



17 E. Main Street, Plano, Illinois 60545, Phone 630-552-8275, Fax 630-552-8292

FAÇADE IMPROVEMENT PROGRAM

Description:

The City of Plano, in its continuing effort to support the development of businesses within the City, has created a Facade Improvement Program for all commercial building owners, or business owners with building owner authorization, within the Downtown and Rt. 34 Corridor Business Districts. The Facade Improvement Program will serve to create a more inviting character for the businesses of Plano. The following outlines the details of Plano's Facade Improvement Program.

What is a Facade Improvement Program?

The City of Plano wishes to encourage and support building and business owner investment in the upgrade of their existing building storefront. The Facade Improvement Program is a program whereby the City will provide a 50% matching grant to commercial building owners, or business owners with building owner authorization, who construct eligible improvements to the facades of their buildings. The City will match dollar-for-dollar an owner's investment in eligible improvements to the appearance of their building's facade up to a maximum amount of \$5,000. The commercial building owners, or business owners with building owner authorization, who will fund the majority of the improvements must apply for and be approved in order to receive the 50% matching grant. The following provides the program's criteria for eligibility and the approval process.

Eligible Properties and Applicants:

All commercial building owners, or business owners with building owner authorization, within the Downtown and Rt. 34 Corridor Business District are eligible for the Facade Improvement Program. Only improvements to facades visible from a public right-of-way are eligible for funding. Any building with a zoning or building code violation or any owner who owes the city any delinquent funds is not eligible for the program. Any commercial building owner, or business owner with building owner authorization (hereinafter the Applicant), may apply for the grant. Home-based businesses are not eligible.



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Eligible Improvements:

An Applicant who is undertaking an improvement project that includes a portion of the eligible improvements may apply for the matching grant, but only the improvements identified below will be eligible for funding. The following improvements are eligible to receive funding through the program:

- Exterior Doors
- Windows and Window frames
- Shutters and Awnings Exterior Lighting
- Exterior Brick Cleaning
- Tuck Pointing
- Exterior Painting
- Streetscape Elements, Hardscape Wall Facade Repair & Treatment
- Original Architectural Features repair or replacement Signage Repair or Replacement
- Roofs visible from the Street
- Stairs, Porches, Railings*
- Improvements for ADA compliance*

* = Design Assistance Grant-eligible

Ineligible Projects:

The Facade Improvement Program will not provide funds for working capital, debt refinancing, equipment/inventory acquisition, application fees, permit fees, legal fees, plumbing repair/improvements, HVAC repair/improvements, parking lot resurfacing, or interior remodeling.

Administration:

Any commercial building owner, or business owner with building owner authorization, within the Downtown and Rt. 34 Corridor Business District who wishes to apply for a Facade Improvement Program matching grant can obtain a Facade Improvement Grant Application at the Plano City Hall or on the city website (www.cityofplanoil.org). The Plano City Administrator will review the completed application for accuracy and assist the applicant to determine if the application meets the requirements for funding.



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If the application is determined to meet the requirements of the program, the application will be delivered to Plano City Council for review/approval. If the applicant wishes to challenge the determination by the City Council, the applicant can request an appeal of the decision to the Design Review Board. The Design Review Board consists of the City Mayor, the Director of Building and Zoning, and a Community Development Committee member. The Design Review Board shall consider the application and determine eligibility, and all decisions regarding eligibility of an applicant are final.

If the application receives City Council approval, the applicant must enter into an agreement with the City. The façade Improvement Grant Agreement stipulates that the improvements must be completed within 180 days of approval. The applicant can apply for an extension due to extenuating circumstances. Matching grant funds will only be disseminated to the applicant once the construction of the approved improvements has been completed and has been inspected by the City Building Department. Matching grant funds will be disseminated to the applicant within 45 days of the submittal of paid receipts for the completed project and a passing inspection.

If grant funding for a current funding cycle is not sufficient for the amount requested, applicants may re-apply for a grant in the next cycle when funds become available.

Architectural Assistance:

If a building or business owner wishes to improve their façade but is unsure about the appropriate style of improvements needed, the applicant can apply for a Design Assistance Grant. The Design Assistance Grant must be utilized for enlisting a licensed architect in the redesign of the building façade. The Design Assistance Grant is a dollar-for-dollar match of the applicant's architectural design fees up to 20% of the façade improvement grant funds applied for, totaling no more than \$500. Design assistance grant funds will only be provided if the City Council approves the Façade Improvement Grant application.

Review of Proposals:

Every project will be evaluated for the value of its aesthetic improvement to the business and surrounding commercial area, the extent/scope of work proposed, and its potential economic impact on the business community. Every project will also be evaluated by the Director of



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Building and Zoning to ensure that it meets all permit requirements. The review will consider the following aspects for its proposal review:

- Adherence to the design guidelines of the Plano City Center and Comprehensive Plans for businesses within the area encompassed by the City Center Plan. For businesses outside of the area designated by the City Center Plan a harmonious integration with the character of surrounding businesses and adherence to the City Comprehensive Plan is required.
- Aesthetic Improvement Value
 - Improvement in overall appearance
 - Impact on block or adjacent businesses
- Extent/Scope of Work Proposed
 - Amount of construction to be conducted
 - Adherence to the design guidelines found in the Plano City Center Plan or future documentation.
- Potential Economic Impact
 - Business occupied or a signed commercial lease
 - Ways it will contribute to the economic vitality of the Downtown or Rt. 34 Corridor Business District.
- Use of building following the project

Submittal:

A grant application and submittal requirements are included with this packet. If you have further questions regarding the Facade Improvement Program or would like to schedule a review, the City of Plano can be reached at 630.552.8275, www.cityofplanoil.org or by mail at 17 E. Main Street, Plano, IL 60545.

Submit the completed Grant Application and submittal requirements to City Hall, 17 E. Main Street, Plano, IL 60545 or via email at clerk@cityofplanoil.org. After a review for accuracy and to determine if the application meets the requirements for funding, anticipate a response from Plano staff within seven (7) business days.



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FACADE IMPROVEMENT GRANT APPLICATION

Please fill out this application and return it with the items listed in the checklist.

Applicant Personal Information:

Name: _____

Mailing Address: _____

Email: _____

Phone: _____

Business name: _____

Property Information:

Address for building for which grant is sought: _____

Property Identification Number(s): _____

Building Owner Information:

Name: _____

Mailing Address: _____

Email: _____

Phone: _____

Federal Tax ID#: _____



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Proposed Improvement(s) - Check all that apply:

- Exterior Doors
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- Shutters and Awnings
- Exterior Lighting
- Exterior Brick Cleaning
- Tuck Pointing
- Exterior Painting
- Streetscape Elements, Hardscape
- Wall Facade Repair & Treatment
- Original Architectural Features repair or replacement
- Signage Repair or Replacement
- Roofs visible from the Street
- Stairs, Porches, Railings*
- Improvements for ADA compliance*
- Other proposed façade improvements (please specify)***

* = Design Assistance Grant-eligible

Please describe the scope of the proposed project below (include a summary of the building's current condition, areas to be improved and how, as well as any proposed materials or colors)



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The following items must be submitted with the Façade Grant Application:

- Completed and signed Façade Grant Application.
- Current Photographs of the property to be improved (entire façade and details).
- Historic photograph of the property to be improved (if available).
- Drawings of proposed improvements (not necessarily architectural renderings, but to scale for a clear understanding of the proposed project).
- Color and material samples if relevant. Material specifications supplied by Manufacturer.
- Correspondence from building owner authorizing façade improvements (if separate from applicant).

\$ _____ Preliminary estimate of cost

\$ _____ Amount of façade grant request (maximum of \$5,000)

YES NO Are you seeking a grant request for architectural design assistance (maximum of \$500)?

I agree to comply with the guidelines and standards of the City of Plano Façade Improvement Program and I understand that this is a voluntary program, under which the City has the right to approve or deny any project or proposal or portions thereof. I further attest that the property tax payments on the indicated building are current and there are no outstanding building code or zoning violations.

Applicant(s) signature: _____

Date: _____

Name (please print): _____

Building Owner signature: _____
(if separate from applicant)

Date: _____

Name (please print): _____



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FACADE IMPROVEMENT GRANT AGREEMENT

THIS AGREEMENT, entered into this _____ day of _____, 20__ between the CITY OF PLANO, Illinois (hereinafter referred to as "CITY") and the following designated OWNER/LESSEE, to witness:

Applicant's Name: _____

Building Owner's Name: _____

Name of Business: _____

Address for building for which grant is sought: _____

Property Identification Number(s): _____

WHEREAS, the City of Plano has established a Facade Improvement Program within the Downtown and Rt. 34 Corridor business district ("District"); and

WHEREAS, said Facade Improvement Program is administered by the CITY and is funded by the City's General Fund for the purposes of improving the appearance and utility of business facades within the District; and

WHEREAS, pursuant to the Facade Improvement Program, the CITY has agreed to participate, subject to its sole discretion, in reimbursing owners/lessees for the cost of eligible improvements to commercial establishments within the District up to a maximum of one-half (1/2) of the approved contract cost of such improvements but no more than \$5,000; and

WHEREAS, the OWNER/LESSEE'S property is located within the City of Plano's area defined "District", and the OWNER/LESSEE desires to participate in the Facade Improvement Program pursuant to the terms and provisions of this Agreement.



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NOW THEREFORE, in consideration of the mutual covenants and agreements obtained herein, the CITY and the OWNER/LESSEE do hereby agree as follows:

SECTION 1.

