

CLARKSBURG URBAN
RENEWAL AUTHORITY

THIRD AMENDED AND
RESTATED POLICY AND
GUIDELINES

DOWNTOWN EXTERIOR
FAÇADE IMPROVEMENT
GRANT PROGRAM

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A. INTRODUCTION

To facilitate the continued restoration and rehabilitation of the Facades, as hereinafter defined, of certain buildings in the City of Clarksburg, the URA considers it necessary to amend and restate the policy and guidelines for grants for the purpose of faced restoration and rehabilitation (the “Program”). The Program will provide financial assistance through grants to the Owners and the Tenants, as hereinafter defined, of any Property, as hereinafter defined.

All properties within the city of Clarksburg’s corporate limits shall be eligible for participation in the Program, with the exception of those parcels with access or frontage along, Emily Drive or Tolley Drive.

B. PROGRAM PURPOSE

1. The Program is intended to enhance the appearance of the Designated Area and encourage new businesses by providing a grant for Owners and Tenants, as hereinafter defined, to invest in their properties through restoration and rehabilitation of building Facades.
2. The emphasis of the Program will be for the URA to work together with Owners and Tenants to restore and rehabilitate building Facades.
3. Restoration and rehabilitation work may include, but need not include, enhancing the existing architectural features of building Facades in the Designated Area.
4. The Program will help to create a cleaner and more attractive environment that encourages new businesses to locate in the Designated Area.
5. The Program is intended to leverage other private to public investment in improvements to buildings in the Designated Area.

C. REHABILITATION STANDARDS AND DESIGN GUIDELINES

All façade restoration and rehabilitation projects shall comply with any applicable codes and ordinances of the City of Clarksburg, the State of West Virginia and/or the federal government. The following guidelines for façade restoration and rehabilitation are also presented as guidance for the Program:

1. Reasonable effort should be made to preserve the distinguishing original qualities or character of a façade and building. The removal or alteration of any historic material or distinctive architectural features should be avoided when possible.
2. Reasonable effort should be made to preserve distinctive stylistic features or examples of skilled craftsmanship which characterize a Façade and building.
3. Reasonable efforts should be made to repair, rather than replace, deteriorated distinctive architectural features whenever possible. In the event replacement is necessary, in so far

as reasonably possible, new materials should match the material being replaced in composition, design, color, texture and other visual qualities.

4. Contemporary design for alterations and additions to existing Facades and buildings should be compatible with the size, scale, color, material and character of the existing Façade and building.
5. Paint colors should be compatible with the original character of the Façade and building and should highlight the architectural features.
6. Signs should be surface mounted or structurally mounted to the Façade and of appropriate scale and color for the Façade building.

D. ELIGIBILITY OF APPLICANTS

1. OWNER: Any person, irrespective of race, color, religion, age, national origin, sex, ancestry, blindness, handicap or disability and any corporation, partnership, limited liability company or other legal entity may be eligible for assistance, if:
 - a. the Façade proposed for restoration and rehabilitation is located within the Designated Area;
 - b. the proposed restoration or rehabilitation furthers the purposes of the Program;
 - c. the applicant is current in payment of all business and occupation taxes, fire service fees and any other sums owed to the City of Clarksburg; and
 - d. the applicant holds a current business/registration license issued by the City of Clarksburg.
2. TENANT: Any person, irrespective of race, color, religion, age, national origin, sex, ancestry, blindness, handicap or disability and any corporation, partnership, limited liability company or other legal entity may be eligible for assistance, if:
 - a. the requirements of the Owner are met; and
 - b. the applicant has legally binding permission from the Owner to undertake the Façade restoration or rehabilitation.
3. PROPERTY: Any Building or structure is eligible for assistance if:
 - a. it is located within the Designated Area;
 - b. the proposed uses are compatible with the Program; and
 - c. the ownership qualifies as eligible.
4. Applicants may submit one application every fiscal year per business address.

E. ELIGIBLE ACTIVITIES

The following improvements including labor, materials, and surface preparations, that are visible from, and facing a public right-of-way are eligible for funding under this program:

- Repairing street facing facade siding material.

- Painting street facing façade siding material.
- Repairing window trim.
- Painting window trim.
- Repairing window glazing.
- Replacing window glazing.
- Repointing of brick and block mortar.
- Repairing exterior doors, doorway posts and/or lintel.
- Painting exterior doors, doorway posts and/or lintel.
- Installation of exterior lighting attached to the façade.
- Installation of mounted or projected signage attached to the façade.
- Visible architectural or decorative building features including integrated security features.

The following improvements are not permitted for reimbursement:

- Security Cameras.
- Public art/murals.
- Projects that are limited to only façade cleaning activities.
- Improvements to structures that after completion of construction will remain vacant, condemned, or will be used for personal storage or warehousing.
- Improvements to structures that are not planned to be used for publicly accessible commercial activities.

F. PROGRAM FUNDING

The City of Clarksburg will fund the Program with an annual appropriation to the URA in the City of Clarksburg budget. Funding for all projects under the Program is contingent upon annual appropriations to the URA by the City of Clarksburg.

G. GRANT AMOUNTS

1. The maximum grant amount per application for façade restoration and/or rehabilitation shall be ninety percent (90%) of the total cost of the project to a maximum grant amount of five-thousand dollars (\$5,000.00), for applications from Owners.
2. The maximum grant amount per application for façade restoration and/or rehabilitation shall be ninety percent (90%) of the total cost of the project to a maximum grant amount of two-thousand five-hundred dollars (\$2,500.00), for applications from Tenants.
3. If an Owner or Tenant proposes to perform the Facade improvements himself, herself, or itself, rather than engage an independent contractor to perform the Façade improvements, the grant amount will be calculated upon the cost of materials only.

H. APPLICATION PROCESS

1. Program applications shall be submitted to the Economic and Community Development Director on a form to be provide by the URA which may include, but shall not be limited to, a description of the Façade restoration or rehabilitation project, plans and specifications for the project, at least two (2) itemized cost estimate for the project and a certification that the applicant can and will contribute the required match of the project cost. City of Clarksburg staff will provide the necessary assistance and Program administration for the URA.
2. All grant applications submitted shall be reviewed by the City of Clarksburg staff for compliance with the Program requirements. Additional information and physical property inspection may be requested from applicants.
3. The Urban Renewal Authority reserves the right to approve, partially approve, or disapprove any application and funding award amounts.

I. GRANT DOCUMENTATION

The documentation for the Program grants may include, but shall not be limited to, the following:

1. Grant Agreement between the URA and the applicant;
2. Certification and/or other evidence of the applicant's ability to provide the portion of the project cost not covered by the grant;
3. Such additional documentation as the URA may request, including, without limitation, and additional estimate or estimates.

All documents shall be subject to approval by the URA and its attorney.

J. ADMINISTRATION

1. The Program will be administered on behalf of the URA by the Economic and Community Development Director and the Director of Finance.
2. The City of Clarksburg staff will prepare and application and other forms to be approved by the URA and utilized in the Program.
3. Prior to submitting the application, the Owner or Tenant will obtain at least two (2) itemized estimates to perform the proposed improvements. The City of Clarksburg staff will review the estimate or estimates, the application, and the finance information, if any, submitted by the applicant.
4. Upon receipt of an application, the City of Clarksburg staff will inspect property imaging which is subject of the application, may recommend Façade improvements and may meet with the applicant's architect and/or contractor, if any, concerning the proposed improvements.

5. After the URA has reviewed and approved an application, a Grant Agreement between the URA and the applicant will be signed. The URA shall have no obligation to fund a Program grant until a Grant Agreement has been signed.
6. A final inspection of the work shall be made by the City of Clarksburg staff before payment of a grant will be issued.
7. All work on a project must be commenced and completed within one-hundred twenty (120) days after the Grant Agreement is signed. Extensions may only be granted with the approval of the URA.

K. GENERAL

The URA may amend these guidelines from time to time as determined by the URA.