourage business and property owners to improve and maintain building facades as a means to facilitate economic activity and promote a positive image of downtown.

**SOURCE OF FUNDING**

The program is sponsored by the City of Wayland (hereinafter “City”) and the Downtown Development Authority (hereinafter “DDA”.) The source of funding for the program is tax increment financing revenue made available under Michigan Public Act 197 of 1975 and Ordinance No. 119 as adopted by the Wayland City Council in November, 1988. Annual funding allocations for the program are recommended by the DDA for approval by the City Council. The programs described herein are contingent upon availability of budgeted funds and will be awarded on a first-come, first-served basis.

**DESIGN CRITERIA**

***Façade projects shall reflect architectural renderings presented to and approved by the Wayland Main Street Design Committee. Architectural renderings may be completed by an Architect/Builder/Designer secured by the applicant.***

One approach to façade improvement may be considered:

**1. Rehabilitation**

Based on the City’s commitment to encourage historic preservation as documented in the Wayland Downtown Development Authority’s Development and Tax Increment Financing Plan Update dated February 2014 and approved by City Council April 21, 2014 building rehabilitation is encouraged whenever possible to follow the *Secretary of Interior’s Standards for Rehabilitation* .

The surface cleaning of the structures will be undertaken with the gentlest of means possible. Cleaning methods that damage the historic building materials, particularly sandblasting, shall not be undertaken.

**TYPE OF FINANCING AVAILABLE**

Financial assistance is available in the form of a reimbursement to the property owner/applicant after work is completed. A single distribution of funds will occur per applicant once work is complete. Two programs are available:

1. **Paint Only.** The property owner or tenant may be reimbursed for the cost of paint and labor on a 50/50 basis up to a maximum reimbursement of \$3,000. Purchase of paint from a business located within the City of Wayland corporate limits qualifies the applicant for an additional 5% participation from the program, whereas the DDA reimburses applicant 55% of costs up to a maximum reimbursement of \$3,150.

2. **Rehabilitation.** Grants of up to \$20,000 per facade are available for eligible activities. Applicants must provide a minimum twenty percent (20%) match of the total project cost. The minimum grant allowable for any project is \$1,000.

### **ELIGIBLE PROGRAM PROJECTS & REQUIREMENTS**

1. A property must be located within the boundaries of the Main Street district as identified by the ***City of Wayland Michigan Main Street Application of 2010***.
2. The building must meet a basic condition test, which indicates that the property appears to be structurally sound, the roof intact and meets the basic public safety and property maintenance codes. Proposed façade improvements must also comply with all applicable building and zoning codes.
3. Only buildings with retail, commercial, or professional uses consistent with Central Business District land uses as defined in the current City Zoning Ordinance are eligible. Buildings with second-story residential units may be considered if the primary use of the building (on the ground floor) is a permitted use for the Central Business District.
4. Only facades fronting public rights-of-way are eligible for assistance. Highly visible rear and side locations may be considered on a case-by-case basis.
5. Building owners or tenants are eligible. If a tenant applies for assistance, they must provide written proof that the building owner has authorized the proposed improvements and evidence of an executed lease for a term equal to the Façade Improvement Agreement.
6. Property tax and City utility payments must be current. The applicant shall not be in any other default to the City nor involved in any other litigation with the DDA or City.
7. Work must be performed by licensed and insured contractors.

### **ELIGIBLE USES OF PROGRAM FUNDS**

Eligible expenses for projects are limited to the following:

- Painting (as “Paint Only” program project or as part of a larger façade project) –Professional façade cleaning
- Masonry repairs and tuckpointing
- Restoration of exterior finishes and materials
- Exterior lighting
- Awnings (awnings and canopies may be used as a design element if those features are compatible with the original building design and complement the building’s architectural features)
- Doors/Entryways
- Second-floor entryways/exits and exterior stairs for residents
- Window repair/replacement
- Storefront rehabilitation
- Carpentry
- Handicap accessibility
- Non-historic façade removal

### **INELIGIBLE USES OF PROGRAM FUNDS**

Program funds cannot be utilized for the following:

- Refinancing existing debt
- Property acquisition

- Interior improvements
  - Interior furnishings
  - Site plan, building or sign permit fees
  - Property appraisal costs, legal fees, or loan origination fees
  - Permit and inspection fees
  - Roof repairs
  - Labor costs paid to the owner/applicant
  - Expenses incurred prior to approval of application
  - New building construction
  - Purchase of personal property (equipment or machinery)
  - Mechanical and HVAC systems
  - Security Systems
  - Payment of taxes, special assessment, or utility bills
- Routine maintenance that is not part of an eligible façade improvement project

It is not the intent or purpose of the program to subsidize routine building maintenance projects. Rather, the purpose of program assistance is to alter and improve the overall appearance of a building's façade and maintain/restore historic characteristics.

### **PROJECT REVIEW & SELECTION PROCESS**

1. Design Committee members and DDA Staff will work closely with property owners and tenants to determine initial eligibility under program guidelines.
2. Once the initial scope of work has been determined, the applicant will present the project to the Design Committee.
3. The Committee will meet as needed to provide input and make suggestions to alter the scope of work.
4. Once project design is approved by the Design Committee a recommendation will be made to the DDA for funding.
5. The DDA will meet and review Design Committee recommendations for final grant approval. At this time the DDA may accept, decline, or table application if more information or amendments are requested.
6. Upon DDA approval an award letter will be issued along with execution of a Wayland Façade Program Grant Agreement.

### **RIGHTS RESERVED**

The DDA and City reserve the right to reject any and all applications. The specific program guidelines detailed herein are subject to revision or amendment by the DDA and/or Design Committee. The DDA and City may discontinue this program at any time, subject to the availability of program funding. The DDA and the City reserve the right to revise or end these programs at any time and in no way guarantee availability of funding for any specific project at any given time.

