

**ELMHURST FAÇADE IMPROVEMENT INCENTIVE PROGRAMS**  
**Building Façade Rehabilitation Grant and Life Safety & Accessibility Upgrades Grant**



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**OBJECTIVE OF FAÇADE ASSISTANCE PROGRAM**

The Façade Improvement Assistance Program is intended to promote revitalization in the North York Corridor TIF 4, Lake/Church TIF 5, and the Downtown TIF (“development areas”) by providing financial assistance to building owners for improvements made to existing commercial buildings. Financial assistance is made available to provide a significant impact on the exterior of buildings, thus improving the marketing of the development areas. The intent of this program is for building owners, and individual business owners with consent of the property owner, to take full advantage of assistance available and encourage full renovation programs.

**GUIDELINES FOR FINANCIAL ASSISTANCE**

New and existing property owners, of existing single-tenant or multi-tenant commercial buildings containing first floor retail/commercial space within the boundaries of the development areas are eligible to upgrade and rehabilitate their buildings utilizing both the Building Façade Rehabilitation and Life Safety & Accessibility Upgrades grants. New and existing business owners (with written property owner consent), may also utilize this program for individual tenant improvements on properties within the boundaries of the development areas if the property owner of said single-tenant or multi-unit development has elected not to participate in improvements. Assistance will only be available to those projects following outlined procedures.

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. Applicants seeking in excess of \$60,000 in Building Façade Rehabilitation assistance require review by the Development, Planning & Zoning (“DP&Z”) Committee and City Council approval after review by the Architectural & Building Commission. Applicants are eligible to receive reimbursement of up to 50% of verified, qualified expenditures including but not limited to exteriors, landscape design, signage, and exterior lighting. Applicants are eligible to receive an additional reimbursement of

50% of verified, qualified expenditures associated with life safety and accessibility upgrades of existing buildings up to \$30,000.

Once the maximum award is reached on a property, the property is not eligible for another façade grant for twenty years, unless they seek and receive City Council approval after review by the DP&Z Committee. Properties that were granted a façade grant under the former Downtown TIF 1 program after 2008 are likewise not eligible for another façade grant for twenty years from date of last approval, unless they seek and receive City Council approval. Teardown/New construction buildings are not eligible.

### **TYPES OF GRANTS AVAILABLE**

1. **Building Façade Rehabilitation** – Maximum amount awarded toward façade improvements is determined on total linear footage of improved frontage. Applicants are eligible for \$800/linear foot of improved frontage; minimum award \$20,000 and maximum award \$240,000. Eligible qualified expenditures include but are not limited to exteriors, landscape design, signage, exterior lighting, and screening of unsightly utilities for existing buildings.
2. **Life Safety & Accessibility Upgrades** – Applicants are eligible to receive reimbursement of 50% of verified, qualified expenditures associated with life safety and accessibility upgrades of existing buildings up to \$30,000. Eligible qualified expenditures include but are not limited to sprinkler systems, fire alarm systems, and accessible restroom upgrades.

### **PROCEDURE FOR APPLYING FOR FINANCIAL ASSISTANCE**

Businesses desiring to apply for a grant under the Program should obtain the description of the Program and a grant application form either on the City of Elmhurst website at [www.elmhurst.org](http://www.elmhurst.org) or from the Community Development Office at Elmhurst City Hall. Questions concerning the details of the Program, or how to complete the grant application, should be directed to Bruce Dubiel, Building Commissioner at (630) 530-6409. Completed applications should be delivered to the Community Development Office at Elmhurst City Hall, addressed to the attention of the Building Commissioner.

All applications must be submitted using the application form attached. Applicants are subject to a personal interview by City Staff and a review of the applicant's design plan.

Applications for grants under the Program are reviewed by City Staff and the Architectural & Building Commission before a recommendation is made to either the City Manager or DP&Z Committee of its decision to recommend approval of a grant application for a specified grant amount.

- The Architectural & Building Commission shall make a recommendation to the City Manager for Building Façade Rehabilitation requests of \$60,000 or less and Life Safety & Accessibility Upgrades up to \$30,000. The City Manager will then inform the Elmhurst City Council of the action.
- The Architectural & Building Commission shall make a recommendation to the DP&Z Committee for Building Façade Rehabilitation requests over \$60,000.

