

# **FAÇADE IMPROVEMENT ASSISTANCE PROGRAM FOR THE CENTRAL BUSINESS DISTRICT ELMHURST, ILLINOIS (Revised MARCH 2017)**

## **I. Objective of Façade Assistance Program**

The Façade Improvement Assistance Program is intended to promote revitalization of the Central Business district by providing financial assistance to building owners for improvements made to existing commercial buildings, or for demolition and new construction. Financial assistance is made available to provide a significant impact on the exterior of buildings, thus improving the marketing of the Central Business District (CBD). The intent of this program is for building owners to take full advantage of assistance available and encourage full renovation programs.

## **II. Guidelines for Financial Assistance**

Owners of buildings in the T.I.F. I District are eligible for financial assistance from the City of Elmhurst to upgrade and rehabilitate their buildings. Financial assistance is available on a one-time basis per building. Assistance will only be available to those projects following outlined procedures. Owners of buildings with multiple occupancy shall receive only one rebate per building. Applications will be considered in the order in which they are received, up to available funding. Submittals shall be reviewed by the Architectural & Building Commission with recommendations forwarded to the City Manager for his approval. The funds may be applied toward the applicable percentage of the following costs: architectural design, landscaping, maintenance, canopies or awnings, signage, screening of unsightly utilities, life safety (sprinklers and fire alarm systems, etc.), accessibility, and exterior lighting.

### **A. Types of Assistance Available**

1. Building Façade Rehabilitation – a one-time, 33-1/3% up to \$20,000 cash rebate per building for renovation activities in the Central Business District area when doing façade work only.
2. Full Renovation Program – a one-time, 50% up to \$50,000 cash rebate per building in the Central Business District area when addressing all seven categories listed below, especially life safety and accessibility (Note: Items a, b and g may not apply to project.)
  - a. Maintenance
  - b. Canopies or awnings
  - c. Signage
  - d. Screening of unsightly utilities
  - e. Life safety (sprinklers and fire alarm system, etc.)
  - f. Accessibility
  - g. Exterior lighting

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3. Demolition and New Construction – a one-time 50% up to \$50,000 cash rebate.

### **III. Procedure for Applying for Financial Assistance**

- A. Owner(s) shall fill out appropriate application, available at City Hall Planning and Development Department.
- B. Applicant shall schedule interview with City staff to review project. City staff shall make its recommendation to the City Manager, pending review by the Architectural & Building Commission
- C. City staff will review project with and shall provide a copy of its recommendation to the Architectural & Building Commission to qualify project for rebate. The Architectural & Building Commission shall make a recommendation to the City Manager.
- D. Projects requesting compensation for design services shall be reviewed with designer, City staff and owner prior to any construction.
- E. Project financing is reviewed, consultant prepares cost estimate.
- F. Upon approval of project financing, design of project begins.
- G. Upon approval of design by owner and Architectural & Building Commission, contract documents begin.
- H. Upon completion and approval of contract documents, bidding for construction services begins, and building permit review begins.
- I. Upon review and approval of bids, final loan commitment shall be secured. City shall commit to its share of construction cost in the form of a rebate escrow account provided funding for an amount equal to the City's share of the construction cost then is available in the City Budget.
- J. Building permits are paid for by the applicant then issued and construction begins.
- K. City staff and design consultant review construction progress and make reports to owner.
- L. City makes payout of commitment (rebate) at project completion. All construction payouts, approvals and waivers of lien shall be reviewed by City staff prior to City payout. In the event budgeted and appropriated amounts have been exhausted, the owner shall be given priority in the fiscal year next following, subject to adequate appropriation therefor.

### **IV. Conformance to this Guideline**

- A. The City of Elmhurst and its Architectural & Building Commission shall review all design submittals and have input into the final appearance of building facades, both new and renovations. The review of the Commission shall not be binding but only serve as a design review consultant for the City of Elmhurst. In addition to design review, each project shall be reviewed by City staff for code compliance. The City Manager shall determine if the project shall be approved. If he approves same, the project shall be eligible for City financial assistance. If he disapproves same, the project shall be ineligible for such assistance.

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- B. Notwithstanding any provision hereof to the contrary, in the event the recommendation of the Architectural & Building Commission differs in any material respect from that of the City staff, the City Manager shall disapprove the project. In such event, the owner shall have the ability to submit its request to the Development, Planning and Zoning Committee of the City Council. Such submittal shall be made, if at all, within thirty (30) days of the date of the decision by the Architectural & Building Commission. If timely submitted, the Committee shall consider whether the project shall be eligible for assistance from the City and shall make its recommendation to the City Council. The decision of the City Council shall be final.

**E N D**

March 2017  
Officially Adopted April 3, 2017



# CITY OF ELMHURST

209 NORTH YORK STREET  
ELMHURST, ILLINOIS 60126-2759  
(630) 530-3000

## APPLICATION FOR THE FACADE IMPROVEMENT ASSISTANCE PROGRAM

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Name of Applicant

Daytime Phone

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Address

City

State

Zip Code

Address of Subject Property to be Improved: \_\_\_\_\_

Brief description of project and improvements (drawings must be submitted with application):

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

### TYPE OF ASSISTANCE REQUESTED

\_\_\_\_\_ Building Façade Rehabilitation (33-1/3% up to \$20,000)

\_\_\_\_\_ Full Renovation Program (50% up to \$50,000)

\_\_\_\_\_ Demolition and New Construction (50% up to \$50,000)

ARCHITECT: \_\_\_\_\_

Address

Phone

CONTRACTOR: \_\_\_\_\_

Address

Phone

DATE OF APPLICATION: \_\_\_\_\_

\_\_\_\_\_  
Signature of Application