

City of Wood Dale Façade Improvement Program Policy

Thank you for investing in the City of Wood Dale! The Façade Improvement Program provides financial assistance for exterior building and site improvements of eligible properties to enhance form, function and design within the City of Wood Dale.

Specifically, the intent is to reimburse applicants for eligible expenses that contribute to the physical, economic, social and aesthetic well-being of the City.

1. **Eligible Properties:** Properties must either: a) be located in a commercial zoning district, or b) be located in an industrial zoning district abutting a community gateway corridor (Devon, Wood Dale, Mittel, Thorndale North and South, Central, and Route 83). Buildings must be at least 30 years old. Preference is given to properties occupied by a first floor retail business. Properties that contain a non-conforming use are not eligible to apply for funding.
2. **Applicants:** Applicants must either own or lease an eligible property.
3. **Grant Amount:** Only projects with a total construction value (City grant + applicant's share) of \$5,000 or greater will be considered. Applicants may be eligible for a grant award of up to 50% of the total improvement cost, up to a maximum of \$200,000.
4. **Eligible Expenses:** Improvements that qualify for reimbursement include Façade Improvement, Signage, Landscaping, and Other Site Improvements provided that they focus on the street-facing façade and/or areas visible from the public right-of-way.

Façade Improvement

- a. Façade Renovation – painting, refacing the street-facing façade with a new material or changing the appearance of the building through a change in roofline or other means
- b. Entrance Feature – adding or renovating a prominent entry feature
- c. Windows & Doors – replacing, installing or restoring windows (including display, ornamental, upper-story and storm windows) and exterior doors
- d. Architectural Elements – installing, restoring or replacing cornices, parapets, awnings, canopies and/or exterior woodwork (including window trim)

Signage – replacing or installing wall and/or monument signs with a solid base constructed of natural materials that match or complement the primary building on the site, such as brick or stone.

Landscaping – installing new landscaping at the foundation of the building, in the parking lot (landscaped islands), around the perimeter of the parking lot and/or in the parkway; water features may also be considered

Other Site Improvements

- a. Site Lighting – installing or replacing decorative site lighting (wall or ground mounted) and/or accent lighting to highlight architectural features or elements
- b. Fencing – installing or replacing decorative fencing around parking areas, between properties and/or to define pedestrian space
- c. Refuse Screening – installing or replacing an exterior trash enclosure
- d. Access Improvements – modifying site access to consolidate driveways, provide cross access with an adjacent property and/or improve pedestrian movement by providing a sidewalk from the right-of-way to the front entrance or within the site; improving the accessibility of the site to meet ADA requirements

Interior life safety and ADA accessibility improvements are only eligible in conjunction with an exterior façade improvement. Only the portion of costs for demolition that are required to construct the eligible improvements will be considered. Fees related to architectural/engineering drawings, permits and construction management may also be considered for reimbursement.

5. **Ineligible Expenses:** New construction, routine maintenance (such as tuck-pointing, parking lot repair – sealcoating, re-striping, mill and overlay, etc.), general interior remodeling costs, property acquisition, working capital, production equipment, or day-to-day operational expenses (inventory, utilities, taxes, advertising, etc.).
6. **Fees:** There is no application fee associated with the Program. However, if an applicant owes money to the City all accounts must be brought current before entering into a grant agreement. Additionally, the building occupant must have a current Commercial Occupancy Certificate (COC), liquor license, residential rental license, or other City license as applicable.
7. **Evaluation:** The Streetscape Committee will review all applications on an as-needed basis. Proposals shall be evaluated on their visual impact (curb appeal, pedestrian experience and magnitude of improvements), financial impact and property use. An applicant may be required to submit a personal financial statement.

8. Procedural Requirements:

- a. Interested property and business owners should schedule a pre-application meeting with staff to determine the scope of the project and initial compliance with the program policy. No work can commence until a grant agreement is fully executed.
- b. Applicants shall submit a completed application form including proof of ownership/lease and property owner's approval. Applications are available in the Community Development Department and must include:
 - i. Plat of survey with legal description of property;
 - ii. Photos of the existing building and proposed project area/site;
 - iii. Schematic drawings illustrating proposed work, or pictures with project description attached;
 - iv. Project schedule; and
 - v. Cost estimates from at least two contractors.
- c. The Wood Dale Streetscape Committee reviews all complete applications in the order they are received. Applicants will be required to attend a meeting of the Streetscape Committee, typically held the first Monday of each month, at 6:30 p.m. at City Hall. Applicants should be prepared to give a brief presentation introducing the project after which the Committee will assess a score based upon several objective criteria. The score range will determine the maximum grant award the City can contribute. Upon a recommendation from the Streetscape Committee, the application will proceed to the Planning, Zoning, and Building (PZB) Committee and then the City Council for final consideration. If approved, the City Council will authorize the execution of a Façade Improvement Grant Agreement which will list the scope of work for the project and the grant award. The Applicant will be required to obtain proper permits for the project.
- d. The City Council will approve or deny all applications.
- e. If an application is approved:
 - i. The subject property shall pass a life safety inspection;
 - ii. The City and applicant shall enter into a grant agreement;
 - iii. Upon execution of the grant agreement, the applicant shall be required to submit for permits within 45 days. Permits must be secured and paid for within 90 days after grant agreement approval.
 - iv. Work must pass all required final inspections within 365 days of grant agreement approval.
 - v. Upon completion of the Façade Improvements and all required final inspections, the applicant 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 in the work. In addition, the applicant shall submit to the City proof of payment of the contract cost pursuant to the contractor's and the architect's statements and waivers or releases of liens from each contractor and subcontractor.