Applicants referred to the DP&Z Committee will be required to attend a meeting(s) of the DP&Z Committee to discuss their request. The Committee will then make their recommendation to the full City Council, at which time the recommendation will be subject to a majority vote of the full Elmhurst City Council.

An approved grant will be effectuated by City staff.

Failure by an applicant, with respect to an approved grant, to abide by the terms and conditions of the Program or for the specific grant as approved may result in forfeiture of the funding for the grant, at the discretion of the Selection Committee.

## **ELIGIBILITY FOR GRANTS**

### **In General**

Only one of each grant will be awarded per property enhancement initiative within a twenty-year time period unless applicant seeks approval by the full City Council.

### **Property Location and Operation**

- (a) A property must be located within the boundaries of eligible TIF Districts to be eligible for a grant under the Program (in that grants are provided from TIF funds).
- (b) All applicants applying for a grant under the Program must submit grant applications and gain approval prior to the commencement of façade and/or life safety enhancement initiatives of the property in one of the eligible TIF Districts.
- (c) Commencement of construction on the façade and/or life safety enhancement initiatives of the property cannot begin without first obtaining all necessary permits from the City of Elmhurst.
- (d) All applicants approved for a grant under the Program must have completed their facade initiative, with respect to which the grant was approved, within six (6) months from the date of grant approval.

## **AMOUNTS AND PAYMENT OF GRANTS**

The amount of an approved grant will be based on the City of Elmhurst reimbursing fifty percent (50%) of Qualifying Expenditures incurred in the course of executing the façade and/or life safety enhancement initiatives with respect to which the grant application is submitted.

The 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.

## **CONFORMANCE TO THIS GUIDELINE**

The City of Elmhurst and its Architectural & Building Commission shall review all design submittals and have input into the final appearance of building facades. 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. Dependent on requested assistance levels as described herein, the City Manager or City Council shall determine if the project shall be approved. If he/they approves same, the project shall be eligible for City financial assistance. If he/they disapproves same, the project shall be ineligible for such assistance.

Notwithstanding any provision hereof to the contrary, in the event the recommendation of the Architectural & Building Commission for projects requesting assistance of \$60,000 or less, 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.



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**TIF District:**    North York TIF 4    Lake/Church TIF 5    Downtown TIF

**Applicant:**    Property Owner    Tenant with Owner Consent

**Type of Assistance Requested:**    \_\_\_\_\_ **Building Façade Rehabilitation** (50% of costs at \$800/linear foot  
of improved frontage - minimum \$20,000/maximum \$240,000)

\_\_\_\_\_ **Life Safety & Accessibility Upgrades** (50% up to \$30,000)

**Total Linear Feet of Improved Frontage:** \_\_\_\_\_

**Total Grant Award Requested:** \_\_\_\_\_

**Address(es) of Subject Property to Be Improved:** \_\_\_\_\_

**Name(s) of Improved Business:** \_\_\_\_\_

\_\_\_\_\_

**Brief Description of Project and Improvements:** \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Required Drawings Submitted with Application:    **Yes**    **No**

**Name of Applicant:** \_\_\_\_\_

Home Address: \_\_\_\_\_

Daytime Telephone: \_\_\_\_\_ E-mail Address: \_\_\_\_\_

**Name of Property Owner if Different from Applicant:** \_\_\_\_\_

Home Address: \_\_\_\_\_

Daytime Telephone: \_\_\_\_\_ E-mail Address: \_\_\_\_\_

Required Letter of Consent from Property Owner Attached if Applicable: **Yes** **No**

**Architect:** \_\_\_\_\_

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

Daytime Telephone: \_\_\_\_\_ E-mail Address: \_\_\_\_\_

**Contractor:** \_\_\_\_\_

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

Daytime Telephone: \_\_\_\_\_ E-mail Address: \_\_\_\_\_

Has the property received a previous façade grant from 2008 to the present: **Yes** **No**

If yes, please provide details of façade/life safety work previously completed with assistance from the City to the

subject property: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**Signature of Applicant:** \_\_\_\_\_ **Date:** \_\_\_\_\_