

Village of Glenview

# Façade Improvement Program

## Grant Application Packet



**Administered by:**

**Community Development Department**

**2500 East Lake Avenue**

**Glenview, Illinois 60026**

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# VILLAGE OF GLENVIEW

## FAÇADE IMPROVEMENT PROGRAM

### PROGRAM PURPOSE AND OVERVIEW

- Consistent with the Village's Economic Development Strategic Plan adopted in 2021, and in a continuing effort to support the economic vitality of the Village's business community, the Village of Glenview has created a **Façade Improvement Program** for local business and property owners. The purpose of this program is to assist in enhancing the exterior attractiveness of local commercial buildings and streetscapes to maintain quality aesthetics and ensure these properties will attract the highest market interest.
- The Façade Improvement Program operates as a grant reimbursement with the Village **matching 50% of design and improvement costs** for qualified improvements to the façades of buildings or tenant spaces in view of the public or private roadway right-of-way. Program guidelines, qualifications, and terms are described below.
- Reimbursements will be awarded in amounts **between \$2,500 and \$37,500** (50% of total design and improvement costs for projects with a total value of \$5,000 or greater).

### BUSINESS ELIGIBILITY & REQUIREMENTS

- a) Applicants must be either the property owner or the lessee of the subject commercial space. If the applicant is the Lessee, written approval from the property owner must be submitted with the application to participate in the program and consenting to all building modifications.
- b) The building façade must either abut a public or private roadway right-of-way or shall be substantially visible from the public or private roadway right-of-way to be eligible for the program.
- c) Total costs for proposed façade improvements must exceed \$5,000 to participate in the program.
- d) Both existing and new commercial buildings are eligible for grant funding provided new improvements to the façade with costs exceeding \$5,000 are proposed.
- e) Properties with unresolved code enforcement cases will not be eligible to receive grant funding.
- f) Only one grant (either Façade or Tenant Improvement) will be awarded per building or tenant space within any five-year period, although exceptions may be considered on a case-by-case basis for large, multi-tenant buildings given the availability of annual program funds.
- g) Architectural designs which are not eligible for administrative approval by staff must be approved by the Development Adjustments Commission.
- h) The grant agreement between the applicant and the Village must be approved by the Village before any costs requested to be reimbursed are incurred.

## ELIGIBLE IMPROVEMENTS

The following improvements are eligible to receive funding through the program. A building or business owner who is undertaking an improvement project that includes a portion of the eligible improvements may apply for the matching grant, but only the improvements below will be eligible for funding.

### *Improvements Eligible for Façade Grant Funding:*

- Masonry restoration (paint removal, acid cleaning, etc.)
- Exterior painting (full re-paint or change in color)
- Wall façade construction, repair, and treatment
- Historic renovation or architectural feature restoration or replacement
- Exterior demolition associated with new improvements
- New or replacement storefront systems, doors, windows, parapets, coping, and trim
- Awnings & shutters
- Stairs, porches, and railings
- Exterior lighting (excluding fixtures in parking areas)
- Permanent outdoor dining enclosures

### *Ineligible Improvements for Façade Grant Funding:*

- Routine maintenance (touch-up paint, tuckpointing, etc.)
- Roof replacements
- Site improvements, such as parking lots, landscaping, sidewalks, and parking lot lighting)
- Interior improvements (see Tenant Improvement Program)
- Security systems, fire alarms, mechanical equipment, etc.
- Seasonal outdoor dining improvements, planters, fencing, or other non-permanent fixtures
- Any improvements not visible from the public or private roadway right-of-way
- Any improvements that are inconsistent with the current Codes and Design Guidelines

All improvements must comply with all applicable codes and standards of the Village of Glenview, applicable Design Guidelines, and the goals set forth in the Economic Development Strategic Plan and the Municipal Code. The Village must approve any improvements and projected budgets prior to the start of construction. The Applicant must not begin any improvements to the property before the grant is approved by the Community Development Department and all necessary commission design approvals and permits are obtained. Any project costs incurred prior to grant approval will not be eligible for reimbursement.

