



FACADE IMPROVEMENT GRANT PROGRAM

An incentive program to encourage the on-going revitalization of historic downtown properties.

The Architectural quality of the Iron Mountain downtown area is important to the entire city, its history, image, and economy. Proper improvements to the exterior appearances of individual buildings will help develop and uphold the appropriate image. Therefore, it is important that an organized and coordinated approach to exterior improvements be followed in the downtown area / DDA district.

The Iron Mountain Downtown Development Authority (DDA) has developed the Facade Improvement Grant Program to incentivize this coordinated approach. This program was designed to encourage the revitalization of historic properties within the DDA district. The program supports improvement to exterior building facades (front, sides, back) that eliminate blight and uphold the traditional architectural characteristics of the downtown. This is a matching grant program that will provide financial support to property owners for small and large projects that enhance the aesthetic appearance and functionality of the existing property.

The parameters outlined in this document should be followed by property owners, architects, and contractors involved in exterior improvements or restorations to downtown buildings; and will be used by the DDA when considering which applicants merit the awarding of limited Facade Improvement Grant Funds available for the DDA District.

• PROGRAM INTRODUCTION •

Program Values

- *Project Need:* Priority will be given to improvement projects that eliminate blight, correct an undesirable or historically inaccurate appearance; and have the greatest visual impact on the surrounding environment.
- *Implementation:* Work must be completed within 12 months of approval.
- *Significance:* Priority will be given to buildings 50 years of age or older with historical, community, or social significance.
- *Visibility:* This program is intended to promote positive, visual change and encourage improvements to properties that are in a prominent location.
- *Appropriateness:* It is recommended that all facade designs comply with the *Secretary of the Interior's Standards for Rehabilitation*, which promotes historic preservation best practices and helps to protect our cultural resources.

Program Guidelines

- Program funds up to 50% of proposed activity, or \$10,000 per project, whichever is less. The total allocation for this program is \$10,000 per year.
- Applications must be made by the property owner; tenants are not eligible.
- A \$25 nonrefundable application fee must be included with the application packet.
- DDA Facade Grant awards will be limited to 1 (one) per parcel per five-year cycle. Applicant may apply for additional downtown grants at the same time, but only one grant can be awarded per year. New construction is not eligible.
- Applications will be reviewed by a committee of the DDA and must be approved before work is started. Applications and supporting documents are due to Iron Mountain City Hall by March 19, 2020 at 4pm.
- Applicants are required to present the proposed project to the committee on Wednesday, April 1, 2020 at 5:30pm at Iron Mountain City Hall. Contractors or architects are strongly encouraged to attend with the applicant.
- Only licensed and insured professional service providers or contractors, located within Dickinson County are to be used for eligible activities. Applicants must submit a minimum of 2 (two) bids, within the same scope of work, for the cost of construction.
- All facade work must be completed before payment is made.



What can the grant be used for?

- Remove non-historic features and materials (vinyl/ metal siding, roof forms, etc.)
- Add / repair / replace windows and/or doors
- Uncover or rehabilitate the original facade of an existing building.
- Restore / repair original brickwork, wood, masonry, stucco, etc.
- Replace, repair, reconstruct architectural details such as cornices or transoms.
- Add traditional-style awnings, lights, signs, etc.

Ineligible Improvements:

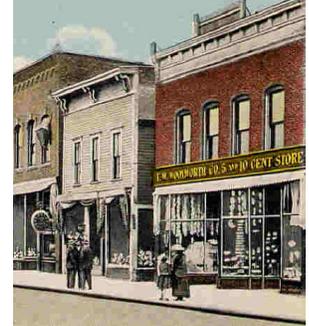
- Use of historically inappropriate materials to cover original facade (vinyl / metal siding, etc.)
- Non-permanent fixtures (tables, planters, etc.)
- Any element that is determined to be in conflict with City zoning and/or codes.
- Reduction / closure of original storefront or upper window glazing (glass).
- Removal of entry from the public right of way
- Historically inaccurate paint colors
- Painting over raw stone or masonry

