



Town Center Façade Improvement Program

PART 1: GUIDELINES & APPLICATION

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Façade Improvement Program Guidelines

PROGRAM OVERVIEW AND PURPOSE

The purpose of the Town Center Façade Improvement Program is to improve the street-facing exteriors of a building or residential structure that has been re-designated as commercial or office located in the Town Center; and to stimulate revitalization in the Town Center commercial area by addressing deteriorating property conditions. The program's mission is to stimulate revitalization in the oldest commercial area in Queen Creek and generate business activity.

This program is managed and administered by the Town of Queen Creek Economic Development Department with direct input from members of the Economic Development Commission. Annual responsibilities include reviewing the program, gathering feedback from program participants and preparing a program budget and allocation assessment.

ELIGIBILITY CRITERIA



Eligible participants include property owners of commercial buildings within the Town Center and tenants of commercial buildings. A business owner who is leasing space must have written approval from the property owner to participate in the program.

Eligible improvements must contribute to the visual enhancement of the property as viewed from the public right of way. Improvements must be comprehensive and may incorporate several of the acceptable components of the existing façade. Unique exceptions may be considered on an individual basis.

Examples of typical eligible improvements include:

- Exterior painting and façade repair
- Plants and landscaping
- Awnings
- Doors and windows
- Façade and display window lighting
- Demolition of obsolete structures
- Addition of a patio or outdoor space
- Exterior signage (street facing) and parking lots/parking lot striping may be considered as eligible projects based on a complete package. See more about signage below.

“During the first go-around, I got pavers, which I couldn't have afforded on my own, and then I really stepped it up with the landscaping. The funding also paid for one of two commercial-grade glass doors. The second program approval helped offset the cost of the raised-seam metal roof that gave the building the industrial look. Without the facade improvement program, I would have selected a less expensive, standard tile roof.”

Dawson Alverson

QC Accounting

Examples of typical ineligible activities:

- New building construction
- Any interior work
- Roof repairs, except those portions that directly attach to a new or renovated façade
- Any items not allowed by the Town of Queen Creek building code

Guidelines for signs:

Signs should be consistent with the building's architecture and with the neighboring buildings in mind. Signage is an eligible improvement if it is part of a comprehensive façade improvement project. Eligibility will be at the Economic Development Commission's discretion.

Please note the following if signage will be included in your application.

- Prepare a plan showing the location, size and type of sign to be installed.
- Each sign should be sized appropriately and in proportion to the property.
- Coordinate colors and graphics with the overall building colors as well as those of adjacent buildings.
- All signs must conform to zoning regulations and require a sign permit from the Planning Department.
- Preference will be given to monument signage versus wall signage that can easily be transferred from one building to another.

PROGRAM FUNDING

The program will provide participants the opportunity to receive a reimbursement of up to 50% of eligible improvement costs (if approved). The maximum amount for any individual grant award is \$20,000 per individual property owner. The program is subject to available funding as appropriated each year. Projects are currently funded through the Town Center Municipal Fund.

All projects should be permanent to the structure/façade and should remain as part of the property if the building is vacated, sold or applicant moves outside of Town Center.

Funding goals:

1. Encourage high-quality and well-designed exterior improvements
2. Restore or improve architectural elements and interest to the structure
3. Visually improve façades to encourage economic growth in Town Center

Final decisions of financial contributions, amount of grant and eligible projects will be made by the Economic Development Commission. Appeals can be mailed to the Town Manager within 30 days of notification. Applications for the program will be accepted on an as-needed basis.

Who can apply for funding?

Any commercial property/building owner or business owner/tenant with authorization from the owner for improvements may apply for funding. Applicants may apply to the program more than once. However, applicants are not eligible for funding more than twice in any five-year period on the same property, unless ownership of property changes.



Before



After

APPLICATION PROCESS

STEP 1 » Schedule a pre-application information session with Town staff

Applicants are required to attend a pre-application meeting to review the program requirements, application checklist, approval process, etc. and address any questions from the applicant. This meeting should be approximately three to four weeks prior to the submission of the application. Please contact Jennifer Lindley at Jennifer.Lindley@QueenCreek.org or 480-358-3523 to schedule.

STEP 2 » Complete and submit a formal application

Please reference the application checklist (Part 3). Electronic copy of submission materials sent to Jennifer.Lindley@QueenCreek.org

STEP 3 » Application review process

Members of the Economic Development Commission will review each application for completeness, identify appropriate funding for each proposed project and prepare recommendations. Applications will be evaluated on the following criteria:

- a. Total project budget
- b. Design plan
- c. Location within Town Center
- d. Returning facility productive use and/or creation of new uses within the space
- e. Total linear feet of storefront to be improved

STEP 4 » Notice to Proceed

Following approval by the Economic Development Commission, the Town will issue a formal "Notice to Proceed." Any work initiated BEFORE the "Notice to Proceed" will NOT be eligible for reimbursement.