- f. Grant disbursements will be made in one installment paid upon the City's determination that all of the required construction work for the improvements has been completed and the proper waivers or releases of liens therefor from each contractor and subcontractor have been submitted to the City.
9. **Maintenance:** The applicant, its successors, and/or assigns shall be responsible for properly maintaining the improvements in their finished form and without change or alteration thereto, except as may be approved by the City, for a period of three (3) years from completion.

Façade Improvement Scoring Criteria

CRITERIA	POINTS
Visual Impact	
Improved curb appeal of subject property (replacement of (or change in) façade material, replacement of windows or doors, landscaping, signage, exterior lighting, etc.)	
Excellent	3
Good	2
Fair	1
Poor	0
Improved pedestrian experience (architectural details, awnings/canopies, exterior lighting, sidewalk, ADA improvements, etc.)	
Excellent	3
Good	2
Fair	1
Poor	0
N/A	0
Significant visual improvements (added prominent entry feature, new windows or doors where none currently exist, and/or change in massing/scale that complements the existing corridor)	
Excellent	4
Good	3
Fair	2
Poor	0
N/A	0
Financial Impact	
Leveraging more private investment than required to obtain grant funding	
Yes	3
No	1
Project is part of a larger project that improves both the façade and site	
Yes	3
No	1

Façade Improvement Scoring Criteria

CRITERIA	POINTS
Property Use	
Mixed Use with 1st Floor Retail	4
Retail	4
Restaurant & Entertainment	3
Lodging	3
Office	2
Automotive Service	1

Project funding recommendations will be based on the total points accumulated as follows:

Maximum Grant Award*	Point Total
12.5%	1-5
25.0%	6-10
37.5%	11-15
50.0%	16-20

*Maximum grant award is based on eligible project costs, up to \$200,000.

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Subject Property Address and Description: _____

Property Identification Number (PIN): _____

Applicant Name: _____

Applicant Address: _____

Phone (daytime): (____) _____ (cell/other): (____) _____

Email Address: _____

Property Owner Name & Address (if different from applicant): _____

Property Owner Phone (if different from applicant): (____) _____

Current Tenant(s), Lease Terms, and Description of Business: _____

Proposed Improvements and Costs (check all that apply):

- | | |
|---|-------------------------|
| <input type="checkbox"/> Façade improvements: | Estimated Cost \$ _____ |
| <input type="checkbox"/> Signage: | Estimated Cost \$ _____ |
| <input type="checkbox"/> Landscaping, Decorative Site Lighting, Fencing, Refuse Enclosure and/or Access Improvements: | Estimated Cost \$ _____ |
| <input type="checkbox"/> Interior life safety and/or ADA accessibility improvements: | Estimated Cost \$ _____ |
| <input type="checkbox"/> Professional Services (architect/engineer) | Estimated Cost \$ _____ |
| <input type="checkbox"/> Permit Fees | Estimated Cost \$ _____ |

Estimated Total Cost \$ _____

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Plans/Drawings Prepared by:

Name: _____

Address: _____

Phone: (____) _____

Additional Required Application Documents:

- Proof of ownership or lease
- Current digital photos of all building façades (must be submitted via email)
- Completed IRS Form W-9 Request for Taxpayer Identification Number and Certification
- Description of proposed improvements and timeline for completion
- Detailed contractor cost estimates

Statement of Understanding:

The applicant and property owner (undersigned) agree to comply with the guidelines and procedures of the Façade Improvement Program. Submitting an application does not guarantee funding. Contact Community Development staff prior to completing this application in order to determine the scope of work that could qualify for funding. The City Council has final approval over the funding allocation.

The applicant must enter into a grant agreement with the City and will be required to submit all contractors' waivers of lien prior to reimbursement.

The applicant, owners, and all contractors must comply with all federal and local regulations.

Applicant Signature: _____ Date _____

Property Owner Signature: _____ Date _____

Please return application to:

City of Wood Dale
Community Development Department
404 N. Wood Dale Road
Wood Dale, IL 60191
630-766-5133