



Community Development Authority Façade Improvement Program

Non-Refundable fee of \$100 due at time of Application

Introduction:

The Façade Improvement Program has been established by the Mayville Common Council and may be utilized in conjunction with the Community Development Authority's Design Grant Program.

Purpose/Mission:

- To improve the business climate in downtown Mayville and the Central Business District
- To improve the aesthetics along with beautify existing downtown buildings and businesses
- To enhance the quality of life in the Mayville area.

Façade Improvement Program:

Property owners in conjunction with businesses within the Downtown and Central Business District of the City of Mayville are eligible for up to \$5,000 in matching grant funds for improvements to the exterior of their building and improvements visible from the exterior of the building. As a matching grant program, the Community Development Authority will reimburse the property owner for up to 50% of the expense to a maximum grant amount of \$5,000 on a case-by-case basis. All grants will be rewarded to eligible applicants while funds are available. Applicants are eligible for only one grant award per parcel in a 24 month period, unless otherwise approved by the Community Development Authority.

Eligible Applicants:

- Commercial property
- Business property
- Commercial property having a residence
- Residential property
- Non-profit entities (parcel must pay property taxes to the City of Mayville)

within the Downtown or Central Business District of the City of Mayville .

- No application will be reviewed or presented to the Community Development Authority for consideration on behalf of an individual or entity if the grant recipient or landlord (if not the same entity) is delinquent with their City of Mayville Property Taxes or Mayville Utility Bills on any property located within the City.
- Eligible projects must meet the requirements of the Zoning code and design standards identified in the Mayville Municipal Code.
- The building receiving the façade improvement must be structurally sound. If applicable and a building permit is necessary, the building inspector would need to certify the building is sound before receiving the grant.
- No parcel shall receive more than one (1) grant during the 24 month period following the initial grant receipt.

Eligible Activities:

- Downtown and Central Business renovations including but not limited to
 - Signage
 - Awnings
 - Exterior lighting
 - Sand blasting
 - Siding
 - Painting
- Other expenses deemed eligible by the Community Development Authority

Ineligible Activities:

- All interior renovations
- Other expenses deemed ineligible by the Community Development Authority

Process:

1. Applications are distributed and collected by the Community Development Authority at Mayville City Hall, Clerk's Office, 15 South School Street.
 - As there are Code restrictions, it is the applicant's responsibility to receive approval from the City's Building Inspector for all projects prior to submission of the application.

2. Completed applications, along with contractor estimates and letter from mortgage lender, must be submitted no later than the 1st Monday of the month in order to be considered at the Community Development Authority meeting for that month. Applicants must attend the scheduled Community Development Authority meeting. Regular Community Development Authority meetings are held the 4th Wednesday of every month at 6:00 pm, Mayville City Hall, Common Council Chambers.
3. Notification of approval/denial will be provided to the applicant by the Community Development Authority within ten (10) days following the meeting. Note that the project must be approved prior to any of the work taking place.
 - Failure to have prior approval from the Community Development Authority may result in a denial of the funding request for the qualifying project.
4. All projects must be underway within 120 days of grant approval.
5. Appropriate documentation such as invoices, must be submitted to the City Clerk for the fund reimbursement upon completion of the project. All reimbursable expenses must be within 180 days of the grant approval.
6. If the projects are not completed in accordance with the requirements and time schedule identified, then the applicant must reappear to request approval for an extension.
7. Façade Improvement grant recipients must post the Community Development Authority sign in their business window for 60 days following receipt of grant money.

Applications:

- Complete Community Development Authority Façade Improvement Program Application (attached)
- Complete Release of Information letter (attached)
- Submit contractor estimates for proposed project
- Submit letter from mortgage lender (if applicable) documenting good standing

Design Guidelines:

All applicants shall utilize the design standards set forth in the City Guidelines for designing improvements to buildings. These design criteria will be recommended by the Community Development Authority to the Common Council.

- Purpose & Intent:
 - It is the general intent of the Community Development Authority to renovate, preserve and maintain properties within the redevelopment area of the City of Mayville through a process of design review in order to:
 - Encourage urban design excellence
 - Integrate urban design and preservation of Mayville's heritage into the process of redevelopment
 - Enhance the character of the City of Mayville business and residential community
- Applicability:
 - Context: The facility is designed in a manner that is mindful of and complementary to the existing building and natural environment.
 - Harmony: The facility uses materials, forms and colors that serve as unifying elements with the surrounding buildings and natural environment.
 - Compatibility: The facility should be compatible with nearby building architectural scale, color, rhythm and proportions.
 - Building Design: All buildings shall be designed with attention and sensitivity to the historical, architectural and physical context in which they are located.
 - Façade: Façades should exhibit rhythms similar to those found in adjacent structures.
 - Colors: Color selections of exterior surfaces, materials and equipment should not detract from the surrounding area. Neon and florescent tones are prohibited.
 - Awnings: Awnings and canopies are encouraged. If provided, they should be designed as an integral component of the building façade.
 - Signage: Placement of signs shall not be unduly obscure or interfere with sight lines to other properties. Signs should be architecturally compatible and contribute to the character of the area through incorporation of tasteful presentation.
 - Historic Preservation: Preservation of unique historic or architectural landmarks is encouraged.



