

## Façade Improvement Grant Program Guidelines

The Fort Lupton Urban Renewal Authority (FLURA) Façade Improvement Program (Façade Program) is a competitive grant program meant to encourage property owners and tenants of buildings within eligible portions of Fort Lupton's commercial core (shown on Appendix 1) to make exterior improvements that will revitalize the area and attract customers to shop, dine and do business in Fort Lupton. The Façade Improvement Grant Program Guidelines (Guidelines) are meant to assist applicants with going through the process of applying for a Façade Program Grant and outlining what improvements will be considered.

FLURA reserves the right to amend these Guidelines at any time if it is determined necessary in order to provide more clarity, flexibility or restrictions to the Façade Program.

### Eligibility

The Façade Program is eligible to commercial and residential buildings within the Façade Improvement Program Area (Façade Program Area) identified by the attached map at Appendix 1. An owner or tenant of a building within the Façade Program Area may apply for grant funding. Tenants must provide written approval from the owner of the building to submit a Façade Program Application. Only one application may be submitted by an applicant per grant cycle. An applicant that has an outstanding grant award that has not been completed pursuant to the Application Process described in these Guidelines is ineligible for a new grant award until all outstanding work on any previous grant is complete.

### Grant Funding Available

The applicant must provide a minimum 50% match for any amount awarded. The FLURA Board will make a determination annually on the amount of grant funding available each year. Reimbursements will be made to the applicant provided that the work performed is as approved by FLURA. If changes are necessary, the applicant may provide an explanation of any changes in person at a regular meeting of the FLURA Board. If FLURA approves the changes, then the award amount will continue to be dispersed. Grant disbursements will be as follows:

1. If requested by the applicant, an initial 10% of the award will be provided upon being awarded the grant and execution of a Façade Improvement Grant Agreement with FLURA, and all regulations of the City are met, including obtaining building permits, and receipt of a report of acceptability from the Historic Preservation Board for historically designated buildings.
2. Applicant shall provide receipts of project expenses throughout the project, and FLURA will reimburse those receipts up to 80% amount of the grant award amount.
3. Upon completion of the project, FLURA will provide the remaining balance of the grant award to the applicant. If the applicant did not request previous disbursements, the entire grant will be awarded upon completion of the project. Completion will be determined based upon the procedures set forth under the Application Process section below.

## Eligible and Ineligible Improvements

Only improvements made to building façades visible to the public from the street or sidewalk are eligible. Appendix 2 details what is considered a façade and some elements of a façade that may qualify for a Façade Program Grant.

Prior to submitting a Façade Program Application for improvements to a building that is over fifty years old, the applicant is encouraged to review the Secretary of the Interior's Standards for the Treatment of Historic Properties (the "Standards") located at <https://www.nps.gov/tps/standards/treatment-guidelines-2017.pdf>. Work that substantially conforms to the Standards, where applicable, may be viewed more favorably by the FLURA Board. The design guidelines provided at Appendix 3 provide a visual representation of recommended improvements. However, alterations that are complementary to the Façade Program Area, and particularly attractive, will also be considered.

Eligible improvements include:

- Restoration and cleaning of masonry, including brick, stone and concrete. Power washing is discouraged as a method to clean brick on any building receiving grant funding.
- Repair or replacement of windows. If windows are the original, historic windows, repair is preferred. Where repair is not possible, replacement windows of the same material, size and shape are encouraged.
- Lighting attached to the building that accentuates signage or other significant architectural details of the building. All lighting will be reviewed on a case-by-case basis to ensure it complements the building façade.
- Restoration and repair of original architectural details of the building, such as the cornice and window details.
- Removal of inappropriate façade materials.
- Installation or repair of awnings.
- Repair of doors or replacement of doors where it is found the proposed door complements the building façade.
- Painting. The color should take into consideration the surrounding buildings and character of the Façade Program Area. Painting over brick is discouraged.
- Signage. All signage will be reviewed to ensure that it complements the building and the character of the Façade Program Area. Eligible signage may include projecting signs, storefront signs or restoration of original architectural signs. Generally, signage should not cover distinct architectural features of a building. Initial written approval of the sign from the City must be provided with the grant application.
- Architectural design assistance for an applicant to enlist an architect to provide recommendations on appropriate improvements to the building.

Ineligible improvements include, but are not limited to, improvements that:

- Were started or completed prior to applying for the Façade Program.
- Are not made directly to a façade, such as benches, planters, parking, etc.
- Are not visible from the street or sidewalk.

- Are not found to be complementary to surrounding buildings and neighborhood character or the original character of the building.
- Are made to a historically designated building that have not been issued a report of acceptability by the Fort Lupton Historic Preservation Board.

In addition, building permit fees and other administrative fees that may be required by the City are not eligible for grant funding.

#### Application Process

A pre-application conference with FLURA staff is required prior to submitting a Façade Program Application to discuss the proposed project and any requirements. This conference must be completed at least two weeks prior to the application deadline. To schedule a pre-application conference, contact FLURA staff at 303.857.6694.

