

City of Kingsville
Historical Development Board

Guidelines & Application
Façade Improvement Grants for
Historic Income- Producing Buildings



For more information please contact Cynthia Martin, Downtown Manager

at (361) 219-9325 or visit our website www.cityofkingsville.com

FAÇADE GRANT PROGRAM GUIDELINES

HISTORIC PRESERVATION AS A TOURISM AND ECONOMIC DEVELOPMENT TOOL FOR KINGSVILLE'S HISTORIC DOWNTOWN

FAÇADE GRANT PROGRAM CREATED

Thirty years ago, the City of Kingsville created a Historic District and a Historical Development Board to protect historic resources within the district. In an effort to assist the Historic Development Board with this task consistent with the City Commission goals for historic preservation, tourism and economic development, the City Commission hereby designates and approves a Façade Grant Program, funded, in part or in whole, from Hotel/Motel Tax revenues.

PUBLIC PURPOSE

The Façade Grant Program Guidelines provide guidance to property owners, City policymakers and City staff concerning the use of Façade Grant awards that will achieve a certain public purpose, namely, the protection and preservation of the City's historic structures in a manner that promotes tourism and encourages economic development. Accordingly, City staff may propose, Historic Development Board may recommend and the City Commission may approve the award of Façade Program grants for certain commercial and/or mixed use properties in furtherance of these public purposes.

ELIGIBLE PARTICIPANTS/APPLICANTS

Grant awards will be considered for property owners who repair, improve, replace and/or rehabilitate certain building facades or other exterior features. Façade grants will also be considered for property owners who mitigate certain deleterious building conditions, internal or external, structural or non-structural, functional or aesthetic, that threaten the structure's existence, prevent its highest and best use, or otherwise limits its full economic utility.

To be considered eligible, a participant/applicant must be in good legal and financial standing with Federal, State, and Local governments and taxing jurisdictions. The participant/applicant must either have appropriate ownership and control of the property or be leasing the property for business purposes in which case the participant/applicant must be acting with the full knowledge and consent of the property owner. If leasing, the participant/applicant must 1) have written approval for participation in the program from the property owner, 2) have at least two years remaining on the lease and 3) be in good legal and financial standing with the property owner. The participant/applicant must not have any major actual or pending criminal claims or bankruptcy filings. The City shall seek approval from the applicant and the applicant shall provide any and all information that the City deems necessary to assist it in consideration of the Façade Grant Project including, but no limited to, obtaining releases from the applicant for criminal, background, credit and other histories.

Property owners shall not assume they will qualify for Façade Grant Program award until such time as the City Commission has given its final approval of the grant and then only when the applicant meets all Façade Grant criteria including passing all City inspections.

ELIGIBLE PROPERTIES

Eligible properties include properties in the Historic Downtown District that are on the National Register of Historic Places, recorded as a Texas Historic Landmark, or designated as a Kingsville Historic Landmark, a historically significant contributing Property within the Historic District or as otherwise recommended by the Historic Preservation Officer, and/or Historical Development Board or at the City Commission's sole discretion.

ELIGIBLE PROJECTS

Project eligibility considerations can include, but are not necessarily limited to: The historical significance of the building, its potential contribution to the achievement of Commission goals for historic preservation, tourism, development, downtown revitalization and economic development perceived risk vs. reward of the project, property owner resources, funding availability, impact on the immediately surrounding properties and on the Historic District generally.

Façade program grants offered to one property owner shall not obligate the City to make awards to other property owners having similar or dissimilar projects and/or properties. Each façade grant application is reviewed, considered and funded on a case-by-case basis based on merit subject to available funding.

Buildings that are officially designated as historically significant by local, state or federal entities may or may not be given preference. Restoration of storefronts to their historic appearance may or may not be given preference. Restoration work that is not in conformity with local restoration guidelines will be denied access to the façade grant program, unless an exception is made by the City Commission prior to the start of façade improvements.

ELIGIBLE EXPENDITURES (mostly or exclusively exterior)

Eligible project expenditures include, but are not necessarily limited to the following:

- Architectural and engineering fees related to eligible expenses
- Awnings or canopies in character with the building and streetscape
- Cleaning (major)
- Compatible new construction
- Door/window replacement
- Electrical and/or plumbing (major)
- Exterior murals
- Fire escapes
- Foundations
- Gutters
- Landscape and hardscape features
- Lighting that is visually appealing and appropriately illuminates signage, storefront
- Paint
- Preserving or restoring of historical architectural elements
- Recessing or reconfiguring entrances
- Rehabilitation of contributing structures
- Removal/replacement of incompatible exterior finishes or materials
- Removal of false facades and other inappropriate additions
- Restoration of historic signs or ghost signs
- Roofing
- Signs (new, repairs, replacements, removal)
- Other (as determined on a case-by-case basis)

INELIGIBLE EXPENDITURES (mostly or exclusively interior)

- Appliances
- Capital equipment purchases
- Cleaning (minor)
- Decorative treatments
- Electrical and or plumbing (minor or incidental)
- Escalators and/or elevators
- Furniture
- Government fees
- HVAC systems
- Incompatible new construction
- Legal, financing, leasing, rental and other administrative and financing expenses
- Maintenance activities
- Owner and/or tenant labor
- Paint, floor, wall, window or ceiling treatments
- Repair tools and equipment
- Security systems
- Sprinkler or fire suppression systems
- Taxes
- Wall construction and partitions
- Other (as determined on a case-by-case basis)

RULES AND PROCEDURES

The Façade Grant Project

The Façade Grant Project must be described accurately and explained fully so as to provide a reasonably informed person with the obvious limits and scope of the Project. Items excluded from mention will be considered ineligible for reimbursement under the façade grant program unless otherwise approved by City Commission. The burden for justifying the façade grant shall be borne by the applicant.

Façade Grants will be awarded on a first-come-first-serve basis until funds are depleted annually.

Façade Grant Projects must be completed within six months from date of grant approval. Any grant reimbursement funds not released on the project during this six-month period will be forfeited.

Applicants must agree to maintain the subject building in good repair for five years from the completion of the Façade Grant Project. Applicants must agree not to change or alter property improvements funded through the Façade Grant for a minimum period of three years from the date of the final reimbursement check.

At least three years must have elapsed before the property owner who was the recipient of a Façade Grant can apply for participation in the Façade Grant Program for the same property.

No Façade Grant will be awarded for work done prior to grant application approval by the City Commission.

Façade Grant Amount

Façade grants are intended to be a 50-50 reimbursement match with the City matching the participants/applicants invested dollars in the Façade Grant Program on a dollar-for-dollar basis up to an amount generally not to exceed \$20,000 per property subject to the availability of budgeted funds, unless otherwise approved by City Commission.

In-kind contributions on the part of the participant/applicant to the Façade Grant Project cannot be used as matching funds.

Business owners applying for a Façade Grant for signage and/or certain façade improvements in the amount of \$5,000 or less, may have their match requirement reduced to as little as 10% at the discretion of the City Commission. To qualify, the signage and/or façade improvements must be designed to increase foot traffic to the store. All other Façade Grant Program requirements apply.

Certain façade grants may be considered for amounts up to \$50,000 subject to the availability of budgeted funds. For façade grants of this amount to be considered, the related expenditures would need to serve as a revitalization anchor project that significantly accelerates private investment in the Downtown Historic District or is so significant and meaningful from an historic perspective that it would justify on its own merits this level of public expenditure. Such façade grants may require a deed restriction or grant of easement be placed on the property.

Façade Grant Disbursements

Façade grant disbursement are intended to occur in a single payment on a reimbursement basis in amounts not to exceed the total of the Façade Grant Award following the performance of the work by the City's Historic Preservation Officer and Building Official or their respective designees. The project must be completed and approved by city staff and all other grant requirements and paperwork properly submitted before any grant reimbursement funding will be disbursed.

Project Building Plans and Inspections

After application and approval by the Commission, award payments are contingent upon the property owner providing required plans, obtaining all necessary permits, passing all required inspections and compliance with all other customary administrative rules and procedures. Projects must pass building inspection, along with all other requirements, before the City can disburse funds for the project.

PROJECT RECOMMENDATIONS FROM THE CITY'S HISTORIC PRESERVATION OFFICER AND HISTORICAL DEVELOPMENT BOARD

The City's Historic Preservation Officer and Historical Development Board have the right to review, question and make recommendations with respect to Façade Grant Program Guidelines and Façade Grant Program Application.

DEED RESTRICTIONS AND/OR GRANT OF EASEMENT

For certain Façade Grant Program projects it may be deemed necessary for the City to obtain a deed restriction or grant of easement to protect the City's investment in the project. The terms and duration of any deed restrictions or easements are to be negotiated prior to approval of a Façade Grant by the Commission.

APPLICATION

Project Title: _____ Date Prepared: _____

Owner: _____ Phone #: _____

Email Address: _____ Individual Corporation Nonprofit Other
(Circle)

Address: _____

Contact (if different): _____ Phone #: _____

Email Address: _____ Individual Corporation Nonprofit Other
(Circle)

Address: _____

Project Location / Address: _____

Legal Description: _____

Parcel Number: _____ Zoning _____

National Register; Texas Landmark; Kingsville Historic Landmark; Contributing Property; Other
(Circle)

Comment _____

Proposed Use: _____

Scope of Work: _____

Schedule: _____

Contractor(s) _____

Violation history: _____

Attach documents that support:

- Legal Description of property, proof of ownership, and other proof of eligibility for grant
- Plans for the façade grant eligible project
- Photographs
- Statements of costs, budget, pro forma and other descriptions of expenses
- Construction schedule
- Authorization for access by City staff and other officials
- Statement of proposed use and timetable for occupancy of property
- Proof of absence of delinquent taxes, fines, fees, liens, claims, etc.
- Additional information when requested

Project Amount _____

Requested grant amount _____

Applicant signature _____

Office Use:

Date Received _____ Acknowledged by _____

Meeting Date(s) _____

Staff and/or Board and/or Commission actions _____

Notice Date(s) _____

Comment _____

AGREEMENT

I have read the guidelines and the application for the City of Kingsville Historic District Façade Improvement Grant Program and have met with City staff and I fully understand the terms and conditions that affect the eligibility and possible awards under that program.

I intend to use any grant awarded to me under that program for the project(s) described in the attached application which I believe meet the intended purposes and limitations of the subject program.

I understand that I, as owner of the property, must meet the standards enumerated, that the project must meet guidelines, that the grant must be approved at the sole discretion of the City of Kingsville, that awards are subject to availability of funds and are further subject to inspections by the Historic Preservation Officer and the City Building Official or their designees.

I understand that disbursements are generally made as reimbursements and are made subject to the rules contained in the program guidelines.

I further understand that certain projects may require deed restrictions and/or a grant of easement, as negotiated in advance.

Address/ Description of Property _____

Building Owner Name _____

Business Owner Address _____

Signature(s) _____

Date _____

For the City _____

Signature _____ Date _____

VERIFICATION

Project Title: _____ Date Prepared: _____

Prepared by: _____ Phone #: _____

Email Address: _____

Scope of Completed Work: _____

Completion Date(s) _____

Eligible Expenses: _____

Office Use

Inspection(s)

By _____ Date _____

Comments _____