## ELIGIBLE COSTS

When included within the scope of work for an eligible building façade, costs below are eligible for reimbursement commensurate with the proportion of the work eligible for grant funding:

- Architectural and Engineering Fees (conceptual designs and construction drawings)
- Permits and Fees
- Materials
- Construction Labor

## REVIEW OF PROPOSALS

Grant awards will be determined by the Community Development Director on a first-come, case-by-case basis until the total annually budgeted funds are expended. Applications that are denied can be revised and resubmitted if deficient/disqualifying characteristics can be corrected.

Staff will consider the following criteria to determine whether to issue a grant award for each proposed project:

### 1. Need | (0-10 points)

- a) 10 points will be awarded to projects where the existing façade or elements thereof:
  - have exceeded their useful life and can no longer be regularly maintained in an aesthetic manner;
  - are incompatible to the current/proposed use; and/or
  - are no longer compliant with current Codes, design guidelines, etc.
- b) 5 points will be awarded to projects which are primarily comprised of alterations/modifications (veneer/siding changes, lighting, parapets, awning styles, painting, etc.) to façades which otherwise remain in good repair.
- c) 0 points will be awarded to projects that are being pursued exclusively for branding or rebranding purposes where maintenance issues with existing are not significant.

### 2. Location | (0-10 points)

- a) 10 points will be awarded to projects in the D-D Downtown Development District.
- b) 10 points will be awarded to projects with façades visible from rights-of-way with more than 20,000 daily vehicle trips.
- c) 5 points will be awarded to projects with façades visible from rights-of-way with between 20,000 and 10,000 daily vehicle trips.
- d) 0 points will be awarded to projects with façades visible from rights-of-way with fewer than 10,000 daily vehicle trips.

### 3. Scale | (0-10 points)

- a) 10 points will be awarded to projects including replacement of entire building façades;
- b) 5 points will be awarded to projects including partial façade improvements or combinations of improvements including new entries (door/window storefront systems), parapets, canopies/marquees, and/or accessibility accommodations.
- c) 0 points will be awarded to projects comprised exclusively of minor elements including color changes/painting, awnings, shutters, railings, gooseneck fixtures, etc.;

**4. Building Materials | (0-10 points)**

- a) 10 points will be awarded to projects with façade improvements primarily comprised of masonry, stone, glass, wood, and/or woven awning canvas cloth;
- b) 5 points will be awarded to projects with façade improvements primarily comprised of cementitious siding, ACM panels, faux/composite wood, faux masonry/stone veneers, or projects that are limited in scope to new storefront systems, awnings, permanent outdoor dining enclosures, but do not include changes to existing façade materials; and
- c) 0 points will be awarded to façades primarily comprised of EIFS or aluminum/vinyl siding, or scopes or work limited to repainting of an existing façade.

**5. Community benefit | (0-10 points)**

- a) 10 points will be awarded to projects with qualifying façades in excess of 50 feet.
- b) 10 points will be awarded to projects with qualifying façades less than 50 feet that are within 20 feet of the public or private roadway right-of-way.
- c) 5 points will be awarded to projects which façades less than 50 feet that are between 20 feet and 100 feet from the public or private roadway right-of-way.
- d) 0 points will be awarded to projects which façades less than 50 feet that are greater than 100 feet from the public or private roadway right-of-way.

Projects which will be eligible for a grant award must achieve a minimum combined score of at least half (25) of the 50 available points.

**Please note that the approved grant amount may be less than the maximum, depending on Village program priorities, funding availability, and eligible project expenditures.**

## **GRANT TERMS AND CONDITIONS**

### **1. Grant Funds**

- a) All Façade Improvement Program Grants are subject to the availability of funding, with annual funds available January 1.
- b) Fifty (50) percent of eligible costs related to the approved grant project will be reimbursed up to a maximum of \$37,500 (for projects with total costs in excess of \$75,000).
- c) The Applicant must have a minimum total project cost of \$5,000 to participate in the Program.

### **2. Eligibility**

- a) Applicants must be either the property owner or the lessee of the subject commercial space. If the applicant is the Lessee, written approval from the property owner must be submitted with the application to participate in the program and consenting to all building modifications.
- b) The building façade must either abut a public or private roadway right-of-way or shall be substantially visible from the public or private roadway right-of-way to be eligible for the program.
- c) Only one grant (either Façade or Tenant Improvement) will be awarded per building or tenant space within any five-year period, although exceptions may be considered on a case-by-case basis for large, multi-tenant buildings given the availability of annual program funds.

### **3. Bidding**

- a) At least three (3) written quotes/bids must be obtained. All quotes must be received from contractors who are licensed to work in the State of Illinois and in the Village of Glenview and meet all bonding, insurance, and prevailing wage requirements.
- b) All contractors and subcontractors are required to pay all laborers and workers performing work on the project no less than the prevailing wage in Cook County.
- c) The Village of Glenview must approve the Applicant's chosen contractor(s) prior to the execution of any agreements. The Applicant is responsible for selecting the contractor(s) and executing any corresponding agreement(s); however, the Village will reimburse the Applicant for costs equivalent to fifty percent (50%) of the lowest bid amount.
- d) Any general contractor(s) who is not licensed to work in the Village of Glenview must obtain a contractor's license prior to the start of work. The contractor's license fee is not eligible for grant reimbursement.

### **4. Plan Review**

- a) Where applicable, design approvals relating to architecture, landscaping, lighting, and signage changes within the scope of work must be obtained prior to the start of construction.

- b) Where applicable, grant awardees may be required to attend a Development Adjustments Commission or New Development Commission meeting, depending on the scope of work. A representative from the project is required to attend the meeting and will be required to provide testimony and respond to inquiries from the Commissioners. For certain application types or proposed projects, a recommendation may be forwarded to the Board of Trustees or may be administratively approved by Village staff. For all others, a final decision shall be rendered, or the case may be continued to permit the submission of additional information.

#### **5. Permits, Construction, & Inspections**

- a) After design approval, all necessary permit applications and corresponding documentation, including architectural/construction drawings, must be submitted within ninety (90) days.
- b) All necessary permits must be obtained prior to the start of construction.
- c) Receiving of materials and all improvements which may extend across calendar years must be completed in accordance with invoices for work conducted in different years. Work completed in the same year as the grant award must be documented separately from work begun in the subsequent year. Failure to meet the above-mentioned separation and documentation of invoiced may result in the cancellation of the Village's obligations regarding any past or future costs in connection with the proposed improvements.
- d) Projects must pass all rough and final inspections and receive all necessary approvals for the completed improvements. All final inspections must be approved prior to reimbursement of costs in accordance with the agreement. If no final inspections are required in association with the permit, a final appearance inspection should be requested from the Planning Division.

#### **6. Disbursement of Grant Funds**

- a) The Applicant must pay all contractors and subcontractors for work performed.
- b) Copies of all waivers of lien(s) shall be submitted to the Village for review.
- c) All receipts for payment of invoices related to work associated with the grant must be submitted to the Village within 45 days of completion of the work to facilitate the Village's deadlines for reimbursement.
- d) The applicant may submit a written request for extension for staff consideration.
- e) Failure to meet the above-mentioned deadline will result in the cancellation of the Village's obligations regarding any past or future costs in connection with the proposed improvements.
- f) The Village shall process the reimbursement within 30 days following the completion of the above requirements or as otherwise provided by law.

#### **7. Maintenance Obligation**

- a) Applicant shall maintain the improvements of the property in good condition and in accordance with all State of Illinois and Village of Glenview design criteria and property maintenance codes and standards.
- b) Properties with unresolved code enforcement cases will not be eligible to receive grant funding.

## **PROGRAM STEPS**

### **1. Submit application.**

Applicants must submit a fully executed and signed application, along with all supporting documents. Staff will then review the application and determine eligibility for grant award within thirty (30) days of receipt of complete application. Applications will not be considered until all required documents are submitted. Grant funds are subject to availability at the time of the complete application submittal, and funds will not be awarded or held if an application is submitted without all required documentation.

### **2. Grant approval.**

A letter of award will be sent to the applicant upon project approval. All selected applicants will be required to execute a written agreement with the Village of Glenview, which will establish terms, conditions, and requirements for participation in the program. The agreement must be signed by both the applicant and the Village prior to any project costs being incurred. The Village is not responsible for costs incurred prior to the execution of the agreement.