STEP 5 » Secure permits

Following "Notice to Proceed" approval, but prior to work starting, the applicant must secure all required building or development permits.

STEP 6 » Submit copies of bills for reimbursement

The applicant must submit copies of paid bills, canceled checks, contractor lien waivers and receipts to the Town for reimbursement. A receipt plus photos of the completed work will be needed for each reimbursement. The line item within the application that the work applied to should also be referenced.

STEP 7 » Economic development department inspection

Members of the Economic Development Department or Economic Development Commission will inspect the completed project to ensure that work was performed as outlined in application. This inspection does not replace or supersede any additional inspections that may be required by the Town's Building Safety Division.

STEP 8 » Reimbursement

Once all paperwork and inspections have been completed, applicant will be reimbursed up to the approved amount. Work must be completed within six (6) months of the stated start date unless otherwise noted in application.

Town Center Façade Improvement Program

PART 2: APPLICATION & CHECKLIST



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Façade Improvement Program Application & Checklist

Date: _____

PROPERTY INFORMATION

Property address: _____

Year dwelling was constructed: _____

Applicant name: _____

Applicant address: _____

Applicant phone: _____ Applicant email: _____

Business name (if applicable): _____

How long have you been in business (if applicable)? _____

How many employees do you currently have on staff? _____

How many employees do you anticipate adding after improvements? _____

If you plan to hire additional employees, what do you anticipate will be the average wage (annual or hourly) of these positions? _____

PROPERTY OWNER INFORMATION

Property owner name: _____

Property owner address: _____

Property owner phone: _____ Owner email: _____

Is the property currently for sale? _____

PROPERTY OWNER ACKNOWLEDGMENT

I am the property owner of the building address noted in this project application and my address and phone number are noted correctly in this document. I have been informed of the applicant's intention to perform the improvements described in this application, and I hereby authorize the tenant to apply for the proposed improvements.

Property owner signature: _____ Date _____

Property owner phone: _____

APPLICATION NARRATIVE

Proposed project (check all that apply):

Exterior painting and façade repair

Plants and landscaping

Awnings

Doors and windows

Façade and display window lighting

Demolition of obsolete structures

Addition of a patio or outdoor space

Exterior signage (street facing) and parking lots/parking lot striping
(see page 2 for signage requirements)

Other _____

Anticipated start date: _____

Anticipated finish date: _____

Proposed TOTAL project cost: _____

NARRATIVE

Provide a narrative of your proposed project including types of improvements (doors, windows, signage, etc.) and outcomes for the building (how the project will improve your business.) Be as detailed as possible. Attach additional documentation if necessary.

// I want to thank The town for helping make this project happen. I found it easy to work with Queen Creek. A small amount of paperwork, a few emails, and a meeting—not difficult at all. We have a renewed look to fit in with the upgrades the Town of Queen Creek is doing. We get compliments frequently. **//**

Dr. Wayne Christensen

Queen Creek Back Care

Signature: _____

Business owner's name: _____ Date: _____

BUDGET

Provide a detailed budget of all construction, rehabilitation and improvements, including types of materials and colors (attach final bids documents, photos, drawings and color samples). Include breakdown of all approximate costs associated with each line item. This may be attached as a supplemental document.

APPLICATION CHECKLIST

With this application, I have included or completed the following:

Please email electronic copy of the completed application to Jennifer Lindley at Jennifer.lindley@queencreek.org.

1. Pre-application information meeting.
2. Completed application (including a narrative of proposed work and budget).
3. Site plan drawn to scale including landscape placement, design plan (conceptual), location within Town Center and total linear feet of storefront to be improved.
4. Altered property rehabilitation plans drawn to scale.
5. Photographs of the existing condition.
6. Estimated total project costs including at least three (3) bids/quotes for each project element above \$5,000. Bids are subject to review and additional bids may be requested.
7. Paint chips/samples/materials (if work includes painting of buildings, doors, awnings, etc.).
8. If application includes a sign, a plan showing the location, size, material and type of signs you want to install.

DISCLAIMERS AND SIGNATURES

I understand that all improvements are subject to obtaining the appropriate permits for the project.

INITIAL: _____

I understand that all improvements are subject to obtaining the appropriate permits for the project.

INITIAL: _____

I understand that information and photos submitted may be used for promotion of the Façade Improvement Program.

INITIAL: _____

Applicant signature: _____

Applicant printed name: _____

Property owner's name: _____

Submission date: _____