



## City of West Allis

### FACADE IMPROVEMENT PROGRAM

#### **Purpose**

The Commercial Facade Improvement Program allows businesses, or property owners, to be reimbursed for up to 50% of costs, to improve a storefront within business districts throughout the City, or addressing a key property that exhibits signs of blight or disinvestment. The maximum award amount is up to \$20,000.00 per business or property. Community Development Division staff will work with the applicant to review the project budget. Staff will develop a grant award recommendation, and contract, that is submitted to the City's Common Council for approval. Projects require Plan Commission approval relative to materials and architectural review. The program is funded with federal Community Development Block Grant (CDBG) funds. By using CDBG funds, projects will need to meet federal provisions, such as prevailing wage and Section 3 requirements.

#### **Program Goals**

- Remove conditions of blight
- Enhance the attractiveness of the districts
- Promote a high level of maintenance for sustainable commercial area
- Promote commercial vitality and increase economic activity
- Maintain or improve existing property values in the target area and adjacent areas
- Attract private investment to the balance of the property or project

#### **Target Area**

1. Downtown West Allis: S. 70 St. – S. 76 St. along W. Greenfield Ave.
2. Six Points Farmers Market Redevelopment Area
3. Burnham Pointe Neighborhood: S. 60 St. & W. Burnham St.
4. Pioneer Neighborhood: S. 76 St. – S. 84 St. along W. National Ave.



## **Eligible Activities**

Eligible activities shall include but are not limited to the following:

- Repair and/or replacement of the original building's materials and decorative details, which are deteriorated or missing
- Repair of non-original materials, which cannot be removed due to deterioration of the underlying original building material
- Cleaning of exterior building surfaces
- Tuck pointing and masonry repair
- Painting
- Repair, replacement or addition of entrances, doors, display windows, transoms, or second story windows
- Removal, repair and/or replacement of existing signs and awnings
- Historic preservation activities
- New signs and awnings
- Design fees on completed projects
- Landscaping improvements and planters
- Permanent exterior lighting
  - Permit fees for completed projects
  - Energy savings improvements in relationship to the front facade

## **Non-Eligible Activities**

- Work on a facade not visible from a public street
- Work on a roof
- Work done before approval of an Application Agreement for this Facade Improvement Program
- Purchase of property
- Construction of a NEW building
- Fixtures and equipment
- Inventory

## **Limits to Participation**

- Awards can be increased for historic preservation or facades that abut multiple streets
- Projects must be completed within twelve (12) months after the Letter of Approval
- If any property owner chooses to accept the grant award they must agree not to remove improvements for any reason without limitation for a period of five (5) years after received the grant funds
- Applicant must be current on all personal and property tax payments



- Property owner must complete the Business Registration with the Department of Building Inspection and Neighborhood Services: <https://www.westalliswi.gov/136/Property-Owner-Registration>
- For projects that involve tenants of commercial buildings are eligible if the property owner's consent is provided in writing
- Properties that are eligible for historic designation will require special consultation with the Wisconsin State Historical Society
- Architectural plans will be needed to successfully obtain a grant and Plan Commission approval
- Projects are encouraged to obtain two or more bids
- The recipient of the Grant must obtain a Dun and Bradstreet number. Please refer to the following link: <https://www.dnb.com/>

### **Program Funding**

This program is established to stimulate superior facade improvements in the districts.

#### **Facade Improvement Grant**

This grant will share in the actual cost of implementing the improvements identified in the conceptual design and cost estimate including the cost to complete final design and construction documents.

An approved applicant will receive up to 50% of the aforementioned costs up to \$20,000.00 (\$40,000.00 project). Historical Preservation is encouraged and could receive additional funds. Amounts above the maximum may be authorized with approval by the Common Council in cases that promote property ownership and job creation.

### **Application Process**

1. An official application containing all information requested shall be submitted to the Community Development Manager.
2. Staff will review the application and will meet with the Owner/Applicant to discuss the concept design process and program agreement.
3. Staff and/or Owner/Applicant arranges for preliminary consultation with a design professional to ascertain the aesthetic and functional goals of the facade remodeling and determine the potential budget parameters.
4. Design professional prepares schematic concept elevation of the facade and a cost estimate for approval by Owner/Applicant and City review process.
5. Owner/Applicant submits the design proposal to the City and the Plan Commission for approval.
6. Owner/Applicant obtains a minimum of two written proposals from experienced contractors to complete the remodeling in accordance with the approved plans and specifications, and all applicable laws, and submits them to staff for review and Plan Commission approval.