• HOW TO APPLY •

1. Meet with DDA Staff to review your design intentions for your property and establish eligibility. (*Preferably at least one month before the deadline*)
2. Finalize your renovation plans and design. Work with a designer, architect, engineer, or builder to develop drawings of the proposed improvements.
3. Secure financing for your project or prepare proof of financial ability.
4. Submit the completed application packet with narrative and supporting documents to City Hall (501 S. Stephenson Ave) by 4:00PM CST on March 19, 2020.
5. After submission - attend required panel on Wednesday, April 1, 2020 at 5:30pm at Iron Mountain City Hall. Contractors or architects are strongly encouraged to attend with applicant
6. If awarded grant- begin work on your project within 4 months. Keep detailed and accurate accounting of your actual project costs.
7. Complete your project within 12 months of approval. Submit your final invoices, receipts, or proof of payment, and "after" photos.
8. If all requirements of the program have been met, receive reimbursement.

• 2020 Application & Award Dates •

Open for applications:	<i>Until March 19, 2020 at 4pm</i>
Grant panel:	<i>April 1, 2020 at 5:30pm</i>
Spring Grant Awarded:	<i>April 23, 2020</i>



• WHAT IF MY PROPERTY ISN'T HISTORIC? •

Even if your property is not considered historic, your property may still qualify for the DDA Facade Improvement Grant. The DDA recognizes the unique and historic nature of the area; therefore, any renovation of a non-historic building (a building less than 50-years of age) should attempt to compliment that character. Recommended materials such as brick, cut stone, glass, and selective use of traditional wood siding will help continue the traditional architectural style of the downtown. Incorporation of awnings, exterior lighting, appropriate signage, and plenty of street-level glazing are encouraged and can enhance non-historic facades. All projects must comply with Iron Mountain municipal code requirements.

• DESIGN GUIDELINES •

The following guidelines are suggested by the Secretary of the Interior as standards for rehabilitation.

Projects implementing these standards will be looked upon more favorably than those not adhering to the standards. Any applicant unsure of correct standards, procedures, or techniques should contact DDA Program Director and/or the DDA Business Development Committee before submitting any grant application materials.

The Secretary of the Interior's Standards for Rehabilitation:

1. The Standards are to be applied to specific rehabilitation projects in a reasonable manner, taking into consideration economic and technical feasibility.
2. The historic character of a property shall be retained and preserved. The removal of historic materials or alteration of features and spaces that characterize a property shall be avoided.
3. Each property shall be recognized as a physical record of its time, place, and use. Changes that create a false sense of historical development, such as adding conjectural features or architectural elements from other buildings, shall not be undertaken.
4. Distinctive features, finishes, and construction techniques or examples of craftsmanship that characterize a property shall be preserved.
5. Deteriorated historic features shall be repaired rather than replaced. Where the severity of deterioration requires replacement of a distinctive feature, the new feature shall match the old design, color, texture, and other visual qualities and, where possible materials. Replacement of missing features shall be substantiated by documentary, physical, or pictorial evidence.
6. Chemical or physical treatments, such as sandblasting, that cause damage to historic materials should not be used. The surface cleaning of structures, if appropriate, shall be undertaken using the gentlest means possible.
7. New additions and adjacent or related new construction shall 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.
8. Significant archeological resources affected by a project shall be protected and preserved. If such resources must be disturbed, mitigation measures shall be undertaken.



• DESIGN GUIDELINES •

Materials

The quality of building materials and their application determine compatibility. Use the highest quality facing materials possible. Materials that are compatible in quality, color, textures, finish, and dimension to those existing in the project area are encouraged.

Color

Colors should coordinate with neighboring buildings. The more intense hues of a color are discouraged. The use of more than one vivid color per building is discouraged. The use of colors that are disharmonious with other colors used on the building or found on the adjacent buildings is discouraged. Contrasting colors which accent architectural details and entrances are encouraged.

Side/Rear Facades

1. Side elevations and rear facades should be treated as main facade.
2. The development of rear or side entrances with appropriate design is encouraged.

Cornices

1. The retention and repair of existing cornices is strongly encouraged wherever possible.
2. The re-creation of missing cornices should be done with care, using surrounding existing cornices as a guide.