Applicants are encouraged to meet with the Fort Lupton Historic Preservation Board prior to submitting their Façade Program Application. Note that changes to the exterior of historically designated buildings must be approved by the Historic Preservation Board prior to beginning work, and approval submitted with the Façade Program Application. Note that this process can take a month or longer, so you should begin this process as soon as possible. For more information on meeting with the Historic Preservation Board, please contact City staff at 303.857.6694 or visit <http://www.fortlupton.org/139/Historic-Preservation-Board>.

All Façade Program Applications must be submitted by no later than April 2, 2019 at 5:00 PM.

Applications may be submitted electronically or in hard-copy format by any one of the following delivery methods:

1. Hand-Delivery. Hand-delivery of Façade Program Applications (either electronic or hard-copy) must be delivered during business hours (Monday – Friday from 8:00 AM – 5:00 PM, excluding holidays) to City Hall at 130 S. McKinley Avenue, Fort Lupton, Colorado so they are received by the deadline date of April 2, 2019 at 5:00 PM. Hand-delivered Applications should be labeled to the attention of the Fort Lupton Urban Renewal Authority.
2. Email. Façade Program Applications may be emailed to [aknutson@fortlupton.org](mailto:aknutson@fortlupton.org) by no later than April 2, 2019 at 5:00 PM. Please enter “Façade Program Application” in the subject line of the email.
3. U.S. Mail. Façade Program Applications may be mailed to:

**Fort Lupton Urban Renewal Authority  
c/o City of Fort Lupton  
130 S. McKinley Avenue  
Fort Lupton, CO 80621**

Mailed Applications must be postmarked on or before April 2, 2019. It is the Applicant’s responsibility to confirm with FLURA staff that the Façade Program Application was received.

The applicant shall submit a fully-completed Façade Program Application, along with the following attachments:

- Proof that a pre-application conference was held with FLURA staff to discuss the project prior to submitting this application. This conference must be take place at least two weeks prior to the application deadline. Contact FLURA staff at 303.857.6694 to schedule this meeting.
- Architectural renderings, site plans and/or other visual representations of the proposed improvements. For paint, a paint sample of the proposed color should be provided.
- Photos of all sides of the building façade that grant funding is being requested for.
- Two estimates from contractors, except that applications for painting a façade do not require a contractor estimate.
- For an application for signage, initial approval from the City of Fort Lupton Building Department must be provided.
- The property owner shall submit proof of ownership of the building.
- For historically designated buildings, a report of acceptability stating the work is approved by the Fort Lupton Historic Preservation Board. Note that the process to receive a report of acceptability can take a month or longer, so you should begin this process as soon as possible.

FLURA staff will review all applications to ensure that it is complete and all required attachments are included. If there are any items missing and the application has been submitted at least one week in advance of the application deadline, staff will inform the applicant of any missing information so they can supplement their application prior to the deadline. If it is determined the Façade Program Application is not complete at the time of the application deadline, or there are attachments missing, the application will not be accepted. The applicant may resubmit a completed application during the next grant cycle.

The FLURA Board will then review all eligible applications at the regular FLURA meeting immediately following the application deadline and will consider projects based on grant award criteria, as further defined below. FLURA will compare the amount of grant funds requested to the amount of available funds, as determined annually by the FLURA Board. Grants will be awarded to the projects at the sole discretion of the FLURA Board. The number of grants awarded will be based upon the funding available.

Note that because applicants are only permitted to submit one application during each grant cycle, that applicants may choose to phase larger projects into smaller, more manageable projects. However, approval of a Façade Program Application does not guarantee that subsequent applications will automatically be awarded.

Final approval is contingent upon the applicant entering into a Facade Improvement Grant Agreement (Agreement) with FLURA, which outlines the terms of the Façade Program and criteria for receiving a grant. The Agreement must be finalized by no later than 30 days following approval of a grant award by FLURA. If it is not finalized within this time, then the grant award will become null and void.

The project must be completed by no later than 180 days after finalizing the Agreement. An extension may be requested if a written request is submitted by the applicant prior to the next FLURA meeting that immediately follows project completion deadline. At the FLURA Board's sole discretion the

extension may or not be granted. If the extension is granted, FLURA will continue to reimburse the applicant for work performed on the project as agreed upon in the Agreement.

At the completion of a project, applicant must schedule a final inspection with designated FLURA staff, and for work requiring a building permit, the City Building Inspector. FLURA staff will provide written confirmation to the FLURA Board that the work has been completed as agreed upon in the Agreement. The Applicant should also submit an invoice to FLURA showing the final project costs. Upon review of these documents, FLURA will issue the final remaining grant award to the applicant after making a determination that the work was indeed completed as agreed.

