

FARMERS BRANCH COMMERCIAL FAÇADE REVITALIZATION PROGRAM

The City of Farmers Branch Commercial Façade Revitalization Program was developed to encourage property owners to enhance the publicly viewed areas of their buildings, including exterior walls, landscaping, walkways, equipment screening, uniform signage and window replacements or upgrades. While the program is focused on the redevelopment of the Shops at Branch Crossing/Four Corners, other commercially viable areas of the City are eligible.

PROGRAM DETAILS (please read carefully):

The City of Farmers Branch Façade Reimbursement Grant Program is set up as a single payment reimbursement to property owners per building/business, and in some situations, tenants. **Facade grants are available up to a 50/50 matching basis with a minimum project value of \$2,000 and a maximum reimbursement of \$50,000 per grant**, unless otherwise approved by the City Council. Façade grant funds focus on exterior work on storefronts, visible to the traveling public, located in the Branch Crossing Area (see attached map), or other area as approved by City Council.

All grants are available throughout the year, on a first come, first serve basis until total funds are depleted. **No grants will be awarded for work that has already been done or for work that is covered by insurance.** All submitted work will be reviewed and recommended for approval by the City of Farmers Branch Staff. Before any eligible work may begin, the City Council will provide final approval. If awarded funds, any deviation from the approved project may result in the total or partial withdrawal of the funds. Also, a City of Farmers Branch Commercial Façade Revitalization Program sign shall be displayed on the property for a minimum of three (3) months to help publicly recognize the grant program.

Application Process

- 1) Determine eligibility:** Discuss project plans with Economic Development Director and determine if the plans fit the zoning and building codes for the area. This information can be gathered from the Community Services department.
- 2) Fill out façade reimbursement grant application form and sign the agreement form.** All grant applications must include a scale drawing by the project architect or contractor of all the proposed grant work to be done. **Color samples of all final paint selections must be included with the application to be reviewed by the City of Farmers Branch staff.** Obtain itemized written work estimates on all project work from contractors or project architects. Self-contracted work will be reimbursed for actual legitimate expenses, excluding labor.
- 3) Return the completed application form** with all original itemized work estimates, color samples, and drawings of the proposed work to the Economic Development office at 13000 William Dodson Parkway, no later than 5 p.m. the Thursday prior to the first Friday of each month.
- 4) The approval process will include without limitation the following:** All projects must meet current building standards and codes, as well as building permit requirements.

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- a)** The City of Farmers Branch shall consider only Applications which have been properly and fully completed and which contain all information required in the Application or requested by any staff or council.
- b)** All construction bids submitted by an Applicant must be current and must be dated no earlier than ninety (90) days prior to the Application request. Bids shall be submitted on the contractor's or project architect's letterhead and shall contain the contractor's name, address, telephone number and shall itemize the bid in a manner that allows the City of Farmers Branch Staff to determine the bid components and authenticity of the bid.
- c)** For work done by the applicant, the applicant must provide a signed affidavit stating the qualifying improvements, the cost of each, and the total amount of the qualified improvements.
- d)** Applicant must provide a valid Texas Driver's License or Texas I.D. card for identity verification purposes.
- e)** The Applicant must provide a completed W-9 Form, including a Social Security number, pursuant to IRS regulations. The City is required to file tax documentation on disbursements over \$600.
- f)** Applicants receiving approval by the City Council shall commence construction described within the Application within ninety (90) days from the date of approval. All Applicants must complete the construction described in the Application within one (1) year from the date the funds were approved. An extension of more than one (1) year may be granted during the application process if the scope of the project requires additional time as determined by the City of Farmers Branch staff. If the Applicant is unable to commence construction within ninety (90) days from the date the grant is approved or complete construction within one (1) year from the date the grant is approved, the Applicant may submit a written request for an extension for the commencement date or completion date provided the extension request is made prior to the ninety (90) day or one (1) year time limit. The City of Farmers Branch shall not be obligated to allow extensions but may do so for good cause determined solely by the City Council. An extension denial cannot be appealed and shall be final.
- g)** The Applicant, by submission of this Application, represents the construction described within the Application shall be used in a building which is in compliance with all codes and ordinances.
- h)** As a condition of this program Application and in consideration of the opportunity to apply for funds, the Applicant consents and shall allow the City of Farmers Branch staff inspections to determine that the funds, if awarded, shall not be used for construction to any building that is not in compliance with the City Municipal Codes and Ordinances which are applicable to the construction contemplated in the application.
- i)** An Applicant who submits an Application that was denied a grant by the City Council shall not be eligible to re-submit a grant application for six (6) months from the date the prior Application was declined by the City Council unless specifically waived by the City Council.
- j)** The City of Farmers Branch shall award funds considering the amount requested, funds available, the program intent, condition of the building in which the funds will be used,

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effectiveness of the construction, other fund requests, the type and nature of the construction, and the proposed construction results considering the program guidelines.

- k)* The Applicant shall be required to furnish digital photographs of the building's exterior, roof and foundation as part of the Application request and also after the construction is completed, as a condition of final grant reimbursement.
- l)* The Applicant is required to obtain all applicable City permits and City approvals required for the construction if funds are awarded.
- m)* No Applicant, nor Applicant agent, representative or tenant shall be entitled to receive approval on the same property if requested within **three (3) years** from the date previous funds were awarded by the City of Farmers Branch, unless a multi-phase project was described in the original application and approved by the City Council.
- n)* An Applicant must attend City of Farmers Branch meetings which consider the Application or when requested to do so by the City of Farmers Branch. Failure to attend a City of Farmers Branch meeting when required shall be cause for rejection of the Application.
- o)* The City Council meets on **the first and third Tuesdays of the month**, unless otherwise stated, and all applicants are required to attend and present their project to the Council for review and approval.
- p)* Improvements funded by this program will be maintained in good order for a period of one (1) to five (5) years dependent upon the grant amount (please see the Lien Schedule); graffiti and vandalism will be dutifully repaired during this time period. If the façade is altered for any reason, not maintained in good order or the property is sold during the designated time frame from construction, the applicant may be required to reimburse the City of Farmers Branch immediately for the full amount of the Façade Reimbursement Grant.

5) Program Changes and Requirements

- a)* The City Manager or the City Manager's designee is authorized to modify the name of this program as needed for marketing or public relations purposes.
 - b)* Notwithstanding anything stated in this Application to the contrary, the award of any incentive is at the sole discretion of the City Council and the program may be suspended or terminated at any time regardless of availability of funds or pending applications on file.
 - c)* No Applicant has a proprietary right to receive grant funds. The City of Farmers Branch shall consider any Application within its discretionary authority to determine what amount would be in the best interest of the program. The review criteria may include, but shall not be limited to, compatible architectural design, streetscape objectives and overall redevelopment of the Branch Crossing area.
- 6) Reimbursement: When the entire project has been satisfactorily completed, the applicant shall present the City of Farmers Branch Economic Development office with copies of all paid invoices, including copies of cancelled checks and/or credit card receipts, for a single payment reimbursement of the approved funding.** Along with the financial documents the applicant must provide digital photos of the completed work that include

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detailed photos of all projects funded by the program as well as wider shots of the entire building.

- 7) *Appeal Process:*** Any Application rejected by the City of Farmers Branch shall be entitled to review by the Farmers Branch City Council. The Applicant shall submit a written request for review to the Assistant City Manager no later than ten (10) days from the date the Application is denied by the City of Farmers Branch. The request for review by the Farmers Branch City Council shall state reasons why the Applicant believes the Application was improperly refused by the City of Farmers Branch staff or City Council and the reasons why the Applicant believes the Application should be approved. The written review request shall be furnished by the Assistant City Manager to the City of Farmers Branch staff. The Staff of the City of Farmers Branch shall, within ten (10) days of receipt of the Applicant's written request from the Assistant City Manager, furnish to the Assistant City Manager the reasons for refusing the Application and shall state reasons why the Application should not be approved by the Farmers Branch City Council. Review by the Farmers Branch City Council will be scheduled within the time restraints and business issues of the Farmers Branch City Council, but in no event later than ninety (90) days from the date the written request for review is received by the Assistant City Manager from the Applicant. The City Council shall review the Application and consider the action taken by the City of Farmers Branch staff or council regarding the Application. The Farmers Branch City Council shall not be required to reverse the City of Farmers Branch staff unless the Farmers Branch City Council determines the City of Farmers Branch staff did not act in substantial compliance with the Application request and applicable policies relating to the Farmers Branch Commercial Revitalization Program. The Farmers Branch City Council determination shall be deemed final action regarding the Application.

