

Hoopeston Illinois Downtown Façade Improvement Grants

Administered by the City of Hoopeston

Program Description

The Downtown Hoopeston Façade Improvement Grant is a program to assist owners of commercial properties in the downtown area to improve the appearance of their properties. The downtown business district is defined as (see attached map):

- a.) Main St. from 1st Ave. to 3rd St.
- b.) Bank St. from Main St. to Penn St.
- c.) North Market Street from Main to Seminary (West Side)
- d.) North Market Street from Main to Honeywell (East Side)
- e.) South Market from Main to Penn (East Side)
- f.) South Market from Main to Washington (West Side)

For the purpose of this program, the term façade includes upper and lower stories of the front of businesses (may include sides of corner buildings, which are visible from the street). This program will work to promote and improve the beauty and image of Hoopeston's Downtown Business District, stimulating business growth and job creation.

The funds have been made available by the City of Hoopeston TIF Program and are administered by the city after recommendation by the Hoopeston Downtown Façade Committee (comprised of one city council member, one City employee, economic development director, a member of the Hoopeston Beautification committee, member of the Hoopeston Chamber of Commerce, downtown business representative, and a member of the Hoopeston Historical Society). The Mayor will appoint members of the façade committee which will be approved by the Hoopeston City Council. Members for 2008 include:

- 1.) Rod Gaddis (Downtown Business Owner and Chamber Member)
- 2.) Gail Lane (Downtown Business Owner, Chamber Member, City Clerk)
- 3.) Shannon Ruh (City Economic Development Director)
- 4.) Pat Fraley (Hoopeston Historical Society Member and Beautification Member)
- 5.) Nancy Stipp (Hoopeston City Council)
- 6.) Greg Mullens (Downtown Business)
- 7.) Elizabeth Chorney (Hoopeston Historical Society)

The City of Hoopeston has designated \$10,000 per year (\$20,000 for 2008) for the Façade Improvement Program. Eligible building owners can receive up to \$5,000 in grant money.

The grant is a 50/50 matching grant. The owner must pay out the total cost of the project and be reimbursed 50% of the qualifying project costs. This program will allow for and encourage structural and visual improvements. Priority will be given to projects that include structural improvements, along with visual improvements. As part of the Illinois Main Street Program, architects will provide a building rendering, suggestions for

improvements, and cost estimates to the property owner. Grants will be awarded to those buildings which preserve the historic character of the downtown district and will provide the greatest visual impact on Hoopetston's Downtown.

Program funding may be limited and is dispersed on a first come first serve basis for projects that meet qualifying criteria. Grants will be awarded to those projects which best meet the enclosed criteria of improved visual appearance and historic preservation. Applicants who do not receive funding the first year will be considered for the next year's funding. The owner must match the Program's grant at a one-for-one ratio, and must invest his/her dollars first. There is no bank participation required. Competitive bids or written proposals are required.

Eligibility

To be eligible for the program, and have expenses reimbursed at the end of the renovation process, a person must:

1. Own a building within the defined downtown area, see attached map.
2. Must be a business; defined as any structure containing more than 5 housing units or any combination of business and/or residential uses.
3. Follow the application process as specified.
4. The building must be in sound structural condition prior to being considered for funding.
5. Have plans approved by the Hoopetston Downtown Façade Committee.
6. Complete the renovation process within the designated time frame (begin within 3 months of approval and be completed in 12 months), and complete all renovations as originally approved.

Projects which combine these structural improvements (lighting, awning, signage, etc.) along with new façade designs, proposed by the architect, are more likely to be approved. Simply replacing lighting, an awning, or a sign will not meet all desired goals of the program. Community examples of before & after building designs will be available to review at the Economic Development Director's office at 301 West Main Street.

Allowable costs that will be reimbursed include (but are not limited to):

- Door and Window repair or replacement
- Exterior Painting or Paint Removal
- Masonry repair or replacement
- Awnings installation
- Cornice Restoration
- Sign repair or replacement (if the sign improvement is part of the architect's new façade design).
- Exterior Lighting
- Storefront refurbishment
- Removal of false fronts
- Detailed Design
- Other materials as determined by the committee

Design Review

All applications for proposed façade improvements will be reviewed by the Hoopetston Downtown Façade Committee. The committee reserves the right to approve or deny the proposed changes. Any work not approved as eligible by the committee will not be reimbursed.