### **APPLICATION REQUIREMENTS**

Projects that meet the design guidelines and zoning requirements are selected for funding on a first-come, first-served basis. Applications must be complete to be considered for the program, including an accurate sketch or drawing of the proposed improvements, as well as written construction estimates from qualified contractors and vendors. Funds are limited and must be spent within nine (9) months after application approval. Special considerations may be approved by the DDA Board. Once

funds are exhausted, any remaining applications are kept for consideration when more funds become available.

The following information must be submitted by program applicants on forms provided:

1. Description of proposed use of building after completion of the project
2. Project design plans
3. Timeframe for completion of project, not to exceed 6 months, special considerations may be approved
4. Proof of property and liability insurance
5. Written consent for program participation by property owner, if applicant is a tenant
6. Copies of property deed and leases, if applicable
7. Photographs of buildings before initiation of project; original photographs if available
8. Tax Property Identification Number (PIN)
9. Estimated cost of project to include itemized bids from eligible contractors. (2) quotes are required for each project.

### **APPLICATION & REVIEW PROCESS**

1. Complete a grant application, along with required supporting documentation.
2. The application will receive a preliminary review by DDA staff for completeness and adherence to the program objectives and requirements. If appropriate, the applicant will be notified that the project has been accepted for consideration.
3. The Design Committee will meet and study the proposal. The applicant may be asked to present the project to the Committee. The applicant may be asked to provide additional or clarifying information. The Committee may send the application back to the applicant with requests for modifications.
4. The Design Committee will make a recommendation to the DDA for its acceptance or rejection of a proposal.
5. The DDA will meet and review Design Committee recommendations for final grant approval. At this time the DDA may accept, decline, or table application if more information or amendments are requested. Upon DDA approval an award letter will be issued along with execution of a Wayland Façade Program Grant Agreement.
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### **DISBURSEMENT OF GRANT FUNDS**

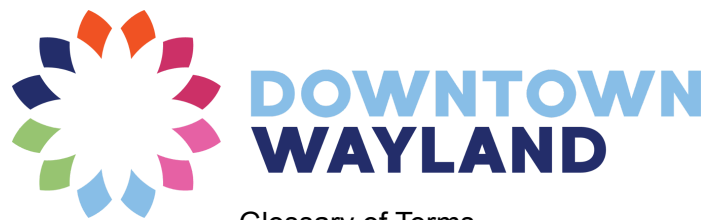
If the grant is awarded, the DDA will **reimburse** applicants for eligible improvements as follows:

- The grant recipient must provide a reimbursement summary page outlining all invoices, expenses, and receipts.
- The grant recipient must submit final invoices from contractors or suppliers marked "Paid in Full" along with copies of the checks made payable to the contractor or supplier.
- The grant recipient must provide copies of Waivers of Lien from all contractors.
- The grant recipient must supply proof that the improvements meet all City of Wayland zoning and code requirements.
- All improvements must be completed within six months of the start of construction or grant approval may be revoked. Special considerations may be approved by the Design Committee.

Any changes in the scope of work must meet administrative approval in advance by DDA staff to be eligible for reimbursement. Staff may require further review by Design Committee based on the extent of changes proposed.

**IMPORTANT: *If façade improvements begin prior to Grant funding approval, an applicant will not be eligible for the Grant.*** Please note that all grant-funded improvements must be permanent and fixed in type and/or nature. Improvements must meet all City of Wayland code requirements including zoning, building and safety codes.

For further information, please contact Holli McPherson, Main Street and DDA Director, via e-mail at [director@downtownwayland.com](mailto:director@downtownwayland.com) or by phone at 269.525.2323.



## Glossary of Terms

Applicant:	The person, company, organization, building owner, or party that completes application to receive funding.
Façade:	The exterior face of a building visible from a public street or alley.
Gentlest Means:	Rule that applies to removing heavy soil or paint from façade after careful testing. Begins with a low-pressure water wash, supplemented, if necessary, with non-ionic detergents and scrubbing with non-metallic brushes. Last method is to use a chemical cleaning process. Abrasive cleaning methods are damaging and are not suitable cleaning techniques for historic buildings.
New Building Construction:	Activities that would change the "footprint" of an existing facility (e.g., relocation of existing exterior walls, roofs, or floors, attachment of fire escapes) is considered new building construction.
Property:	The building/structure for which the façade program is being utilized.
Public Right-of-Way:	Land covered by a public road, alley, or path.
Rehabilitation:	The act or process of making possible a compatible use for a property through repair, alterations, and additions while preserving those portions or features which convey its historical, cultural, or architectural values.
Restoration:	The act or process of accurately depicting the form, features, and character of a property as it appeared at a particular period of time by means of the removal of features from other periods in its history and reconstruction of missing features from the restoration period. The limited and sensitive upgrading of mechanical, electrical, and plumbing systems and other code-required work to make properties functional is appropriate within a restoration project.
Storefront:	The facade of a store; a room or set of rooms facing the street on the ground floor of a commercial building, typically used as a store.
Tuckpointing:	or Repointing, to correct defective mortar joints in masonry. Conditions which may require repointing include: (1) mortar erosion more than 6 mm, (2) crumbling mortar, (3) hairline cracks in the mortar, and (4) cracks between the brick and mortar. To avoid irreparable brick damage, the compressive strength of the repointing mortar should be similar to or weaker than the compressive strength of the original mortar.

*Please contact grant administrator for further clarification and/or to locate appropriate methods and resources for rehabilitating your historic building.*