

*TOOELE DOWNTOWN  
DEVELOPMENT ALLIANCE*

## **FACADE, SIGN AND AWNING IMPROVEMENT GRANT PROGRAM**

### **Introduction**

Tooele City is undertaking an ambitious downtown renewal plan in an effort to draw more people back to the Main Street Business District (Downtown Overlay). The appearance of the downtown structures will factor heavily into the success of the downtown renewal effort. Currently, the downtown has been distinguished by the charm of its buildings and pedestrian scale. Unfortunately, many of these structures have unmet maintenance needs that are hastening the decline of their facades.

Tooele City Facade, Sign and Awning Improvement Grant Program seeks to address the maintenance and rehabilitation needs of building facades in the Main Street Business District by offering 50/50 matching grants to interested, qualified building and business owners. The Tooele Downtown Development Alliance (TDDA) Committee will administer the grant program.



The Mayor and City Council believe this program is in the public interest and that the City has a responsibility to preserve and protect the unique local resources found in the historic Main Street Business District. The Mayor and City Council also believe that by investing public resources in the downtown, more private entities will find the downtown to be an attractive place to invest.

### **Financing Terms**

Grants may be awarded for up to 50 percent of the total cost of a qualified facade rehabilitation, repair or restoration project, with a maximum grant award of \$10,000 and \$2,000 for sign or awnings. The annual budget for this program is \$80,000.00.

The applicant must match the grant with cash. “Sweat equity” labor provided by the applicant, the owner, or any other non-skilled laborer cannot be charged against this grant.

Grants will be awarded on a reimbursement basis only after the applicant demonstrates full compliance with the grant award.

Each eligible facade, sign or awning improvement may be phased over two fiscal years in order to maximize grant assistance. Each phase shall involve facade, sign or awning improvements not included in any other phase of the project. Reimbursement may then be approved for each phase.

This grant may be treated as income subject to Federal Income Tax provisions. Tooele City is not liable for any tax implications resulting from the grant. Applicants should consult a tax advisor for clarification.

### **Eligible Improvements**

The Facade, Sign and Awning Improvement Grant Program seeks to encourage facade improvements ranging from minor projects to complete facade renovation. The Grant Program will not fund projects that constitute routine maintenance.

The following list illustrates the types of projects that may be funded by this grant program.

1. All exterior walls of building, with priority given to street-facing facades.
2. Exterior renovation, restoration, or reconstruction, including but not limited to the following:
  - a. Facade washing/Brick cleaning
  - b. Removal of historically inappropriate materials from facades
  - c. Sign repair if sign is integral to building facade
  - d. New signs if the proposed sign is a high-quality representation of signs displayed in the historic era generally found in Downtown Tooele
  - e. Lighting
  - f. Awnings/canopies
  - g. Window restoration and replacement
  - h. Painting
  - i. Door replacement
  - j. Restoration of original architectural features
  - k. Window display area remodeling
  - l. Exterior lighting
  - m. Parapet repair
3. Architectural design fees up to \$1,000, on a reimbursement basis, upon project completion.
4. Landscaping immediately adjacent to the building.
5. Exterior improvements must comply with City ordinances.

Grants will not be awarded for projects that may damage to the building facade. Specifically, sandblasting of brick will not be funded under the program nor will the program participate in projects that include sandblasting of brick. In general, grant funds may not be used for improvements completed or in progress prior to notification of grant approval; however, the Committee may waive this requirement on a case-by-case basis.

Restoration projects that accurately replicate historic architectural elements shall be given funding priority. Preference will be given to structures of architectural or historic significance as determined by the TDDA. Properties lacking architectural or historic significance may be deemed eligible for the program if proposed changes will create a facade typical of the architectural periods predominantly represented in downtown Tooele.

Grant funds will be disbursed only upon completion of the project and submission of lien waivers from all laborers and material suppliers.

Exterior improvements must comply with Tooele City Downtown Overlay guidelines set forth in Section 7-16-2 (7) of the code and with all other applicable City codes and regulations.

### **Eligible Participants**

Owners and tenants (with permission from the building owner) of commercial or mixed commercial-residential property located in the Main Street District may apply for funds. Tenants must have at least a two-year lease at the location in order to qualify for the grant program.

Commercial buildings are those buildings with commercial uses on the first floor. Residential uses are allowed above the main floor.

Only structurally sound buildings with safely functioning mechanical/electrical/plumbing systems will be considered for grants. In addition, building Owner must show evidence of insurance on the property and name the City an additional insured to the extent of any grant funds awarded.

### **Additional Grant Provisions**

Neither the City nor the members of the TDDA are liable for damage to the building or personal injury that occurs during the project. All contractors and subcontractors used for work funded by this grant must be licensed if required by law and must be able to demonstrate qualifications.

No City officer, employee, spouse, or dependent of the same shall be interested directly or indirectly in any facade grant.

No grant funds shall be assigned or pledged to any third party, nor be used for any purpose other than reimbursement of project costs as approved by the Design Committee.

No grant recipient may engage in unlawful discrimination nor contract with any person or entity that engages in unlawful discrimination, as defined by the Tooele Human Rights Ordinance.

The successful applicant agrees to maintain the property and improvements, including, but not limited to, promptly removing graffiti, sweeping and shoveling in front of the property. The applicant agrees to return a pro-rated amount of the grant money received if the sign or awning improvement is removed within two years.

### **Grant Approval Process**

1. The applicant must submit a Facade, Sign or Awning Improvement Grant application to the City.
2. City staff will review the application with the applicant and will then forward the application with a recommendation regarding the grant to members of the TDDA before the Committee's next regularly scheduled meeting.
3. Applications shall include an inspection of the site by a licensed architect or structural engineer to verify that the building is structurally sound and that all major building systems, such as electric, HVAC, fire protection, and plumbing, are functioning safely. All code deficiencies shall be noted.
4. The TDDA will review the application at its next regularly scheduled meeting. The commissioners will attempt to act upon the grant request at this meeting; however, the Commission may request additional information from the applicant or delay final action on the grant request for other reasons. The commission will not approve a specific grant amount until it has seen at least two bids from qualified contractors. Grant funding will be based on the lowest reasonable bid from a qualified contractor. The applicant may use a higher bidder, however, the grant award will not cover the additional expense.
5. After the Commission approves the application, the TDDA chairperson in writing must approve all change orders. If the applicant at any time deviates from the requirements set out by the review committee and fails to obtain a valid approval for such deviations, the grant will no longer be available. If, during the course of the project, unforeseen difficulties increase the cost of the project, the applicant may seek expedited review of a request for additional funds as long as the applicant has not already received the maximum grant amount available. The TDDA commission chairperson and a City staff representative will conduct the expedited review.
6. The applicant may not serve as his or her own contractor except in those instances where the applicant is an owner or partner in a company regularly doing business as a building contractor and

in the opinion of the TDDA has the capacity and skill to complete the proposed improvements.

7. The applicant must also obtain a letter of approval from the TDDA prior to starting the project; however, it is not necessary that the letter be obtained prior to filing an application for a Facade, Sign or Awning Grant.
8. Necessary building or sign permits must be obtained before work begins. Questions regarding building or sign permits should be directed to Tooele City Community Development Department.
9. Prior to the release of any grant funds, the applicant must submit to the City lien waivers and a project completion report, including copies of all bills, receipts, and cancelled checks associated with the project, and proof of the payment of prevailing wages. In addition, such report shall include evidence that such project for which the grant was awarded is 100% complete. The building inspector shall make a final on-site inspection of such completed project prior to the release of any grant funds for such project. In addition, a subcommittee of the design commission must also inspect and approve of the project upon completion prior to the release of grant funds.
10. The TDDA may consider multiple grant requests pertaining to one site provided that the specific projects are sufficiently distinct and separate. However, only two grants may be given to one building in one year.
11. The TDDA reserves the right to deny any grant application or make changes in conditions of the Facade, Sign or Awning Improvement Program as warranted.
12. Recipients of any facade grant funds must agree to observe all applicable federal, state, and local laws pertaining to the use of grant funds.
13. Projects must be completed in accordance with the procedures set forth in this document within one year from the date of the TDDA meeting in which the grant was awarded or grant approval will automatically be revoked. The Commission reserves the right to allow a reasonable extension of time upon receiving a written request from the applicant to do so.
14. The TDDA reserves the right to prioritize the applications on the basis of the location of the project, the extent of the work, the level of private funding and the relative impact of the proposed improvements on the area. In addition, the Commission reserves the right to reject any applications regardless of the availability of funds or compliance with the Main Street design ordinance.

## **Media Release**

With the submittal of an application for a Facade, Sign or Awning Improvement Grant, the applicant gives permission to notify the media regarding the award of these grants. The applicant acknowledges that representatives from either the TDDA or Tooele City RDA may provide the media with photographs of the applicant and the project completed with grant funds.

Submit completed applications to:  
RDA/Economic Development  
90 North Main St.  
Tooele, UT 84074  
(435) 843-2103

Address all questions to Brian Berndt, Economic Development, at (435) 843-2103 or via email at [brianb@tooelecity.org](mailto:brianb@tooelecity.org)