Roof Forms

Gabled and/or residential roofs are not appropriate; historically, downtown buildings have flat roofs. The roof plane should be hidden from view on the front facade. Decoration of the roofline by use of special materials, forms, or decorative details, using examples from surrounding buildings as a guide is encouraged.

Awnings

1. Awnings should relate to shape and color of the building.
2. Metal canopies or roof-form canopies are strongly discouraged, except when historically appropriate. Removal and replacement of such canopies with canvas/fabric awnings is strongly encouraged.

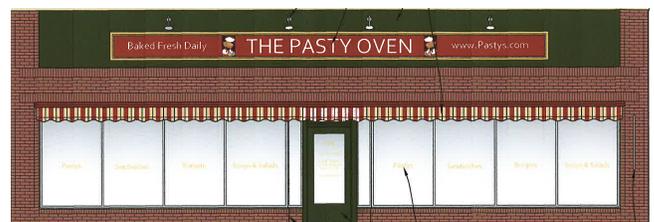
Signs

1. All Signs are controlled by the adopted Sign Ordinance of the City of Iron Mountain
2. Plastic, illuminated, and flashing signs are strongly discouraged. Consider attached, awning, hanging, or window decal signs lit with outside indirect lighting.
3. Good signs have the following characteristics: legibility, clarity, attractiveness, durability, and good placement.

Windows

Original fenestration or openings should be maintained and should not be lost off.

The Iron Mountain DDA program reserves the right to change, alter, enhance, amend, or suspend this granting process at any time. Furthermore, design guidelines may also be changed, altered, amended, or enhanced by the Iron Mountain DDA at any time.



IRON MOUNTAIN DOWNTOWN FACADE IMPROVEMENT GRANT PROGRAM

501 S. Stephenson Ave, Iron Mountain, MI 49801 or amber@downtownironmountain.com

The following information MUST be submitted with your application before being considered by the DDA. Applications missing the following items are subject to disqualification and will not be scored by the committee

- Brief narrative explaining your project
- Photos of existing property conditions
- Historic photos of property (if available)
- Drawing/rendering of proposed facade work (in color)
- Shop drawings for significant building elements (windows, doors, etc.)
- Samples or images of finishes/colors/materials to be used
- Detailed budget of facade project including at least 2 (two) detailed estimates / bids within the same scope of work.
- Proof of financial backing to complete work (bank statements, letter of support from a financial institution, etc.)
- **\$25 Non-refundable application fee**
(Cash or Check made out to IM DDA)

Please submit the above items together in a folder, along with page 5 & 6 of this application to City Hall by 4:00pm on March 19, 2020.
Incomplete applications or applications missing required supporting documentation will not be accepted or scored.

• APPLICATION •

Applicant / Property Owner Name: _____

Mailing Address: _____

Contact Phone: _____ Contact E-mail Address: _____

Project Address (if different): _____

Business Owner (if different from applicant): _____

Business Name: _____

Business Type / Proposed Use: _____

Work to be performed on building facade (check all that apply):

_____ Removal of non-historic features / materials

_____ Repair / replacement of windows and/or doors

_____ Repair / replacement of original architectural details (cornices, parapets, transoms, bulkheads, etc.)

_____ Addition of awnings, lights, signs, other exterior features

_____ Uncover, restore, preserve the building's original, historic facade

_____ Restoration of brickwork, masonry, stucco, wood, or siding

_____ Other (please describe) _____

Facades to be renovated (check all that apply): Front Back Side(s)

Priority is given to facade renovations that face the street or public areas.