Plans for renovations should be in keeping with the original architectural design of the building, and should be in keeping with the historic continuity of the immediate area.

The Hoopetston Downtown Façade Committee will be guided by the **Secretary of the Interior's Standards for Rehabilitation** as follows:

- 1) A property will be used for its historic purpose or be placed in a new use that requires minimal change to the defining characteristics of the building and its site environment.
- 2) The historic character of a property will be retained and preserved. The removal of historic materials or alteration of features and spaces that characterize a property will be avoided.
- 3) Each property will be recognized as a physical record of its time, place, and use. Changes that create a false sense of historic development such as adding conjectural features or architectural elements from other buildings will not be undertaken.
- 4) Most properties change over time; those changes that have acquired historic significance in their own right will be retained and preserved.
- 5) Distinctive stylistic features or examples of craftsmanship that characterize a building, structure or site will be treated with sensitivity.
- 6) Deteriorated historic features will be repaired rather than replaced. Where the severity of deterioration requires replacement of a distinctive feature, the new feature will match the old in design, color, and texture and other visual qualities, and where possible, materials. Replacement of missing features shall be substantiated by documentary, physical or pictorial evidence.
- 7) Chemical or physical treatments, if appropriate, will be undertaken using the gentlest means possible. Treatments that cause damage to historic materials will not be used.
- 8) Significant archeological resources affected by a project will be protected and preserved. If such resources must be disturbed, mitigation measures will be undertaken.
- 9) New additions, exterior alterations, or related new construction will not destroy historic materials that characterize the property. The new work will be differentiated

from the old and will be compatible with the massing, size, scale, and architectural features to protect the historic integrity of the property and its environment.

10) New additions and adjacent or related new construction will be undertaken in such a manner that if removed in the future, the essential form and integrity of the historic property and its environment would be unimpaired.

Application Process

Only completed application packages will be considered, and grants will be awarded based on the degree in which desired criteria is met. Application packets are available at the Main Street & Economic Development office located in the Hoopeston City Hall at 301 West Main Street and accepted throughout the year.

Step One:

Submit completed application to Economic Development Director at 301 West Main Street.

Step Two:

The Hoopeston Downtown Façade Committee will meet to review your application and if approved initiate a meeting with the property owner and the architect contracted and paid for by the City of Hoopeston.

Step Three:

Within thirty days the architect will provide an estimate and basic design of the proposed work. A meeting will be held with the Hoopeston Downtown Façade Committee, the property owner(s) and the architect to review the proposal.

Step Four:

If approved, the notification will include all aspects of the project that qualify for reimbursement through the program. Work must begin within 3 months of approval (unless otherwise approved by the committee), and be completed within 12 months to be eligible. Applicant is responsible for obtaining required permits, and city inspection approval.

Completion and Reimbursement

Upon completion of the project, the following documents are required:

1. A financial summary of total project expenses
2. Copies of all invoices to be reviewed for reimbursement.
3. Waivers of lien from contractors
4. Receipt of inspection verifying building soundness.
5. Photographs of building before and after the completed improvements

