



Canal Winchester Old Town Facade Improvement Program

INVESTING IN OUR HISTORIC OLD TOWN

The City of Canal Winchester encourages and supports building and business owner investment in existing buildings in the historic Old Town district. The City has developed an Old Town Facade Improvement Program in order to:

- 1) Directly support the preservation and restoration of the historic integrity of downtown buildings, and
- 2) Retain and attract businesses to strengthen the business potential of Canal Winchester.

Through this program, the Canal Winchester Industry and Commerce Corporation (CWICC) will provide up to 50% reimbursement grant to Canal Winchester business or building owners 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 storefront facade up to a maximum amount of \$7,500 or until funds are exhausted.

The following provides the program's guidelines for eligibility and the approval process.

**50%
Reimbursement
Grants for façade
improvements**

**Grants up to a
maximum of \$7,500
available**

**Applications due by
March 10, 2017 for
first funding round**

**Applications due by
June 30, 2017 for
second funding
round (if available)**



Contact: Lucas Haire
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Old Town Façade Improvement Guidelines

Overview

The Canal Winchester Industry and Commerce Corporation (CWICC) has created an Old Town Façade Improvement Program that is intended to directly stimulate design improvements to buildings in a coordinated fashion, stressing overall compatibility with the historical significance and uniqueness of Canal Winchester's Old Town structures. The appearance of individual buildings, storefronts, signs, alleys, window displays, parking lots and sidewalks establishes the visual character of the downtown and plays a major role in the success of the business district.

The purpose of the façade improvement program is to encourage historically accurate improvements to the commercial facades visible from the public right of way. The program funding, budgeted for \$33,000 in 2017, is intended to provide financial incentives for quality façade developments.

It is also the intent of the program to strengthen the economic viability of downtown Canal Winchester by improving the exterior physical appearances of buildings. The perception of the Old Town area has a significant influence on its economic success. By improving its physical appearance, the downtown will have a much greater potential for attracting and retaining business as well as creating an image of strong economic health and vitality.

Eligibility

Commercial and mixed use structures within the boundaries of the Old Town Area (see map) or "target area" are eligible for funding. Buildings used solely for residential purposes are not eligible. Priority will be given to projects with the highest visibility and impact on public streets.

Applicants for participation in the program must meet the following eligibility criteria:

- Own a commercial or mixed-use building or be a business owner with building owner authorization, located within the target area.
- Must have had no tax delinquencies for the previous three years and must demonstrate evidence of property insurance prior to participation in the program.
- May only receive one grant per building within a three-year period. (May reapply for funding until the maximum award is reached as long as program funds are available.)
- May submit projects only for improvements to facades visible from a public right of way.
- Must have a total project value in excess of \$2,500 or grant request of \$1,250 as the minimum.
- All improvements must comply with standards set forth in the Landmark's Guidelines and all applicable building codes. Improvements to buildings without significant architectural features should be carefully designed and constructed to be in scale with the existing structure. Buildings appearing to have significant architectural features that have been covered or removed are required to, as closely as possible, restore and maintain those features. The use of a qualified architect or design professional with expertise in historic architecture is encouraged, and the cost of architectural fees is an eligible component of the total project cost.

Grant Amount

Grants are available to cover **50% of the total eligible project costs, not to exceed \$7,500.** The applicant must use private, non-City funds to match the City's grant. Grantees will be reimbursed at the conclusion of the project, after certification of project costs and verification of compliance with the approved plans.

Eligible Improvements

- Uncovering and restoration of historical façades
- Removal of inappropriate façade materials
- Removal of obsolete signs and hardware
- Repair of original architectural details
- Replacement and repair of storefront windows with historically accurate storefronts
- Addition of appropriate detailing which leads to a substantially enhanced authentic historical appearance
- Window replacement including window framing (must match original in size, style, material and scale, vinyl windows are not permitted)
- Installation and improvement of signage
- Cleaning, repainting and repair of façade*
- Door repair or replacement – if being taken back to original historical character*
- Shutters when consistent with original historical character
- Installation of decorative lighting and upgrading of existing fixtures on external façades
- Awning replacement (if part of a larger project)
- Fencing and dumpster screening (if part of a larger project)
- Other improvements can be made if they meet the objectives of the program and have prior written approval of the Committee.