Estimated Construction Start Date: _____ Estimated Completion Date: _____

Total Estimated Cost of Improvements: \$ _____

Grant Amount Requested: \$ _____

• CONDITIONS & AGREEMENTS •

INITIAL

- _____ The applicant must be paying into the downtown district through the DDA millage and be in good standing by payment of taxes and assessments to the City of Iron Mountain and the DDA.
- _____ The applicant agrees that all work to be undertaken will comply with all applicable zoning and building codes. Any review by the Iron Mountain Planning Commission that may be required must be conducted prior to work on the facade improvement commencing.
- _____ The applicant understands that he/she is solely responsible for all construction management, safety conditions, and compliance with applicable codes, regulations, and ordinances.
- _____ The proposed work on the property must be completed within twelve (12) months of approval to be eligible for reimbursement.
- _____ **Deviation, in any form, from the approved scope of work described in the application must be communicated to the DDA. Drawings or detailed descriptions of changes must be submitted for approval prior to commencement of work. Deviations made without prior approval from the DDA, may result in the loss of grant funding.**
- _____ The applicant must submit copies of receipts, invoices, and a signed itemization of the total project cost to the DDA. All documentation for reimbursement must be submitted at one time to the DDA for payment. This documentation must be provided no more than 15 months after the application has been approved.
- _____ Disbursement of funds will be made only after the entire project is complete and is determined by the DDA committee to be in compliance with the work described in the application and approved by the DDA Board of Directors. Payment will be processed within 45 days of DDA board approval.
- _____ The applicant agrees to allow the Iron Mountain DDA to document the progress of construction work for marketing and record keeping purposes, and to use any documentation (photographs, drawings, videos, interviews, etc.) for news releases and social media posts for the purposes of promoting the Facade Improvement Grant Program, The Iron Mountain Downtown Development Authority, and the City of Iron Mountain.
- _____ The applicant agrees to indemnify, protect, defend, and hold harmless the Iron Mountain DDA and its agents and employees from all claims, damages, lawsuits, costs, and expenses for any personal injury, damage to property, or other losses relating in any way to the Iron Mountain Facade Improvement Program.
- _____ The applicant agrees to present the proposed project to the committee on Wednesday, April 1, 2019 at 5:30pm at Iron Mountain City Hall. Contractors or architects are strongly encouraged to attend with their clients.
- _____ The applicant agrees to be bound by the terms stated in this document.

By signing and submitting this application, the applicant certifies and agrees to all the terms and conditions of the program including those listed above.

Applicant's Signature: _____ Date: _____

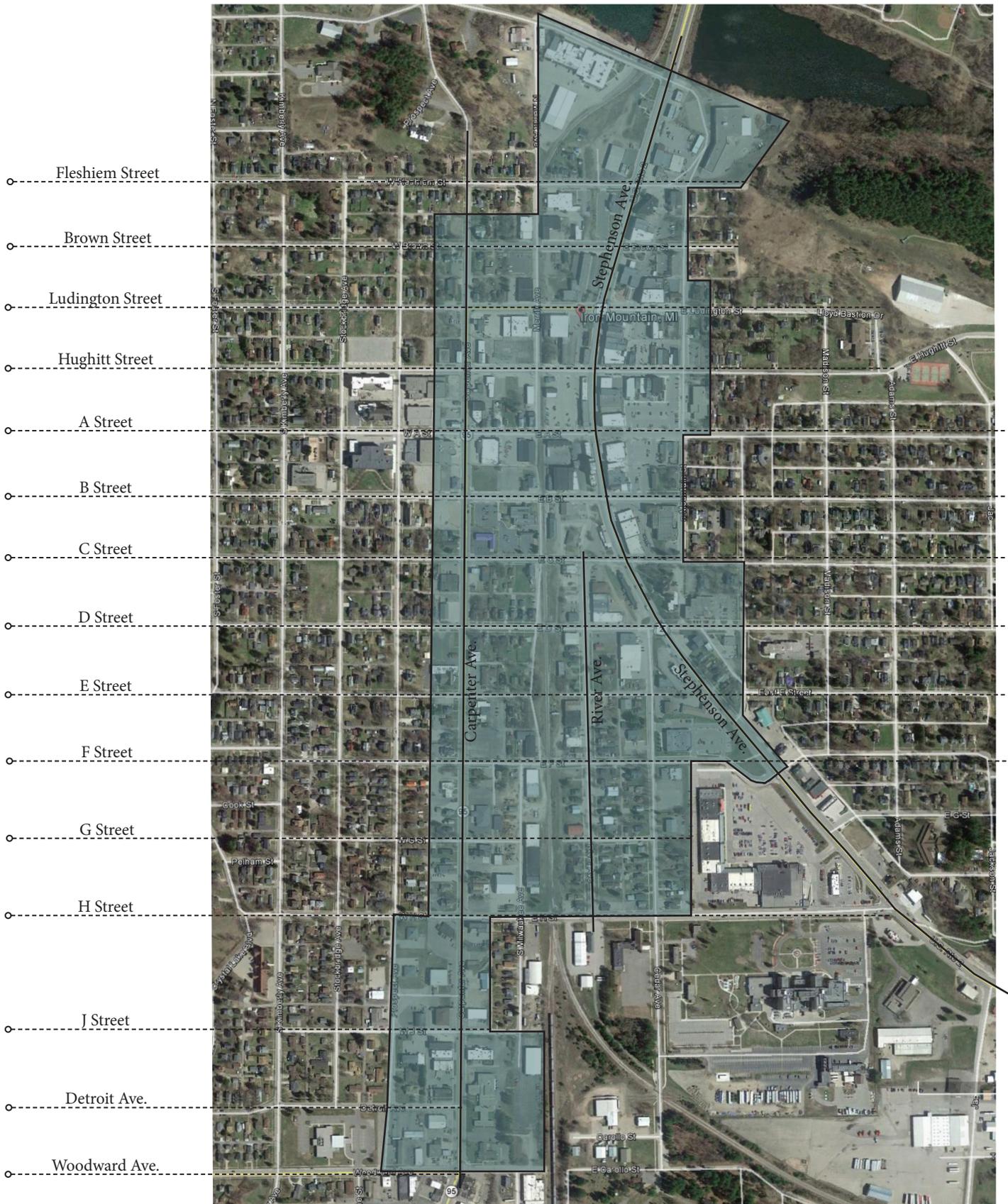
Please detach and return pages 5 & 6 of this document, accompanied by the supporting documentation outlined on Page 5 by March 19, 2020 at 4pm to: **Amber Pipp - Iron Mountain DDA Office - Located in Iron Mountain City Hall.
501 S. Stephenson Ave., Iron Mountain, MI 49801 906-774-8534
amber@downtownironmountain.com**

Incomplete applications or applications missing required supporting documentation will not be accepted or scored.

Submission of an application does not automatically guarantee funding. The DDA Business Development Committee will determine which applications best meet the grant requirements and will make a recommendation to the DDA Board of Directors for final grant award.

• DDA DISTRICT BOUNDARY MAP •

Please use this map to determine if your property is located within the DDA District boundaries. Only properties located within the DDA District are eligible for the Facade Improvement Grant.



● SELECTION PROCESS ●

The following scoring guidelines are suggested by the Iron Mountain Downtown Development Authority. Incomplete applications or applications missing required supporting documentation will not be accepted or scored.

Projects implementing these standards will be looked upon more favorably than those not adhering to the standards. Any applicant unsure of their project's eligibility should contact DDA Program Director and/or the DDA Business Development Committee before submitting grant application materials.

The Downtown Facade Improvement Grant is scored with the following criteria:

1. Project Need:

1 Point _____ *The facade and/or storefront is in danger of being lost or compromised due to deferred maintenance*

1 Point _____ *The project corrects an undesirable / inaccurate appearance*

1 Point _____ *The project repairs a condition that threatens the building or public safety*

2. Significance:

2 Points _____ *The project involves a building greater than 50 years old*

3. Appropriateness:

1 Point _____ *The facade work utilizes historically accurate materials*

1 Point _____ *The proposed facade work utilizes appropriate restoration techniques*

1 Point _____ *The proposed facade work utilizes architectural styles that would have traditionally been seen on this building type*

1 Point _____ *The proposed facade work respects original architectural features (cornices, window openings, etc.)*

4. Completed Application:

1 Point _____ *Application meets all application requirements and include requested materials?*

Final Score: _____ /10

Additional Comments: _____

Office Use

Application Approved _____ **Application Deferred** _____ **Application Rejected** _____

Grant Amount Awarded: _____

Please note - while a higher score implies greater project significance, there is no particular score that will result in the award of a grant. Applications are competitively evaluated and grants are awarded to projects that the Iron Mountain DDA feels will have the greatest impact on the downtown environment.

Grant applicants may receive a written narrative of the DDA board's evaluation of their application and final determination for grant award.