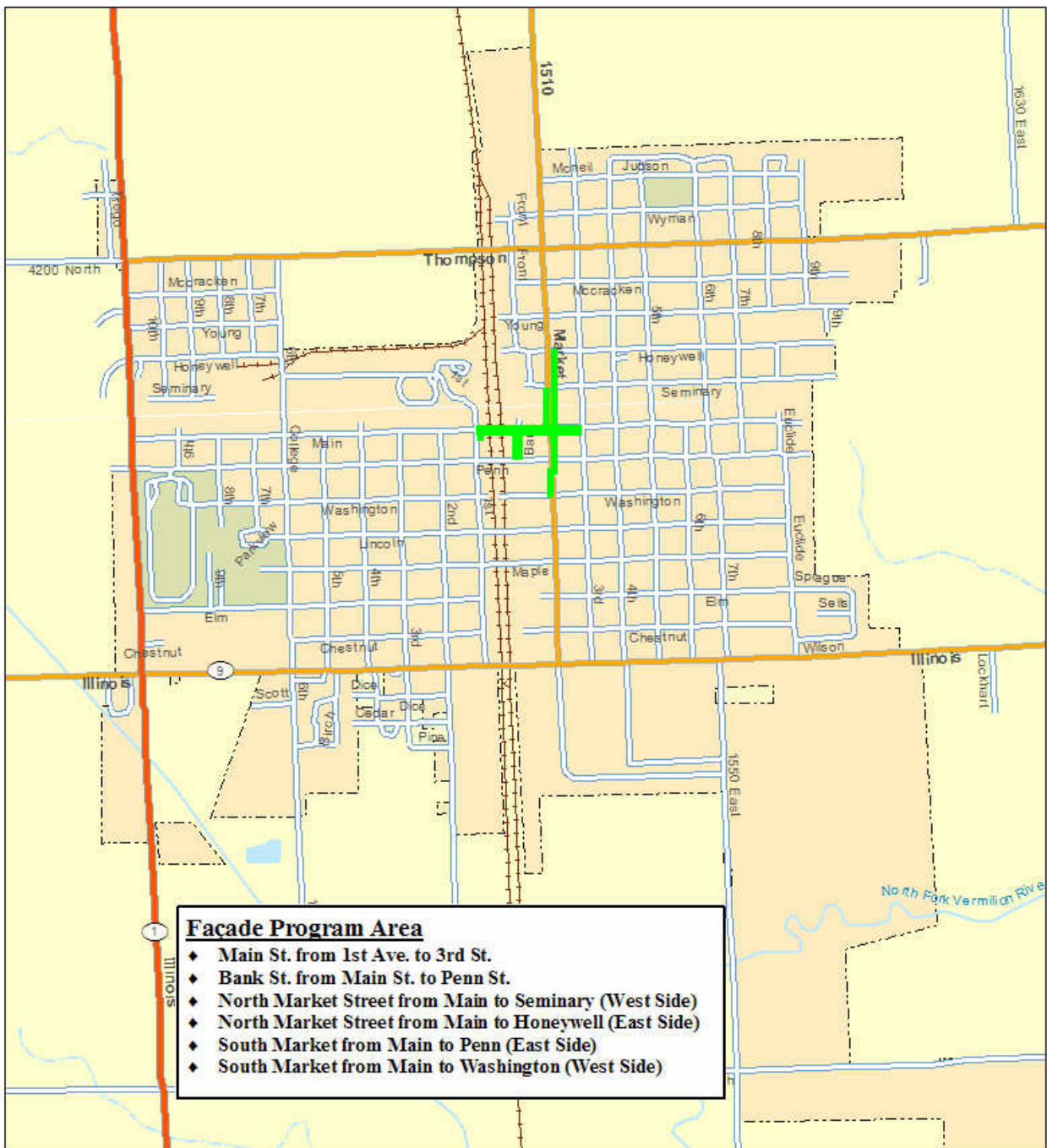
Funds will be dispersed only after verification that work has been completed in accordance with the contract. The Hoopeston Downtown Façade Committee reserves the right to withhold funding in the event that work is not completed according to the approved application.

The property and/or business owner shall be responsible for maintaining the façade without alteration for a minimum of three years unless approved by the Hoopetston Downtown Façade Committee and Hoopetston City Council.

Details

1. Money is dispersed as a matching grant with the owner matching the City funds at a one to one ratio, up to \$5,000 per building.
2. Routine maintenance work and owner provided labor will not be reimbursed.
3. Façade improvements prior to the establishment of this program are not eligible.
4. Any disagreements with the terms of the program may be submitted in writing to the Hoopetston Downtown Façade Committee.
5. Property owners are encouraged to use local craftsmen. A list of local contractors and engineers is included.

HOOPESTON FACADE IMPROVEMENT PROGRAM



**CITY OF HOOPESTON
FAÇADE IMPROVEMENT APPLICATION**

Applicants Name: _____

Address: _____

Property Owner: _____

Address of Improvements: _____

Name of Business to occupy Property: _____

Home Phone: _____ Business Phone: _____

Total Project Cost: _____ Grant Amount requested _____

Description of Proposed Façade Improvements

(Attach a separate sheet if more space is needed)

Signature of Owner _____

Return completed application to:
Hoopeston Chamber & Economic Development
Attn: Shannon Ruh
301 West Main Street
Hoopeston, IL 60942

For office use only

Application Received _____

Application Approved _____

Work Commenced _____

Work Completed _____

Invoices Submitted for Reimbursement _____

Invoices Reviewed and Paid _____

If approved:

Signature of Hoopeston Downtown Façade Committee Representative