Community Development Authority Façade Improvement Program Application

Applicant Information:

Name(s): _____

Phone # (cell): _____ (home): _____ (work): _____

Residential Address (street, city, state, zip): _____

Email: _____

Business Information:

Business Name: _____

Business Address: _____

Business Phone #: _____

Type of Business: _____

Check One: _____ Individual _____ Partnership _____ Corporation

Name of Partners/Corporate Officers: _____

Property Owner:

☐ Check if the same as Applicant

Name(s): _____

Phone # (cell): _____ (home): _____ (work): _____

Residential Address (street, city, state, zip): _____

Email: _____

Project Information:

Description of proposed project (attach photographs, project plans or drawings): _____

How does this project meet the purpose/mission of the Façade Improvement Project: _____

Estimated start date: _____ Estimated completion date: _____

Project Budget:

Total Cost: _____

Total Cost requesting from grant: _____

Source of other funding: _____

Applicant(s) signature(s): _____

Date: _____

.....**For Office Use Only**.....

Date received in Clerk's Office: _____

Received by: _____

Date of Next CDA meeting: _____

Community Development Authority

Façade Improvement Program

Release of Information Letter

Date: _____

To:
City of Mayville
City Clerk
15 S. Main St.
PO Box 273
Mayville, WI 53050

To Whom It May Concern:

I hereby authorize the Mayville Community Development Authority (CDA) permission to share all application materials with CDA members who will be reviewing my application. I acknowledge that information provided to the CDA may be released upon request in compliance with the open record requirements and in accordance with the freedom of information act. I acknowledge that I am to attend the CDA meeting in which this request will be reviewed and that the City of Mayville will notify me of that meeting.

Name (print): _____

Signature: _____

Date: _____

CITY OF MAYVILLE

FAÇADE IMPROVEMENT PROGRAM AGREEMENT

All applicants to the City of Mayville (“the City”) Façade Improvement Program (“the program”) agree to the following contractual stipulations as a condition of enrollment in the program. This Agreement modifies the terms of the program Application.

- I. **Funding.** Funds for applicants enrolled in the program are subject to availability. The City may terminate its obligations to pay Applicant in part or in full without notice if the program lacks sufficient funding from the City to pay Applicant.
- II. **Condition Precedent.** Applicants shall complete the facade renovation within one hundred and twenty (120) days of the date the Application is approved by the City.
- III. **Proof.** Applicants must send in the Certificate of Completion, photographic documentation of completed work, and an invoice for work completed within one hundred and twenty (120) days of the date the Application is approved by the City.
- IV. **Release.** Applicant agrees and releases to the City and its agents the right to use photos of Applicant’s improvements in print, visual, and digital media for the City’s promotional purposes, including but not limited to, brochures, advertisements, websites, and social media.
- V. **Incorporation.** This Agreement hereby incorporates all Terms and Conditions set forth in the Application without limitation. This includes but is not limited to the following conditions:
 - a. The Applicant must not be delinquent in property taxes, assessments, or utility bills, including past or current years.
 - b. The façade renovation must meet the specifications identified in the Application, the requirements of the City Zoning Code, and design standards identified in the Mayville Municipal Code.
 - c. Any contractors employed to construct the improvements have been paid in full.
 - d. Program applicants who receive funds from the program are not eligible to apply for additional program funds for a period of twenty-four (24) months after receipt of funds.
- VI. **Maintenance of Improvements and Repayment of Funds.** The Applicant agrees to properly maintain all improvements completed under this Agreement for at least three (3) years after they are completed. If the improvements are removed or allowed to fall into disrepair, the Applicant shall immediately return all funds provided hereunder to the City. The City may, in its discretion, waive the right to return of funds in the event the Applicant goes out of business.
- VII. **Acceptance.** The Applicant agrees that it accepts these terms as a condition of its participation in the program.

X _____ Date: _____

Name: _____

X _____ Date: _____
Program Coordinator

CITY OF MAYVILLE
FAÇADE IMPROVEMENT PROGRAM

CERTIFICATE OF COMPLETION

Applicant Name: _____

Applicant Address: _____

Date of Completion: _____

I certify that on the above date, work was completed on the façade of the property at the above address. I further certify that I have met all program requirements provided by the program Application and program Agreement. Included with this Certificate of Completion are accurate photos documenting the improvements, and a paid invoice for the work completed.

Applicant Signature: _____

Date: _____

Return to:

City of Mayville
Community Development Authority
Façade Improvement Program
15 S. School Street
Mayville, WI 53050