



## **DOWNTOWN FAÇADE GRANT PROGRAM CITY OF MANITOWOC, WISCONSIN**

### **PURPOSE AND GOALS**

The purpose of the Downtown Façade Grant Program (hereinafter referred to as “Program”) is to stimulate private investment in high-quality exterior building improvements that contribute to the overall strength and historic character of the downtown. The Program will provide financial assistance for the rehabilitation and upgrading of building facades; the goal is to restore the facade back to the building’s original appearance, whenever possible. This Program will be a partnership between the City and building or business owner; improving the individual building façade and downtown area 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 Planning Department (“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 Paul Braun, Deputy City Planner.

Planning Department  
900 Quay Street  
Manitowoc, WI 54220  
[pbraun@manitowoc.org](mailto:pbraun@manitowoc.org)  
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. Mainly Manitowoc or other grant sources); 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 can not 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. The Department reserves the right to make the final determination as to the total City share for each project.

*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**

\$25,000 in program funding is available from the City per 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 Planning 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 can not 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.

### **ELIGIBLE PROPERTIES**

Proposed facade applicants must demonstrate that their project is comprehensive in addressing doors, windows, and other architectural features on the building; a piece meal approach to the building facade will not be eligible. 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 facade. Eligible properties include:

- Properties located in the Program area, (see attached map.)

- Commercial, retail, office or mixed use buildings without residential on the first floor.
- Properties being acquired from a foreclosure, receivership or other legal proceeding.

### **INELIGIBLE PROPERTIES**

- Property not located in the Program area.
- 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.
- Properties with residential on the first floor street level.
- County, State, Federal and other governmental buildings.

### **ELIGIBLE EXPENSES**

The façade project must be consistent with at least one (1) of the following: (i) City façade renderings and design guidelines; (ii) Mainly Manitowoc design guidelines; or (iii) “Secretary of Interior Standards for Rehabilitation. Only renovation work started *after* approval of the project is eligible for reimbursement.

- Repair, reconstruction, and/or replacement, if repair is not possible, of original architectural details.
- Masonry repair.
- Replacement of non-historic doors and/or windows with replacements that resemble the originally designed doors or windows.
- Removal of siding and exterior false facades.
- Rehabilitation or compatible reconstruction of a store front.
- Repair or replacement of the cornice, eave, corbel, dentil molding and other architectural features.
- 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.

### **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.
- Sandblasting of exterior bricks.
- 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.

### **APPLICATION REVIEW - REQUIRED MATERIALS**

A minimum of two (2) competitive written proposals from contractors 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 can not be changed unless authorized by the City.

The Owner is required to acquire architectural renderings for the proposed improvements, as well as necessary permits, licenses and certificates. Applicants may be eligible for free architectural drawings and renderings through the Mainly Manitowoc organization and the Wisconsin Main Street Program. Contact the Mainly Manitowoc office at 920-652-0372 for more information. 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.

Owners may also perform self work on their own building. In this instance, only material costs are eligible under the rebate; the Owner will not be reimbursed for their time while acting as their own contractor. 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.

### **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.
- Final approval of the Project by the Department and Building Inspection Department.
- Photographs of the finished project.



## Manitowoc Downtown Façade Grant Program

Contact: City of Manitowoc  
Planning Department  
900 Quay Street  
Manitowoc, WI 54220-4543  
920-686-6930 phone  
pbraun@manitowoc.org

### 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