



DOWNTOWN JOHNSON CITY FAÇADE IMPROVEMENT GRANT PROGRAM

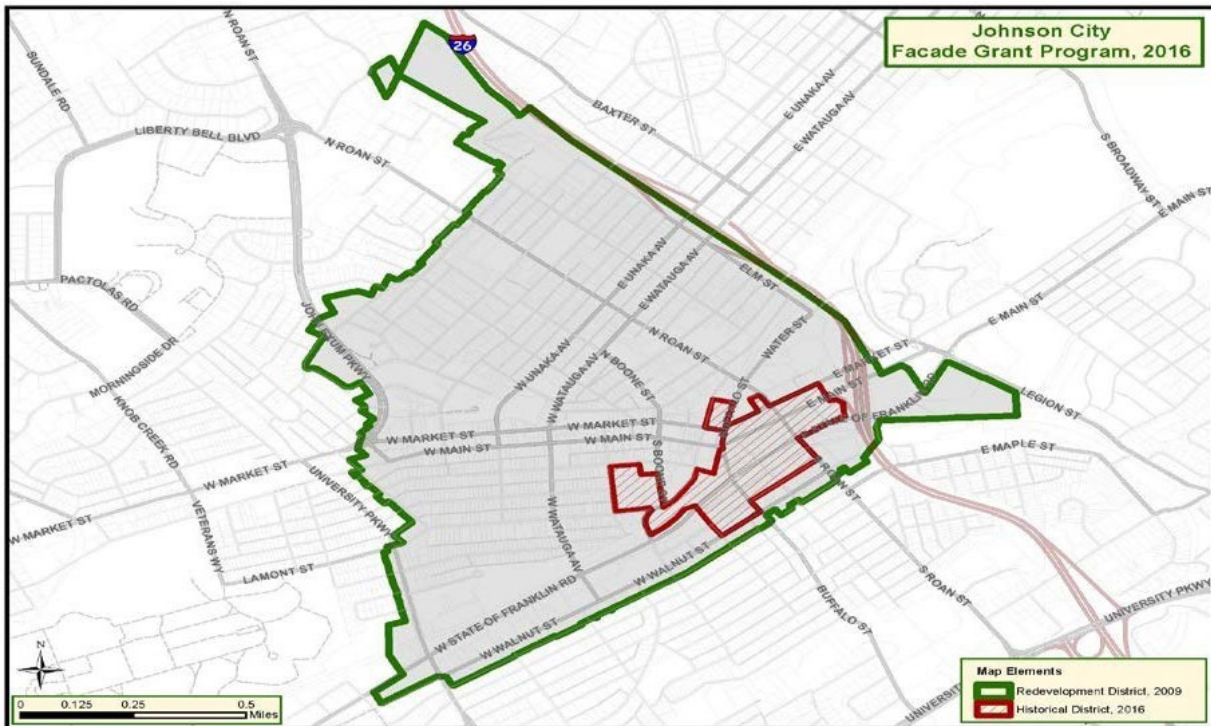
PROGRAM OVERVIEW

The objective of the Downtown Johnson City Façade Improvement Grant Program is to provide incentives to improve the facades of buildings in an area within the Redevelopment District of downtown Johnson City, with a priority within the Historic Overlay District. By improving the appearance of building façades, the program serves to increase the economic viability of this area. Improved aesthetics also increase property values, enhance the marketability of space within the buildings, eliminate blight and draw businesses and residents to the area.

The Downtown Johnson City Façade Grant Improvement Program is administered by the Johnson City Development Authority.

ELIGIBLE PROPERTIES

Conforming commercial and mixed-use properties located in the Historic Overlay District are eligible for the façade improvement program. Other conforming commercial and mixed-use properties within the Redevelopment District may also be considered if the property owner is willing to follow the Downtown Design Guidelines. The boundaries for the two districts are illustrated below. Non-conforming structures and buildings with non-conforming uses are not eligible for the grant program.



ELIGIBILITY

In order to be eligible for a facade grant, applicants must receive a Certificate of Appropriateness from the City's Historic Zoning Commission or receive preapproval from the City's Planning Division staff. In addition to design criteria, the Planning Division will determine if the use of the building conforms to the use requirements for the zoning district in which the property is located. Furthermore, the application must submit their proposed renovations to the JCDA and receive approval prior to commencing the renovations.

The level of funding for each grant will be based upon the availability of funds and the impact of the project upon the Redevelopment District. Eligible properties will be considered for reimbursement at 50% of the costs of renovations associated with eligible facade improvements to the primary facade of the building and 25% of the costs of renovations on side of the buildings that are street facing.

Re-imburement will be capped at \$5,000 per application for eligible facade improvements to single-faced buildings. For buildings with multiple street facing facades, up to an additional \$2,500 may be awarded. Larger grants may be awarded for projects that show substantial economic impact, including job creation and sales tax generation in the downtown area. Grants will be evaluated and awarded on a case-by-case basis.

Additional eligibility requirements:

- Applicants must be current on all taxes, mortgages, and insurance for the proposed project site.
- Property owners who are licensed general contractors must provide a second quote from a licensed contractor in order to be eligible.
- Projects that have been approved but have failed to commence within six (6) months of the approval date shall have to reapply.

Examples of eligible activities:

- Masonry repairs and repointing bricks;
- Repair/replace/preserve historically significant architectural details;
- Storefront reconstruction;
- Removal of false façade;
- Cornice repair;
- Exterior painting and stucco;
- Awnings and canopies;
- Window and door repair or replacement;
- Permanent exterior lighting;
- Repair/replacement of gutters and down spouts;
- Visible roof repairs in conjunction with structural improvements;
- Decking and stairs; and
- Visible electrical, mechanical equipment enclosures

Examples of activities not eligible:

- Improvements made prior to the grant approval;
- Landscaping;
- Non-visible roofing;
- Parking lots;
- Signage or billboards;
- Interior renovation;
- Temporary, portable or non-permanent improvements;
- New construction;

- Property acquisition;
- Expansion of building area;
- Conversion of use;
- Working capital;
- Labor completed by property/business owner unless supported by second quote
- Refinance of existing debt;
- Payment of delinquent taxes;
- Design and architectural fees.

DESIGN GUIDELINES

Johnson City's Downtown Historic District Design Guidelines were created to assure that the appropriateness of any proposed work is compatible with the affected building's original appearance and with other area buildings within the Downtown Historic District. Those design guidelines can be accessed here:

https://www.johnsoncitytn.org/document_center/Development%20Services/Planning/HISTORIC/Guidelines/downtown_design_guidelines.pdf

All façade grant applicants **must follow** the Downtown Design Guidelines and receive a Certificate of Appropriateness, unless otherwise approved by the Development Services Department of the City of Johnson City.

PROGRAM GUIDELINES AND TIMELINE

- A. Applicants will submit the following to the Johnson City Development Authority for approval prior to purchase of materials or commencement of work:
1. Completed application form;
 2. Proof of property ownership;
 3. Detailed cost estimates/bids for proposed improvements. All work must be completed by licensed contractors, legally operating in the City of Johnson City.
 4. Photographs of existing structure identifying areas to be renovated;
 5. If non-structural changes are proposed, a sketch or drawing to explain the changes;
 6. If structural changes of the building are proposed, stamped architectural or engineering plans must be submitted;
 7. Specifications of material used;
 8. Proof that all taxes, insurance, and mortgage payments are current;
 9. Certificate of Appropriateness / Approval from Development Services
- B. The Downtown Johnson City Façade Improvement Grant Program will operate on a quarterly grant cycle. Applications will be accepted on a rolling basis beginning July 1 and accepted applicants will be notified of their grant award the following month.

All proposed work must be able to be completed within 6 months of grant award, unless JCDA approves a longer timeline.

- C. The JCDA shall approve or deny the application based on adopted criteria and priorities:
- Monetary investment by the building/business owner
 - Potential economic impact regarding increase in employment, increase in sales tax and/or increase in property value
 - Architectural significance of improved façade
 - Evaluation of proposed façade plans

In the case of the necessity of emergency repairs, the JCDA Board may waive certain provisions of the established criteria or process based on a recommendation of the JCDA Executive Committee and documentation of the necessity of emergency repairs undertaken by the applicant.

- D. **All work must meet city building codes and historic zoning requirements.** Information on the HZC can be found here:

https://www.johnsoncitytn.org/government/development_services_dept/historic_preservation/index.php

Applicants are responsible for obtaining all permits before beginning any work. Any and all changes in the scope of work from the approved application must be resubmitted to the JCDA for approval prior to any work commencing or it will not be reimbursed. Change orders will be initiated through the JCDA. Bid additions and/or deletions must be approved prior to initiating any work changes.

- E. Project Sign

Recipients of grant monies from the Downtown Johnson City Façade Improvement Grant Program shall agree to display, during the rehabilitation process, a sign identifying the project as a recipient of financial assistance from the JCDA. The JCDA will furnish the sign at its expense.

- F. When the work is completed:

- Provide to the JCDA photographs of all completed work;
- Submit to the JCDA all receipts and/or canceled checks as proof that materials and contracted improvements have been paid for. This shall include an affidavit certifying that all of the suppliers and contractors have been paid and that there are no liens on the project. All paid receipts must include name, address, phone number, and license number of the contractor. The JCDA reserves the right to verify all costs associated with renovation work for which reimbursement is requested; and
- Request an inspection by the City of Johnson City Development Services Department and JCDA staff to ensure that all work conforms to the work proposed and is completed as approved.

PAYMENT PROCEDURES:

Reimbursements - all assistance is on a reimbursement basis following completion of the project. Projects must be completed within six months of the start of construction, unless JCDA approves a longer timeline. All work must be performed in a professional and workman-like manner. The JCDA reserves the right to withhold reimbursement payment should the final inspection by the City of Johnson City Development Services Department reveal that the work performed was not completed in a professional and workman-like manner and/or has not successfully passed all applicable inspections.

TAX INCREMENT FUNDING REQUIREMENTS:

For any Façade Improvement Grant for which funding is provided from the incremental tax revenues received by JCDA for properties with the Redevelopment District, the applicant shall also comply with the following:

1. Not discriminate upon the basis of race, color, creed, sex, handicap or national origin in the sale, lease or rental, or in the construction of the facade improvements on the applicant's property.

2. Avoid any use of the applicant's property and improvements thereon which is not in compliance with the Redevelopment Plan.

In the event the applicant fails to comply with the Tax Increment Funding Requirements, then, upon receipt of a written demand from the JCDA, the applicant shall be obligated to repay the grant to JCDA within thirty (30) days of the receipt of the demand.



**Downtown Johnson City Façade Improvement Grant
Program Application**

Applicant Information

Name of Applicant and Project _____

Address of Applicant: _____

Telephone number and cell number of Applicant: _____

Email address of Applicant: _____

Address of work: _____

Age of building being considered for renovation: _____

Type of work (itemized with cost proposal for each work element) to be completed:

Total cost of work to be completed: _____

Amount of funding requested by the JCDA to complete work: _____

Required Attachments Checklist:

- Completed application form.
- Proof of property ownership, or permission from owner of the property.
- Proof that all taxes, insurance, and mortgage payments are not delinquent.
- Work write-up with specific work items and costs listed.
- Photographs of existing structure identifying areas to be renovated.
- If non-structural changes are proposed, a sketch or drawing to explain the changes.
- If structural changes of the building are proposed, architectural or engineering plans must be submitted.
- Specifications of material used.
- Approval from Historic Zoning Committee.

Applicant Agreement:

I, the applicant, agree that the Johnson City Development Authority (JCDA) shall approve or deny the application and/or grant based on adopted criteria and priorities. I have received and reviewed the Downtown Johnson City Façade Improvement Grant Program document and will comply with the Grant Program criteria and if applicable, the Tax Increment Funding Requirements. I understand that this grant is a reimbursement grant after work has been completed according to the above description.

All work must meet Johnson City building codes and applicants are responsible for obtaining all permits before beginning any work. Any and all changes in the scope of work that may arise during the renovation process must be approved by the JCDA prior to any work initiated or completed.

JCDA Approval:

Action Taken	JCDA Staff Signature	Date
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Property is within the Historic District: _____

Date approved by JCDA: _____

Amount of Grant Approved: _____

Submit application by mail or email to:

Johnson City Development Authority
Dianna Cantler
207 N. Boone Street, Suite 23
Johnson City, TN 37604
Cantler@DowntownJC.com



**Downtown Johnson City Façade Improvement Grant Program
Reimbursement Form**

Applicant Information

Name of Applicant and Project _____

Address of Applicant: _____

Telephone number of Applicant: _____

Email address of Applicant: _____

Address of work: _____

Project Start Date: _____

Project Completion Date: _____

Required Attachments Checklist:

- Completed reimbursement form.
 - Photographs of completed work.
 - Itemized list of expenditures.
 - Copies of all invoices and all receipts and/or canceled checks as proof that materials and contracted improvements have been paid. Include name, address, phone number(s) of contractor(s).
 - Statements certifying that all the suppliers and contractors have been paid.
- To be coordinated by the JCDA:*
- Satisfactory inspection by the Johnson City Development Services Department – Code and Planning Divisions.
 - Satisfactory inspection by the JCDA to ensure all work completed conforms to work proposed.

Submit All Completed Documentation for Reimbursement:

Johnson City Development Authority

Dianna Cantler

207 N. Boone Street, Suite 23

Johnson City, TN 37604

Cantler@DowntownJC.com

Approval for Reimbursement

Amount approved for reimbursement: _____

Johnson City Development Services

Date

JCDA

Date