With respect to the facade improvements to the structural elevation facades visible from a public right-of-way and related improvements, the CITY shall reimburse the OWNER/LESSEE for the cost of improvements to the OWNER/LESSEE'S property at the rate of fifty percent (50%) of such costs up to a maximum amount of \$5,000.

The actual total reimbursement amounts per this Agreement shall not exceed \$ _____ for facade improvements and \$ _____ for architectural fees related to the eligible improvements. The improvement costs, which are eligible for CITY reimbursement, include all labor, materials, equipment, and other contract items necessary for the proper execution of the work as shown on the plans, design drawings, specifications, and estimates approved by the CITY. Such plans, design drawings, specifications, and estimates are attached hereto as EXHIBIT A.

SECTION 2.

No improvement work shall be undertaken until its design has been submitted to and approved by the CITY. Following approval, the OWNER/LESSEE shall contract for the work and shall commence and complete all such work within one hundred eighty days (180) from the date of such approval. The OWNER/LESSEE may request a ninety-day (90) extension provided there is a demonstrated hardship.

SECTION 3.

The City Director of Planning and Zoning shall periodically review the progress of the contractor's work on the facade improvements pursuant to the Agreement. Such inspections shall not replace any required permit inspection by the Building Inspectors. All work which is not in conformance with the approved plans, design drawings, and specifications shall be immediately remedied by the OWNER/LESSEE and deficient or improper work shall be replaced and made to comply with the approved plans, design drawings, and specifications and the terms of this Agreement.



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SECTION 4.

Upon completion of the improvements and upon their final inspection and approval by the City Director of Planning and Zoning, the OWNER/LESSEE shall submit to the CITY a properly executed and notarized contractor statement showing the full cost of the work as well as each separate component amount due to the contractor and each and every subcontractor involved in furnishing labor, materials, or equipment necessary to complete the facade improvement related work. In addition, the OWNER/LESSEE shall submit to the CITY proof of payment of the contract cost pursuant to the contractor's statement and final lien waivers from all contractors and subcontractors. The OWNER/LESSEE shall also submit to the CITY a copy of the architect's statement of fees and proof of payment for professional services for preparation of plans and specifications for the façade improvements (if applicable). The CITY shall, within forty-five days (45) days of receipt of the contractor's statement, proof of payment, and lien waivers, and the architect's statement and proof of payment, issue a check to the OWNER/LESSEE as reimbursement for one-half of the approved construction cost estimate or one-half of the actual construction cost, whichever is less, not to exceed, however, \$5,500.00, subject to the limitations set forth herein.

SECTION 5.

If the OWNER/LESSEE or the OWNER/LESSEE'S contractor fails to complete the improvement work provided for herein in conformity with the approved plans, design drawings, and specifications and the terms of this Agreement, then upon written notice being given by the City Mayor to the OWNER/LESSEE, by certified mail to the address listed above, this Agreement shall terminate and the financial obligation on the part of the CITY shall cease and become null and void.

SECTION 6.

Upon completion of the improvement work pursuant to this Agreement and for a period of four (4) years thereafter, the OWNER/LESSEE shall be responsible for properly maintaining such improvements.



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SECTION 7.

The OWNER/LESSEE releases the CITY from, and covenants and agrees that the CITY shall not be liable for, and covenants and agrees to indemnify and hold harmless the CITY and its officials, officers, employees, and agents from and against any and all losses, claims, damages, liabilities, or expenses, of every conceivable kind, character and nature whatsoever arising out of, resulting from or in any way connected with directly or indirectly with the facade improvement(s), including but not limited to actions arising from the Prevailing Wage Act (820 ILCS 30/0.01 et seq.) The OWNER/LESSEE further covenants and agrees to pay for or reimburse the CITY and its officials, officers, employees, and agents for any and all costs, reasonable attorney's fees, liabilities, or expenses incurred in connection with investigating, defending against or otherwise in connection with any such losses, claims, damages, liabilities, or causes of action. The CITY shall have the right to select legal counsel and to approve any settlement in connection with such losses, claims, damages, liabilities, or causes of action at OWNER/LESSEE's expense. The provisions of this section shall survive the completion of said facade improvement(s).

SECTION 8.

Nothing herein is intended to limit, restrict, or prohibit the OWNER/LESSEE from undertaking any other work in or about the subject premises, which is unrelated to the facade improvement provided for in this Agreement.



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IN WITNESS THEREOF, the parties hereto have executed this Agreement on the date first appearing herein.

OWNER/LESSEE

Applicant(s) signature: _____

Date: _____

Name (please print): _____

Building Owner signature: _____

Date: _____

(if separate from applicant)

Name (please print): _____

Mayor: _____

ATTEST:

City Clerk