



**City of Woodson Terrace
Façade Improvement Grant Program**

4323 Woodson Road

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Program Summary

Attractive building facades support and encourage local businesses. They can have a significant effect on the attractiveness and marketability of the surrounding area. To encourage business owners to reinvest in the downtown commercial areas, the City of Woodson Terrace is offering grants to assist in the exterior renovations of these otherwise sound and vital properties.

Applicant Eligibility Requirements

Property owners of service or commercial/mixed-use structures and building tenants, with leases of more than one year in length are eligible for funding. Governmental entities and public/quasi-public authorities are ineligible for financial aid.

Property Eligibility Requirements

Properties that are used in whole or part for service or commercial activities are eligible for funding. The program is intended to assist projects that promote retail activities, create an attractive environment, encourage neighborhood character and architectural design, use quality materials, and incorporate innovative design concepts. Projects meeting these objectives are eligible for funding for up to one half the cost of facade improvements.

Target Area

The Façade Improvement Grant Program focuses exclusively on the City's commercial hub (Woodson Road) between Leenora Avenue and Natural Bridge Road. All commercial properties located within the designated redevelopment boundaries are eligible for funding.

Please see the attached map for reference.

Grant Amount

Grants will be provided in an amount up to 50% of the total project cost. Maximum amounts would range from \$5,000 for a single façade and \$10,000 for a building with two facades. The owner/tenant must use private, non-City funds to match the City's Grant.

Eligible Costs

Grants may be used for restoring, beautifying, or enhancing the entire facade or elevation of a commercial building. Eligible items include uncovering and restoring historical facades, removing existing facade materials and replacing them with more attractive designs and materials, and other detailing which leads to an enhanced appearance.

Although not eligible for funding separately, the following may be funded as part of a more comprehensive facade improvement:

- Windows
- Doors
- Exterior cleaning
- Tuck-pointing
- Painting
- Exterior lighting
- Shutters
- Gutters
- Awnings
- Historical architectural elements
- Signage

The program will fund projects that significantly improve the visual appearance of the property from the street. Design and permit fees associated with the construction are also eligible project costs.

Ineligible Costs

- Cost of new construction, repair or replacement of a new roof unless it is a significant architectural element of the building and is visible from street level in the immediate vicinity of the building.
- Work that principally involves minor repairs, painting or maintenance
- Billboards
- Removal of architecturally significant features
- Sandblasting
- Purchase of property
- Inventory and operating capital
- Any activity completed prior to receiving final approval of grant funds
- New construction or additions that would increase space.

Grant Requirements

Projects must be started within 30 days of approval and completed within 120 days. Extensions to the 120-day completion period may be granted for inclement weather. The applicant must request an extension in writing. The City will notify the applicant in writing of its approval or denial.

The owner/tenant shall comply with all applicable provisions of the Woodson Terrace Municipal Code concerning equal employment opportunity and affirmative action programs and practices in connection with the construction work being completed using loan funds. The owner/tenant shall assist and actively cooperate with the City in obtaining the compliance of contractors with such provisions of the City's Code, and with the rules, regulations and relevant orders issued by the City pursuant to such provisions of the Ordinances.

Application review process

In order to qualify, applicants cannot start their project until after receiving the necessary approvals. If work begins before application or approval, the City cannot fund the project.

1. Applications must be submitted to the Woodson Terrace Planning & Zoning Committee. An application from a tenant must include a copy of the lease and written approval from the owner.
2. The applicant must submit photographs of the facades to be improved.
3. A Team may visit the site to discuss the proposed improvements. If the proposal meets the requirements of the Façade Program, a Conditional Letter of Approval will be sent to the owner/tenant. This letter may require modifications or changes to the original proposal.
4. If the application is conditionally approved, the owner/tenant may be required to submit cost estimates and drawings of the proposed work in order to obtain final approval.
5. The applicant must obtain permits for the required work.
6. Applicant must provide proof of matching documentation before drawing out grant funds.

Evaluation Criteria

The Woodson Terrace Planning & Zoning Committee's decision to accept an application will be based on available funds, the merits of the proposed project, and the support it provides to the general beautification of Woodson Terrace. All façade renovation grants must be approved by the Board of Alderman before funds are allocated. **All approved projects will meet the criteria presented in this document.**

- Appropriateness to the original, historic façade of the building
- Significant improvement of the visual appearance of the building and surrounding area

- The level of investment being made to the property
- Collective participation of adjacent property owners, if applicable
- How it relates to the overall existing architecture

Grant Award

Grants will be awarded on a first-come, first-serve basis; and will be awarded based on the Evaluation Criteria. The applicant must use private, non-City, funds to match the City's grant. If funding is not approved, applicants are encouraged to reapply during a future grant cycle.

Buy Local

Whenever possible, Applicants are strongly encouraged to use local contractors to complete all tasks associated with their renovation. This will not only help garner support to continue this program, but more importantly help boost our local economy.

**Woodson Terrace Economic Development
Façade Improvement Grant Program**

Application

Date Application Submitted _____

Applicant Information:

Company _____

Address _____

Address of Subject Property _____

Assessor Tax Parcel Number _____

Contact Person _____ Email Address _____

Phone Number _____ Fax Number _____

Building Owner

Tenant

Building Owner Information (if different from applicant):

Contact Person _____

Contact Address _____

Email Address _____ Phone Number _____

Fax Number _____

Owner is aware of the application

Owner has endorsed the application

I have reviewed the following document(s), as it pertains to my application:

Sign Regulations – Article VI. Section 400.370

Woodson Terrace Zoning Ordinance – Chapter 400

Please submit the following information with your application:

- Photographs clearly showing existing conditions of the building to be improved;
- A written description of the proposed work (attached);
- Drawings or sketches illustrating the proposed improvements on the building and placement of other features around the building, if applicable; Exact samples of paint, colors and materials (please attach);
- A cost estimate from a contractor (if used), including contact information for the contractor (please attach);
- Written consent from the property owner (if owner is different from applicant)

Project Start Date _____

Expected Completion Date _____

Total Estimated Cost of Project _____

Grant Amount Requested _____

I agree that the information provided above and within is accurate and correct to the best of my knowledge. I also assure that my person and business are in compliance with all laws, ordinances, rules and regulations of the State of Missouri and the City of Woodson Terrace.

Signature of Applicant _____

Written Summary of Proposed Work

Please be specific, providing as many details regarding materials as possible. Also explain how the proposed project will enhance the integrity of the targeted commercial area. In addition, please provide; purpose for the project, intended use of the building, current use of the building and estimated age of the building.

**Attach additional sheets if necessary.

Property Owner Consent Form

I, _____ (“Property Owner”), certify that I own the property located at _____ (“Address”) in Woodson Terrace, Missouri and that I have reviewed the application by _____ (“Applicant”) for participation in the Woodson Terrace Façade Improvement Grant Program. I understand that the proposal includes the following changes and/or enhancements to my building:

I fully support this application and further certify that the Applicant holds a valid lease for _____ months, expiring on _____.

Date Signature of Property Owner

Printed Name of Property Owner

Mailing Address of Property Owner

Telephone Number of Property Owner

Return to:

Scott Schaefer
City Clerk/Director of Economic Development
4323 Woodson Road
Woodson Terrace, Missouri 63134