### **3. Design review process.**

All façade improvement projects must be reviewed for compliance with the Village's Appearance Code. In most instances, appearance at a Development Adjustments Commission meeting is required, although some minor alterations may be eligible for administrative approval by staff. The applicant must obtain a Certificate of Appropriateness prior to the issuance of any permit(s) relating to construction.

### **4. Permitting process.**

All façade improvement projects must go through the standard plan review, permitting, and inspection process. All permit documents, including architectural/construction drawings, must be submitted within ninety (90) days of grant approval. The applicant must obtain all necessary permits prior to the start of construction.

### **5. Final Inspection and completion of work.**

Projects must pass all rough and final inspections and receive all necessary approvals for the completed improvements. All final inspections must be approved prior to reimbursement of costs in accordance with the agreement. If no final inspections are required in association with the permit, a final appearance inspection should be requested from the Planning Division

### **6. Grant reimbursement.**

Once the project has passed inspection, the applicant must submit copies of all invoices, proof of payment, and waivers of lien within 45 days, and no later than February 15 of the following year. Staff will review the documents and, upon completion of all project requirements, facilitate reimbursement with thirty (30) days, or as otherwise provided by law.



## APPLICATION CHECKLIST

The following items **must** be completed in their entirety and submitted together for the project to be considered for grant funding:

- Completed and signed application
- Proof of ownership or lease
- If the applicant is the lessee of the subject commercial space, a written approval from the property owner must be submitted with the application to participate in the program and consenting to all building modifications.
- Current W-9 form
- Photos of the existing exterior of the subject property
- Detailed scope of work
- Detailed estimate of costs
- Executive summary: background information and highlights of proposed project (goals, logistics, project constraints, potential generation of eligible sales tax, etc.)
- Dimensioned, dated, and scaled Site Plan
- Renderings of proposed improvements

**Incomplete application packets may result in a delay of review and, therefore, are subject to the availability of funding remaining at the time of complete application packet submittal.**

## IMPORTANT INFORMATIONAL RESOURCES

Applicants are encouraged to review the below resources to see if their project is in accordance with the Codes, standards, and goals set forth by the Village.

Design Guidebook:

<https://www.glenview.il.us/government/Pages/OrdinancesCodes.aspx>

Downtown Development Code:

<https://www.glenview.il.us/government/Pages/OrdinancesCodes.aspx>

Community Development Webpage:

<https://www.glenview.il.us/government/Pages/Community%20Development.aspx>

## Façade Improvement Program Application

### Project Information

Project Address:

Scope of Work (e.g. Exterior Painting, Window/Door Replacement, Awning Installation, etc.):

Estimated Project Cost: \$

Anticipated Project Start Date:

Anticipated Project Completion Date:

### Property Information

Property Address:

Property Tax Index Number(s) (PIN):

Names of Affected Businesses:

Type of Businesses On-Site:

Number of Businesses On-Site:

Floor Area of Building:

Area of Façade:

Number of Stories in Building:

### Applicant / Contact Person Information (This person will be contacted for all issues related to this permit.)

Name:

Address:

Email:

Primary Phone:

Fax:

### Property Owner Information (if same as "Applicant," write "same as above")

Name:

Address:

Email:

Primary Phone:

Fax:

### Disclosure & Signatures

The information submitted in this Project Application may be used by the Village of Glenview and/or any of its contractors or consultants. By signing below you certify that you are the owner of record of the named property, or that the proposed work has been authorized by the owner of record and that you have been authorized by the owner to make this application as his/her/their authorized agent. You agree to conform to all applicable laws, statutes, ordinances, and codes of this jurisdiction, including those adopted by reference. If the Village issues a permit for the work described in this Project Application, you certify that the Village's Code Enforcement Official or the Code Enforcement Official's authorized representative shall have the authority to enter areas covered by such permit at any reasonable hour to enforce the provisions of the laws, statutes, ordinances, and codes applicable to such permit. I certify that the information and exhibits herewith are true and correct.

Signature of Applicant:

Signature of Property Owner:

