

## **FY 2018 CEDC Downtown Historic Façade Program**

The purpose of this program is to preserve and cultivate the historic character of the Central Business District of Clarendon, Texas, with a special emphasis on the 100, 200, and 300 blocks of South Kearney Street; the 100 and 200 blocks of South Sully Street; and commercial properties directly adjacent to the Courthouse Square. The program specifically seeks to promote the historic look of downtown as it appeared between 1890 and 1927. Special consideration is given to historic properties constructed after that time period (such as the Mulkey Theatre).

The Historic Façade Program is designed to promote the continued use and maintenance of historic commercial and multi-use properties in the Façade Improvement Program Downtown Area by helping property owners rehabilitate and preserve eligible structures. Reimbursement grants are provided to owners in recognition of the positive impacts that individual building improvements can have on overall appearance, quality, growth, and vitality of downtown.

**The Clarendon Economic Development Corp. offers an 80% grant up to a maximum of \$20,000** in fiscal year 2018 to preserve, restore, or rehabilitate historic storefronts in target area. Grant applications will be available March 1, 2018 and applications will be due May 1, 2018. Funding for awarded projects will be available beginning in June 2018. The number of funded projects will depend on the application requests received.

**ELIGIBILITY:** To be eligible for the façade improvement program an existing building must be located within the Central Business District with preference given to buildings greater than 70 years old. Additionally, no application will be accepted for any project from a property owner who has payment in arrears for property taxes, special assessments, or other liabilities due to the City of Clarendon or the Donley Appraisal District or who does not possess insurance equal to or greater than the current appraised value of the building.

Costs will be shared for the façade improvement program on the following basis:

1. The CEDC shall provide matching funds for up to 80 percent of the actual, eligible costs up to a maximum grant amount of \$400 per linear foot of the storefront (i.e. \$10,000 for a 25-foot storefront or \$20,000 for a 50-foot storefront).
2. Eligible project costs include the following: reconstruction, rehabilitation and preservation of the façade, façade cleaning, professional and consultant fees, tuck pointing, painting, and renovation or replacement of exterior lighting, signage, awnings, or other similar improvements not listed herein.
3. Projects must follow at a minimum the Department of the Interior's Standards for Rehabilitation. (See attached)
4. When work has been completed in compliance with the approved application and inspected and approved by the CEDC, the CEDC shall remit payment for its portion of the cost to the owner based on the estimate approved on the application and upon receipt of the paid bill(s) of the contractor performing the work.

## **COMPLIANCE:**

1. The improvements must be completed within **twelve months from the date of an applications approval.**
2. Only complete applications will be considered for approval. Incomplete applications which are missing required application materials will not be considered and shall expire after six (6) months. The six (6) month time period will begin on the date of the most recent staff correspondence with the applicant. A new completed application shall be submitted in order to resume activity on a grant application.
3. Construction of improvements must commence within ninety (90) days of grant application approval and must be completed within one (1) year of grant application approval. The applicant may request a one (1) time thirty (30) day extension for construction commencement and a one (1) time six (6) month extension to complete the project from the CEDC Board.

Property owners or business tenants (with approval of the property owner) shall submit an application to be considered for funding. Submittal requirements are set forth on the application form. Upon receipt of the completed application, with all required attachments, applications shall be accepted and considered for approval administratively. All approved applications shall be conducted between the property owner and CEDC prior to the execution of an agreement. The CEDC retains the right to approve an entire request, to approve portions of the request, suggest and/or ask for changes/additions to a request before approving, or to deny any request or portion thereof.

**Potential applicants are urged to meet with the CEDC *prior* to applying!**

**SCORING:** Grants applications will be awarded exclusively on merit and graded against the following evaluation criteria:

1. **Proposed façade improvements and design (0-25 points):** Work is consistent with historic photos and/or the Downtown Streetscapes established for the CEDC by Texas Tech University. Improvements and design that are congruent with the existing historic qualities of a building and the greater downtown and/or that seek to reestablish specific historic characteristics and architectural components of a building.
2. **Historic significance/preservation (0-15 points):** facets of a building including its functional type, materials, construction or style that contribute to its historic qualities or significance. Additionally, other building attributes such as the feelings conveyed by a sense of time and place or buildings associated with events or people, contribute to historic significance.
3. **Benefit to Downtown:**
  - a. **Vacant / Underutilized Structure (0-20 points):** Project will result in a new or expanded business in a wholly or partially unoccupied building.
  - b. **Sales Subject to Sales Tax (0-15 points):**
  - c. **First Floor Commercial Usage (0-10 points):**
  - d. **Extended Hours (0-5 points):** Business will be open after 6 p.m.
  - e. **Top Floor Residential Usage (0-5 points):** Loft or similar apartments.
4. **Location (0-10):** Proximity to Mulkey Theatre or Donley County Courthouse.
5. **Capital Expenditure (0-5 points):** Total amount of proposed project.

**Funding Recommendations:**

0-40 Points No funding.

41-64 Points Possible grant funding up to \$200/per linear storefront foot.

65-110 Points Possible grant funding up to \$400/per linear storefront foot.

