

Facade Grant Program Application

Please return completed with all necessary attachments to

107 N. Oak Ave

Mineral Wells, Texas 76067

Applicant Name: _____ Date: _____

Building Owner Name: _____

Business Name: _____

Applicant Mailing Address: _____

Contact Phone: _____ Email: _____

Building Address: _____

Description of work to be done (attach detailed work descriptions, plans and photos).

Does the building have historical significance? Yes No

Total Cost of Proposed Project (Do Not Include Tax): _____

I certify that I am the owner of the above property, have read and will comply with the Facade Grant Program requirements, guidelines and procedures and understand that I will not be reimbursed for the work on this property until the project is completed.

Building Owner Signature _____ Date _____

Building Owner Mailing Address _____

Applicant Signature (if not building owner) _____ Date _____

FOR INTERNAL USE:

Application Received Date: _____

Project Suggestions or Comments:

Project Approved by: _____

Date Approved: _____

Grant Payment Date: _____

Grant Payment Amount: _____

Mineral Wells Facade Grant Program

The purpose of the Mineral Wells Facade Grant Program is to provide financial incentive grants to building owners or commercial tenants located in commercially zoned properties. Grant funds are disbursed through the Mineral Wells Economic Development Corporation.

Restoration of individual facades, fencing & screening, awning, and new signage improve the visual appearance of Mineral Wells vitality and competitiveness, which is critical both to the success of individual businesses and to the economic health of the City of Mineral Wells as a whole.

Funds will be limited to the first \$125,000 in projects awarded in the funding cycle (Oct.1 - Sept 30). MWEDC is under no obligation to establish future funding cycles.

Grant Awards:

Facade Grant: The grant will provide 50% matching funds for projects up to \$20,000 (\$10,000 grant), whichever is less.

1. Improvements must be made to street-facing walls and be lasting improvements to the property. In the downtown district, improvements may also be made to the rear entrances and facades of the building.
2. Proposed cladding improvements shall preserve distinguishing architectural features, character, and qualities of the building. Wood storefronts including bulkhead shall be repaired.
3. Routine maintenance such as parking lot repairs are not eligible for grant funds.
4. Upper-story windows shall be maintained and repaired.
5. New openings shall be typical of the size, location, material, profile, exposure, detail, relief, and dimension of the style and period of the structure.

Awnings Grant: The grant will provide 50% matching funds up to a maximum \$5,000 (\$2,500 grant), whichever is less. Awnings for primary entrances are encouraged with the following exceptions:

1. On buildings that provide a recessed entrance.
2. Where the awning or cover may interfere with vehicular and loading entrances for the building.

3. When the health and safety of the public is jeopardized.
4. Where it may interfere with architectural style and integrity of the structure or obscure architectural details on the façade

Fencing & Screening: The grant will provide 50% matching funds up to a maximum of \$2,000 (\$1,000 grant) to fence and/or screen yards containing work materials. Fencing on frontage property, funded by this grant, must be screened. Screening materials will be limited to a natural color palette or advertisements of the business and/or its materials.

Signage Grant: Like the awning grant, funds will be available for 50% matching up to a maximum of \$5,000 (\$2,500 grant), whichever is less.

1. Lighting shall be designed in a manner to avoid disturbances and glare onto adjacent properties.

Sidewalk: The grant will provide 50% matching funds up to a maximum of \$10,000 (\$5,000 grant) to promote pedestrian traffic in retail areas.

Approved Color Palette: Mineral Wells Main Street shall establish an approved color palette for businesses/individuals in the awning and façade and signage program. Approved applicants must use the approved color palette.

Murals: The grant will provide 50% matching funds up to a maximum of \$5,000 (\$2,500 grant) to promote murals.

Program Criteria

Businesses or property owners interested in applying for a grant must meet the following criteria:

- Eligible properties must be located in a commercial or industrially zoned area.
- The business or building owner must fill out a complete application detailing plans for the proposed renovations and get approval before beginning work.
- The applicant will agree to comply with all local land use laws as well as any local or state laws and ordinances pertinent to the project.
- Grants will be awarded to grantees upon completion of the project and disbursements will be based on paid invoices presented to the MWEDC.

- Proposed improvements shall comply with all City codes and ordinances.
- Proposed improvements shall first attempt to repair visibly broken or deteriorated parts of the facade. *For example, an application requesting reimbursement for painting the facade will not be approved if visibly broken windows, doors, etc. are not also repaired.*
- Proposed improvements shall be in harmony with the character and development patterns of the neighboring structures.
- Proposed improvements shall preserve distinguishing architectural features, character, and qualities of the building.
- Proposed improvements shall not contain any explicit materials.
- Proposed improvements shall improve the aesthetic appeal of the building.

Eligible Projects

Eligible applicants for facade renovation and/or restoration grants include building owners of commercial buildings within the city limits of Mineral Wells. In addition, only the principal structure of the property is eligible. No outbuildings or accessory buildings such as garages and barns shall be eligible.

Examples of eligible projects:

- Signage (additional or removal)
- Awnings (addition or removal)
- Exterior Painting
- Tuckpointing
- Replacement of architectural detail
- Removal of metal facades and rehabilitation of original building
- Addition or repair of a mural

Examples of ineligible projects:

- Electrical work (except related to signage)
- Installation of inappropriate materials
- Interior improvements
- Interior window display (merchandising)
- Short lifespan improvements such as plants and window treatments

- Dynamic electronic signs.
- The use of vinyl, plastic, and E.I.F.S (exterior insulation finishing system) is prohibited in the downtown district.
- Roof repairs.
- New building or building additions other than exterior additions such as porches and entry features.
- Outdoor furnishings not permanently affixed to the site or building.
- Regular building maintenance such as power washing, window sealing, and landscape maintenance are ineligible for reimbursement independent of the associated eligible improvements above.

All facade improvements, including murals, must be approved by the board to ensure improvements create a uniform and coordinated streetscape which is attractive and functional, and so, all improvements must be listed on the application. Improvements to the exterior of the building that were not approved may not be eligible for reimbursement and may void the application as a whole. Conversely, if improvements that were approved are not completed, the application may be void as well if the lack of the improvement contributes to blight.

Review Criteria

Projects including historic buildings that are in danger of being lost, in part, or in total, to disrepair shall have priority for funding. This may include properties listed on the state and/or national registers of historic places or properties with historical, architectural or cultural significance. In addition, vacant properties where façade improvements would reduce the perception of retail decay shall also receive high consideration for funding. Project funding may also be weighted toward businesses with higher wages or number of employees.

The following criteria will be used in reviewing applications:

- Project creates or expands a business
- Project sustains jobs or creates new jobs
- Aesthetic impact of the renovation
- Degree the work improves the building's architectural assets
- Degree the historical integrity of renovation plans
- Capital costs for building improvements completed above and beyond those funded

- Proposed renovation will stop the serious deterioration of the building's facade

The MWEDC Board of Directors will review all applications against these criteria. Funds are being provided by the MWEDC and are limited to the first \$125,000 in projects awarded during the cycle. The committee will carefully examine applications to determine which projects will most benefit the overall improvement of the city. *Not all projects that apply may receive funding.*

Grant Application Instructions and Review Process

A complete application includes the following:

1. A completed application form including a detailed description of your project
2. If your project requires, provide architectural plans, design sketches or site plans which also demonstrate ADA compliance, if total improvements exceed \$50,000.
3. A project cost estimate typically accompanied by contractor bids

The more detailed information and renderings submitted will directly influence review time.

Application Submission, Review and Grant Award

1. Submit a formal application to the MWEDC in person at 107 N. Oak Ave, Mineral Wells, Texas. If you have any questions about the application process, please contact David Miller, Deputy Director for Economic Development at dmiller@mineralwellstx.gov or 940-521-8809
2. The committee will review the application to ensure consistency with the above Program Guidelines.
3. The committee will make a formal decision within thirty (30) days of receipt of the applications.
4. The committee will notify the applicant(s) of their grant award decision.

6. Façade grant projects shall commence within six (6) months of the signed grant award and finished within twelve (12) months to retain the grant award. Extensions may be granted if made in writing before the deadline.
7. Prior to the funding of grants, any changes to the scope of work or completion date must be reviewed and approved by the committee.
8. Prior to processing grants reimbursement, a representative of the committee will perform a site visit and review of the completed project for completeness and quality of work.
9. All receipts must be submitted simultaneously to receive grant reimbursement.