*Maintenance projects are not intended to be eligible for grant assistance, however, 50% of the maintenance cost may be used as part of the match for the larger façade improvement project.

Ineligible Improvements (including but not limited to):

- Interior improvements
- Removal of architecturally important features
- New construction and additions
- Routine maintenance
- Labor of the business or building owner
- Sidewalk repairs

- Planting or landscaping
- Projects started prior to an executed agreement
- Residential properties
- Conversion of residential property to a commercial use
- Working capital
- Debt refinancing
- Equipment/inventory acquisition
- Application, permit, and legal fees
- Parking lot resurfacing or repairs

Application Requirements

Participants must agree not to change or alter the improved façade without prior written approval from the CWICC for five (5) years from the date of the final closeout of the application. Within that period the property must maintain compliance with all applicable building codes. The City maintains the right to request any balance of funds be returned if new violations aren't corrected as per order from the Canal Winchester Zoning Officer.

Any commercial building or business owner within the target area who wishes to apply for a façade improvement grant can submit an application to the City of Canal Winchester Development Department. Applications for façade improvement matching grants will be accepted on a first-come, first-served basis. **Only completed applications that include all required submittal documents and information will be accepted.**

Building improvements should:

- Contribute to the pedestrian environment by improving the aesthetic impact of the façade by adding visual interest to the streetscape;
- Provide year-round and permanent impact;
- Be completed in ways that are compatible with the original design of the structure;
- Not shield from public view nor cause the removal of architecturally significant features;
- Contribute to the building's character; and
- Encourage other restoration or redevelopment within the Old Town area.

Decision Criteria

After review, the application will be submitted to the CWICC for their consideration. All decisions by the Committee regarding eligibility of an application are final. If the application receives Committee approval, the applicant must enter into an agreement with CWICC. The Grant Agreement stipulates that the improvements must be constructed within 180 days of approval. Matching grant funds will

only be disbursed to the applicant once construction of the approved improvements has been completed, project costs have been verified, and the improvements have been inspected by City staff.

The CWICC's final decision is not appealable by applicants. The CWICC reserves the right to reduce grant awards if project activities are ineligible or the amount of grant requests exceed available funding.

In the event multiple applications are received at the same time, projects will be ranked, and priority will be given to projects that result in comprehensive restoration or substantial improvement to the exterior of an entire building or façade. The criteria listed below (in no particular order) will be taken into account:

- Instances where an immediate renovation would stop serious deterioration of the building's façade and where historic or architecturally significant features contributing to the building's character are in danger of being lost
- Projects that would restore the historic features of a building
- Projects that would improve the architectural integrity of a building
- Projects that demonstrate the ability to attract people to the target area
- Projects that would result in significant new investment and the creation of jobs in the target area
- Projects involving buildings with vacant or underutilized spaces where the overall marketability of the building would be improved
- Applications that demonstrate the applicant's capacity to complete the project

If grant funding for a current funding cycle is completely distributed, applicants may be placed on a waiting list to be considered for a grant when funds become available.

Summary of the Process

1. Initial Assessment – During the initial discussion, Development Department staff will determine availability of Old Town Façade Improvement Program funding and assess project eligibility.
2. Application – Property/business owner will complete and submit the Old Town Façade Improvement Program Application along with all requested documentation.
3. Site Visit – Development Department staff will conduct a site visit prior to submission to the Committee.
4. Submission – if the application and site visit pass review, the application will be submitted to the CWICC. A meeting will be scheduled, and the applicant must be present at the meeting of the CWICC.

5. CWICC Meeting – the Committee will consider recommending approval of the grant and entering into an agreement.
6. Agreement – if Landmark Commission approval is obtained, the applicant must enter into a project agreement with the CWICC.
7. Project Completion – the property/business owner makes the improvements described in the application, after obtaining appropriate permits, and submits the receipts for completed work to the Development Department.
8. Site Visit 2 – the Development Department staff will visit the site again to inspect the improvements.
9. Reimbursement – the reimbursement (50% of receipts submitted up to the maximum) will be disbursed to the applicant only after work is satisfactorily completed, the applicant provides proof of matching payment, and all requested documentation is approved by the Executive Vice President of the CWICC.
10. Maintenance – the property/business owner commits to maintain the improvement for five years after the award. (All records supporting the costs and components of the program-assisted improvements shall be maintained for a period of 5 years following completion of the agreement period.)

For more information about the Canal Winchester Community Improvement Corporation's and City of Canal Winchester's Old Town Façade Improvement Program or to submit an application, please contact:

LUCAS HAIRE

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Canal Winchester Industry & Commerce Corporation
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Canal Winchester, OH 43110

Phone (direct): 614-837-1894
lhaire@canalwinchesterohio.gov

Canal Winchester Old Town Façade Improvement Application

Please completely fill out this application and return it to the Development Director with the items listed in the checklist on page 3.

Applicant Name: _____ (Owner or Lessee)

(Indicate: Mixed Use Commercial)

Applicant Address: _____

Applicant Phone #: _____ Email: _____

Business Name: _____

Address of building to be improved: _____

Owner Name (if different from Applicant): _____

Owner Address: _____

Owner Phone #: _____ Email: _____

Estimated Total Project Cost \$ _____

Grant Amount Requested \$ _____

Proposed Improvements – Check all that apply:

- Uncovering and restoration of historical façades
- Removal of inappropriate façade materials
- Removal of obsolete signs and hardware
- Repair of original architectural details
- Replacement and repair of storefront windows
- Addition of appropriate detailing which leads to a substantially enhanced authentic historical appearance.
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Please describe the scope of the proposed project below (include a summary of the building's current condition, areas to be improved and methods used; as well as any proposed materials or colors. Also include how this project enhances that architectural integrity of the building):

Please describe how this project will enhance the historic character of the district and increase the marketability and utilization of the building, as well as increase the ability to attract people to the Old Town area.

Please provide an overall detailed description of the project budget including sources of funding. Also include anticipated increases in employment, sales, and/or job creation as a result of this project.

The following items must be submitted with the completed and signed Application:

- Current photographs of the property to be improved (entire façade and details)
- Historical photograph of the property to be improved (if available)
- Drawings or renderings of proposed improvements (drawings do not have to be architectural renderings, but should be to scale so that the Committee can understand the proposed project)
- Color and material samples if relevant (material specifications supplied by manufacturer)
- Preliminary estimate(s) of costs of the proposed improvements.

I/We have read and will comply with the guidelines and standards of the CWICC Old Town Façade Improvements Program.

I understand that this is a voluntary program, under which the CWICC has the right to approve or deny any project or proposal or portions thereof.

By signing and submitting this application, I/We will be bound by the terms and conditions of the grant program.

I/We agree that if the program funding is approved, a Façade Improvement Program Grant Agreement, will be executed and returned to the CWICC.

I/We will obtain all necessary permits required for or in respect to the façade improvements.

I/We will ensure that the improvements will be carried out in accordance with the Canal Winchester Building Code, Canal Winchester Codified Ordinances, Landmarks Commission and all other applicable law.

I/We will provide proof of payment (e.g. paid invoices) relating to the façade improvements.

I/We acknowledge that the completed façade improvements are subject to inspections by the CWICC Façade Improvement Program Committee and the Canal Winchester Landmarks Commission.

I/We affirmatively covenant that the information contained and submitted with this application is complete and correct to the best of my/our knowledge.

Ohio Revised Code Sections 9.66(C)(1) and 2921.13(D)(1) penalties for falsification could result in forfeiture of all current and future economic development assistance benefits as well as a fine of not more than \$1,000 and/or term of imprisonment of not more than six (6) months.

Applicant(s) Signature _____ Date _____

Building Owner's Signature _____ Date _____
(If different from Applicant)

Application Materials Due: March 10, 2017 (or June 30, 2017 if funding is available).

Submit completed applications to: Lucas Haire, CWICC 36 S. High Street Canal Winchester, OH 43110