**FY2018 Clarendon EDC - Downtown Historic Façade Improvement Program**

APPLICATION DEADLINE: May 1, 2018

APPLICANT INFORMATION:

Building Owner: \_\_\_\_\_ Date: \_\_\_\_\_

Tenant (if applicable): \_\_\_\_\_

Mailing Address: \_\_\_\_\_

Building Address (if different than above): \_\_\_\_\_

Contact Name(s): \_\_\_\_\_ Email: \_\_\_\_\_

Contact Phone Number: \_\_\_\_\_ Fax Number: \_\_\_\_\_

BUILDING INFORMATION:

Physical Address: \_\_\_\_\_

Property Legal Description: \_\_\_\_\_

Storefront Width: \_\_\_\_\_ Year of Construction: \_\_\_\_\_ Number of Stories: \_\_\_\_\_

Building Space Type (check one):  Commercial  Retail  Restaurant  Office  Other

Type of Work (check all that apply):  Signage  Paint  Masonry cleaning/repair  
 Awning/Canopy  Uncovering/Repairing/Replacing Windows

Benefit to Downtown (check all that apply):  Extended Business Hours  First Floor Use  
 Occupy Vacant/Underutilized Building  Location near Mulkey or Courthouse  
 Taxable Sales  Enhance Historic Significance  Loft Apartments

Details of Planned Improvements: (attach additional description, as necessary)

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**ATTACH THE FOLLOWING REQUIRED DOCUMENTS:**

- Scaled drawings/plans of proposed work and description of materials to be used.
- Samples of paint, canopy fabric, sign design, etc., and photos of the building's exterior.
- Copy of current commercial property insurance policy.
- Contractor quotes/bids (attach a minimum of three original proposals unless the work is self-contracted).

(1) Contractor name: \_\_\_\_\_ Cost Estimate: \$ \_\_\_\_\_

(2) Contractor name: \_\_\_\_\_ Cost Estimate: \$ \_\_\_\_\_

(3) Contractor name: \_\_\_\_\_ Cost Estimate: \$ \_\_\_\_\_

Quotes/bids submitted by an applicant must be current and dated no earlier than sixty (60) days prior to the application request. Quotes/bids shall be submitted on the contractor's or project architect's letterhead and shall contain the contractors name, address, and telephone number. *Self-contracted work will be reimbursed for actual legitimate expenses, excluding labor.*

Total Cost of Proposed Façade Project: \$ \_\_\_\_\_

Total Grant Amount Requested: \$ \_\_\_\_\_

The CEDC, at the sole discretion of a majority of the Board of Directors, may provide matching funds for up to 80 percent of the actual, eligible costs with a maximum amount of \$400 per linear foot of the façade. The decision of the CEDC Board is final. Applicants that are rejected or denied funding must wait six months before reapplying for funding.

Applicant should attend and present their grant project to the CEDC Board in person when requested to do so. Failure to attend the meeting when requested may be cause for rejection of the application.

## Downtown Historic Façade Program Agreement Form

I, \_\_\_\_\_, fully understand the Downtown Historic Façade Improvement Program procedures and details established by the CEDC. I intend to use this program for the aforementioned renovation projects to forward the efforts of downtown revitalization and overall aesthetic improvement of the downtown area. I affirm and understand that:

- a) The information submitted herein is true and accurate to the best of my knowledge.
- b) I have read and understand the CEDC's Downtown Façade Improvement Program Project Guidelines and agree to be bound by and abide by these conditions.
- c) I understand that approval of a façade grant shall be communicated to the applicant in writing by the CEDC via a Façade Grant Funding Commitment Letter.
- d) I understand that receipt of a Façade Grant Funding Commitment Letter from the CEDC does not constitute application or approval for a CEDC building permit.
- e) I understand that any changes made to the approved façade improvements without the approval of the CEDC will be cause for the CEDC to withdraw its funding commitment.

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Business/Organization Name

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Applicant's Signature

Date

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Building Owner's Signature

Date

### Resource List:

Links for resources, articles, and success stories

<https://savingplaces.org/>

<https://savingplaces.org/stories/six-reasons-save-oldbuildings#.WKOOCvkrJhE>

<https://savingplaces.org/stories/why-do-old-placesmatter#.WKOOMPkrJhE>

<https://www.preservationsociety.org/green/>

<http://www.mainstreet.org/main-street/main-street-news/story-of-theweek/2015/measuring-the-economicimpact.html?referrer=https://www.google.com/>

<http://www.achp.gov/docs/deluxe-theater.pdf>

### State & Federal Tax Credit Information

State: Texas Historic Preservation Tax Credit Program:

<http://www.thc.texas.gov/preserve/projects-and-programs/preservation-taxincentives/federal-historic-preservation-tax>

Federal: Federal Historic Preservation Tax Incentives Program:

<https://www.nps.gov/TPS/tax-incentives.htm>

## **Secretary of the Interior's Standards for Rehabilitation**

The Standards are to be applied to specific rehabilitation projects in a reasonable manner, taking into consideration economic and technical feasibility. Any proposed improvement project submitted by an Applicant shall demonstrate and incorporate an awareness of the Standards of Rehabilitation as follows:

1. A property shall 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 and environment.
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. Most properties change over time; those changes that have acquired historic significance in their own right shall be retained and preserved.
5. Distinctive features, finishes, and construction techniques or examples of craftsmanship that characterize a historic property shall be preserved.
6. 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 in design, color, 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, such as sandblasting, that cause damage to historic materials shall not be used. The surface cleaning of structures, if appropriate, shall be undertaken using the gentlest means possible.
8. Significant archeological resources affected by a project shall be protected and preserved. If such resources must be disturbed, mitigation measures shall be undertaken.
9. New additions, exterior alterations, or related new construction shall not destroy historic materials that characterize the property. The new work shall be differentiated from the old and shall 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 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.

## **Tax Incentives**

Federal and state tax incentives exist for owners of historic properties. Ask the CEDC for more information.