#### Grant Award Criteria

Preference will be given to projects that have a high visible impact on public streets and for projects that seek to restore architecturally significant features of a building. The following criteria will specifically be taken into account by FLURA when reviewing a Façade Program Application:

- Instances where an immediate renovation would stop serious deterioration of the building's façade, or where 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; where historic features are being removed or altered, whether the improvements have a high degree of aesthetic appeal and are complementary to the surrounding Façade Program Area.
- Projects that demonstrate the ability to attract people to the Façade Program Area.
- Projects that would result in significant new investment and the creation of jobs in the Façade Program 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.

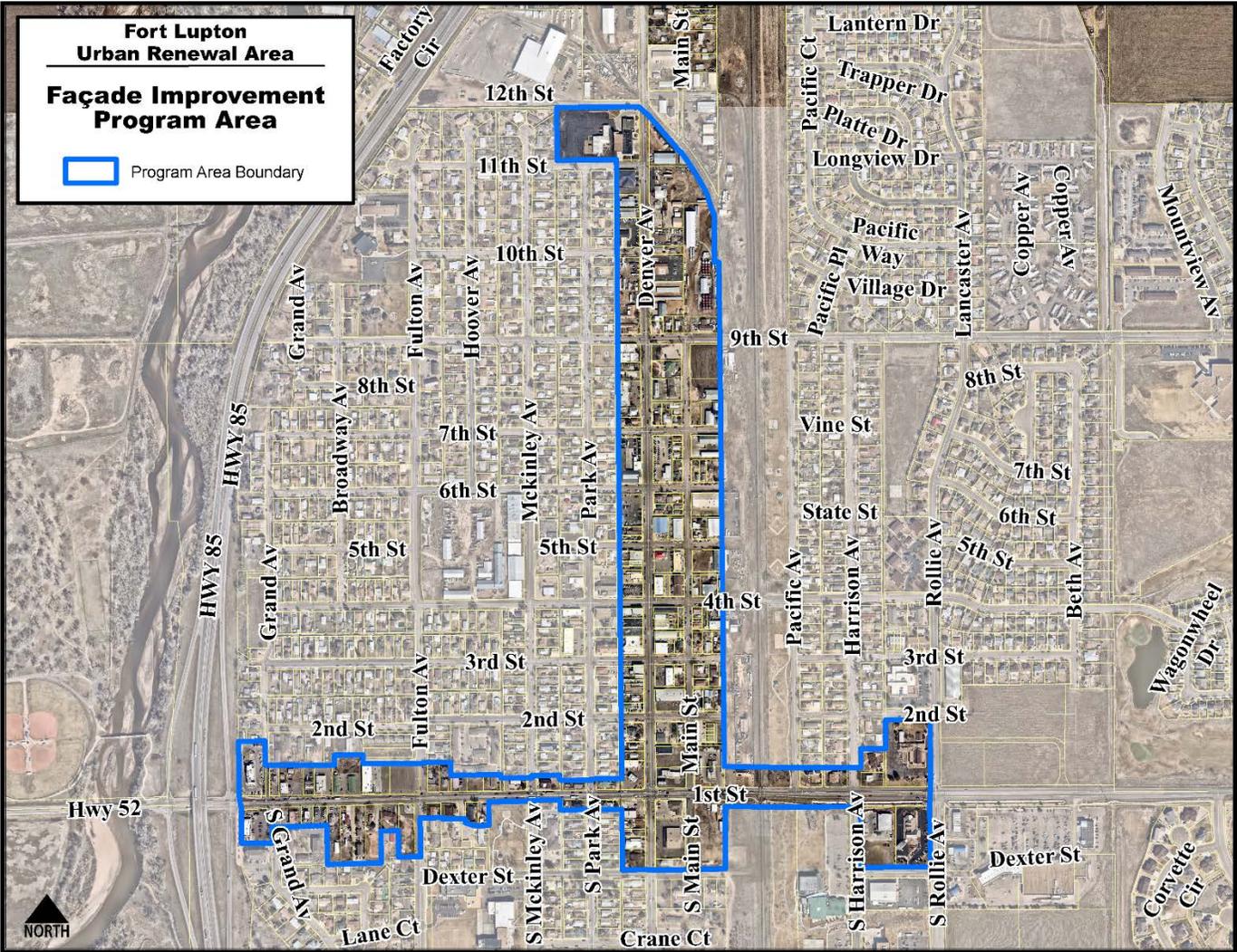
#### Additional Grant Requirements

The applicant shall comply with all applicable provisions of the Fort Lupton Municipal Code and the International Building Codes enforced by the City. By submitting a Façade Program Application, the applicant agrees to allow the City to inspect the building for Code compliance. Applicants shall obtain all required building permits prior to starting work on the project.

Municipal Code violations discovered after the project acceptance will not result in disqualification from the Façade Program, but corrections of such violations shall be incorporated into the project. FLURA retains the right to withhold reimbursements from the applicant until such violations are corrected to the satisfaction of City staff.

**Questions? Contact FLURA at 303.857.6694.**

# Appendix 1 FAÇADE PROGRAM AREA



## Appendix 2 FAÇADE ELEMENTS



## Appendix 3

### FAÇADE IMPROVEMENT RECOMMENDED DESIGN GUIDELINES