If you have any application questions, please contact the Economic Development Department at 972-919-2512. If you have any building permit questions, please contact Community Services at 972-919-2549.

FARMERS BRANCH COMMERCIAL FAÇADE REVITALIZATION PROGRAM CHECKLIST

Use this form as a checklist to follow all steps needed to complete the Façade & Sign Reimbursement Grant Program application to receive approval.

- ☐ Meet with Farmers Branch Economic Development Department to determine eligibility and to review Façade Reimbursement Grant and instructions.
- ☐ Meet with the Community Services if any work may involve receiving a building permit.
- ☐ Completely fill out Façade Reimbursement Grant application form and sign agreement form. (Also include required attachments: application and all submitted materials; photographs of building's exterior, roof and foundation)
- ☐ Return completed application and agreement form with required attachments to the Farmers Branch Economic Development Department no later than 5 p.m. Thursday, prior to the first Friday of each month, to be added to the next Council meeting agenda.
- ☐ Attend and present Façade Reimbursement Grant application project to the City Council for their design approval.
- ☐ Receive design approval of proposed work listed on grant application.
- ☐ Façade Reimbursement Grant project construction may commence. Work must commence within 90 days of approval from the City of Farmers Branch and be completed within one year.
- ☐ Upon completion of Façade Reimbursement Grant project, furnish photographs of the building's exterior, roof and foundation; copies of all paid invoices, including copies of cancelled checks and/or credit card receipts, to receive a single payment reimbursement of the approved funding. The check may be presented during a City Council meeting along with the before and after photos and descriptions of the work completed.

Date Received: _____

FARMERS BRANCH COMMERCIAL FAÇADE REVITALIZATION PROGRAM PROGRAM APPLICATION

Please return completed with necessary attachments and signatures to the City of Farmers Branch Economic Development office, 13000 William Dodson Parkway, no later than 5 p.m. Thursday, prior to the first Friday of each month. If you have any application questions, please contact the Economic Development Director at 972.919.2512. If you have any building or sign permit/historic preservation questions, please contact Community Services at 972.919.2549.

Applicant Name _____ Date _____
Business Name _____
Mailing Address _____
Contact Phone _____ Email Address _____
Building Owner (if different from applicant) _____
Physical Building Address _____
Type of Work: (check all that apply)
Paint _____ Stonework _____ Awning/Canopy _____
Uncovering/replacing windows _____ Roof repair _____
Masonry Cleaning/Paint Removal _____ Other _____

Details of Planned Improvements:
(attach additional paper if necessary)

List Contractor/Project architect Proposals and Total Amounts (please attach original proposals):

- 1.
- 2.
- 3.

TOTAL COST OF PROPOSED BUILDING PROJECT: \$ _____

AMOUNT OF FUNDS REQUESTED (\$50,000 FAÇADE MAX): \$ _____

Attach with all required color samples of paint, awning/canopy, sign design, etc., as well as photographs of building's exterior facade, roof and foundation.

Applicant's Signature

Date

Administrative Review

Approved _____ Rejected _____ By: _____ Date _____

FARMERS BRANCH COMMERCIAL FAÇADE REVITALIZATION PROGRAM AGREEMENT FORM

Please return completed with necessary attachments and signature to the City of Farmers Branch Economic Development office, 13000 William Dodson Parkway, no later than 5 p.m. Thursday, prior to the first Friday of each month. If you have any application questions, please contact the Economic Development Director at 972.919.2512.

I have met with the City of Farmers Branch, and I fully understand the Commercial Revitalization Program Procedures and Details established by the City of Farmers Branch. I intend to use this grant program for the aforementioned renovation projects to forward the efforts of the Branch Crossing revitalization program. I have not received, nor will I receive insurance monies for this revitalization project.

I have read the Commercial Revitalization Program Application Procedures including the Program Details.

I understand that if I am awarded funds by the City of Farmers Branch, any deviation from the approved project may result in the partial or total withdrawal of the awarded funds. If the façade is altered for any reason within _____ **year(s)** from construction, I may be required to reimburse the City of Farmers Branch immediately for the full amount of the funds awarded.

Business/Organization Name _____

Applicant's Signature _____ ***Date*** _____

Building Owner's Signature _____ ***Date*** _____
(if different from applicant)

City of Farmers Branch Approval _____ ***Date*** _____