7. If applicable, a property within the Downtown West Allis Business Improvement District (BID) must receive approval for the facade improvement from the Downtown West Allis BID Board or Design Committee.
8. The Common Council must approve an agreement between the City and the Owner/Applicant.
9. The Owner/Applicant and City will execute an agreement in which the Owner/Applicant agrees to complete the project within one year and comply with all federal requirements. In return, the City agrees to reimburse the Owner/Applicant for up to 50% of the cost of the project, up to \$20,000.00, including the preparation of plans and specifications, upon completion of the project.
10. The Owner/Applicant and the City will conduct a preconstruction meeting prior to the start of work.
11. The City reserves the right to withhold payment if terms and conditions of the grant pertaining to federal compliance are not satisfied during the course of the project.



**City of West Allis**  
**Commercial Facade Improvement Program**  
**APPLICATION AND APPROVAL FORM**

**PART I**

To Be Completed By Applicant

**Applicant's Name:** \_\_\_\_\_

**Are you the:** \_\_\_\_\_ **Property Owner** \_\_\_\_\_ **Business Occupant** \_\_\_\_\_ **Both** \_\_\_\_\_

**Office Phone:** \_\_\_\_\_

**Cell Phone:** \_\_\_\_\_

**Email Address:** \_\_\_\_\_

**Name of Principal Business Occupant:** \_\_\_\_\_

**Type of Business:** \_\_\_\_\_

**Property Address:** \_\_\_\_\_

**Business EIN or SSN:** \_\_\_\_\_

**DUNS #:** \_\_\_\_\_

**Bradstreet#:** \_\_\_\_\_

**Year Built:** \_\_\_\_\_

**Briefly describe the property improvements you wish to undertake:**

*Please attach a sketch plan or architect's rendering of the proposed improvements*



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**What is the estimated cost of the improvements?**

**Labor:**

**Materials:**

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*If work is to be performed by a contractor, attach copies of at least two contractor estimates.*

*If applicant will be performing the work, attach a supplier's estimate for materials.*

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**Please provide a budget table for your project:**

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**AFFIDAVIT:**

I hereby apply for the partial reimbursement grant for costs associated with above-identified improvements. I understand that the grant funds are part of the Community Development Block Grant Program; and I agree to comply with the regulations of that Program, including non-discrimination in hiring contractors, adherence to historic preservation guidelines (when applicable) and compliance with the Federal Fair Labor Stands provision of the Davis-Bacon Act (when applicable).

I further agree to give duly authorized representatives of the City, the U.S. Department of Housing and Urban Development and the U.S. Comptroller General access to and the right to examine all records, books, and papers pertaining to the transaction.

I further agree that, if my application is approved, I will not substantially alter the façade of the building (including signage) for a period of two years from the date I received the reimbursement grant unless I obtain written approval from the Downtown West Allis Business Improvement District, or from the City of West Allis Plan Commission.

**Signature of Applicant:**

**Date of Application:**



**PART II**

**Review for Compliance with Design Standards (if applicable) Project will require Plan Commission approval**

This application was reviewed by the Downtown West Allis BID/Plan Commission at its meeting of:

In the opinion of the Downtown West Allis BID/Plan Commission, the proposed improvements...

**Do not conform**

**Conform**

With the following revisions (attach a separate sheet if necessary):

...with the voluntary Design Standards for the Downtown Business District.

**Signature of Association President:**

**Date:**

**PART III**

**Building Inspector's Signoff**

I have reviewed our files on this property and have found no record of any outstanding code violations, except for:

**Signature of Building Inspector:**

**Date:**

**PART IV**

**City Treasurer's Signoff**

I have reviewed our files on this property and have found that there are no delinquent real estate taxes, personal property taxes, special assessments charges or sewer/water charges, except for:

**Signature of City Treasurer:**

**Date:**



**PART V**

**Calculation of Eligible Grant Amount and Special Conditions**

**PART VI**

**“After-Rehab” Inspection Report and Disbursement Authorization**

I have inspected the property on \_\_\_\_\_ and have reviewed the applicant’s documentation of payment. I find that the documentation is in order and the improvements have been completed.

Signature of Staff Person:

Date:

**PART VII**

**Record of Grant Disbursement**

I hereby acknowledge receipt of check # \_\_\_\_\_ in the amount of \_\_\_\_\_ as the full amount of eligible reimbursement for the improvements described in Part I of this form.

Signature of Applicant:

Date: