



# **CITY-WIDE BUSINESS FACADE GRANT PROGRAM**

**Date approved by Council: 09/21/2022**



## CITY-WIDE FACADE GRANT PROGRAM GUIDELINES

### I. INTENT

The intent of the City-Wide Facade Grant Program is to provide financial assistance to property owners and businesses to improve the exterior appearance of existing buildings and property; to historically preserve and beautify the Commercial Districts throughout the City; and to generate shopping, tourism, and create a pleasant walking environment by improving visual aesthetics of the Commercial Districts with improvements in design, color schemes and building facades.

### II. THE PROGRAM

The City-Wide Facade Grant Program consists of the City of Soledad providing grants to eligible businesses in Commercial Districts throughout the City for the renovation and restoration of the front and side facades of buildings. Grants are based on availability of funds and are made on a “first come, first served” basis with a **priority on businesses located within the Downtown Commercial District (C-1)**.

Grants are established at a maximum amount of **\$25,000** per business for Facade Improvements on private property of which **\$5,000** can be used for signage improvements. The Community Development Director or designee has authority to modify the amount/ratio of the use of funds and the amount awarded is determined based upon established factors.

The City-Wide Facade Grant Program **cannot** be used for facade restoration that has already been started or completed before the facade grant application has been approved and grant documents signed.

### III. ELIGIBILITY

Eligible facade grant program participants may include business owners located within the following Commercial District areas:

1. The business must be located within one of the following Commercial District areas:
  - C-R: Commercial Residential District
  - C-C: Community Commercial District
  - C-1: Retail Central Business District
  - C-2: General Commercial District
  - H-C: Highway Commercial

*Note: Priority will be given to the Downtown Commercial District (C-1).*

2. A business owner may apply for a Grant.

- If the business owner is not the property owner, the business owner **must** obtain written approval from the property owner to apply.
3. Business owner must provide the Agency with at least two (2), with a recommended three (3) estimates for the facade improvements which will be reviewed by the Facade Review Committee.
  4. Grants are established at a maximum amount of **\$25,000** per business for Facade Improvements on private property of which **\$5,000** can be used for signage improvements. The Community Development Director or designee has authority to modify the amount/ratio of the use of funds. The amount awarded is determined based upon the following factors:
    - Size of project;
    - Cost of improvements;
    - Consistency of proposed improvements with the City's Downtown Specific Plan for businesses located within the C-1 District;
    - Overall quality and cost effectiveness of the proposed project.

**In order to participate in the grant program, the applicant shall submit a formal application with the final design drawings prior to any work taking place.** The construction contract will be between the contractor and property owner or business owner with the property owner's consent. The agreement includes indemnity and waiver language to protect the City from any damage to the property from the work or recourse if the property owner is dissatisfied with the work.

#### **IV. Improvements Covered**

The following is a partial list of potentially eligible projects under the City-Wide Facade Grant Program. However, City staff will have the final decision regarding acceptable projects to be included under the Program. In addition, City staff will recommend specific improvements based on site analysis or architectural or design recommendations which will typically include more than one component.

- Exterior painting and paint removal
- Replacement/repair of existing signs
- Replacement of windows and window frames
- Replacement/repair of doors and transoms
- Cosmetic improvements to window treatments, including but not limited to flower boxes, gingerbreads, fascia boards and moldings
- Awnings
- Repairs to exterior surfaces
- Dormers
- Design enhancements and beautification
- Historical restoration
- Commercial Outdoor Dining Area
- Commercial Outdoor Dining Furniture Sets or Bistro Sets

**V. WHERE TO FILE**

Applications for the City-Wide Facade Grant Program must be submitted on the attached application form with all pertinent documentation attached to the application. The application must be submitted to the Community & Economic Development Department located at 502 Front Street, Soledad during regular business hours of 8:00 a.m. to 4:30 p.m., Monday through Friday.

**VI. CONTENTS OF APPLICATION**

The application must be fully completed with all requested information, accompanied by an architectural rendering of the facade restoration drawn to scale, which shall include all proposed signage and color schemes. The application shall also be accompanied by at least two (2) with recommended three (3) estimates of the cost of the proposed facade restoration, which shall be sufficient to allow the Facade Review Committee to compare costs and to review the materials proposed to be used in the project.

The Facade Review Committee reserves the right to request additional information if it deems the application information is not sufficient to make a decision on the loan. Any refusal by the applicant to fully cooperate with the committee concerning any request for additional information shall be cause for immediate rejection of the application.

**VII. APPROVAL PROCEDURE**

Applicants shall be processed in the order that they are received with a priority given to business located with the Downtown Commercial District (C-1). Applications will be deemed received as of the date that they are submitted to the Community & Economic Development Department. As the funds available for these loans are limited, requests will be processed until the grant funds are exhausted. The Facade Review Committee which consists of the Community & Economic Development Director or designee, Building Official and City Planner, will review the applications and make recommendations on the same. The Facade Review Committee has the absolute authority to accept or reject any architectural renderings, survey, or plans for facade restoration which the Committee deems, in its sole discretion, to not be in compliance with City, State and Federal regulations and the 2012 Downtown Specific Plan. The decision of the Facade Review Committee shall be final.

Any revision to the design must be approved by the Facade Review Committee prior to final approval. The Committee will thereafter review and approve the amount that the applicant shall receive, if any, and the terms and conditions of the grant.

**VIII. BUILDING PERMIT**

The applicant shall be responsible for securing all necessary building permits from the City of Soledad. Building permit fees are not subject to waiver.

## **IX. TERMS AND CONDITIONS OF GRANT**

Once approval has been obtained from the Facade Review Committee for a grant under the City-Wide Facade Grant Program, the applicant shall agree to the following:

1. Maximum grant amount is \$25,000 of which \$5,000 can be used for signage improvements.
2. The grant proceeds shall only be used for the restoration and renovation of building facades in the City of Soledad Commercial Districts.
3. The applicant certifies to the Facade Review Committee that it is the title holder of the property upon which the grant proceeds are being expended or in the case of a business owner, that the property owner has authorized the application in writing.
4. The façade restoration project shall be one hundred percent (100%) completed within six (6) months of the date of grant approval by the Facade Review Committee unless an extension for a maximum of six (6) months is approved by the Committee.

*Note: All façade projects must be completed no later than December 2023.*

5. The applicant shall certify the facade restoration work shall be completed in compliance with the 2012 Downtown Specific Plan (if applicable), and all applicable building codes, and ordinances are followed.
6. The applicant shall keep and retain invoices, bills of sale, receipts and other documents for at least 5 years after the project has been completed. Such documentation shall clearly indicate how the grant proceeds were spent on the facade restoration project and shall be made available to the Community & Economic Development Director prior to the final disbursement of funds and shall be provided to the Facade Review Committee upon request
7. The Property Owner shall maintain their facade in a manner that is consistent with the approved application, approved plans, design drawings and specifications and in accordance with this Agreement and any applicable laws or regulations. In the event the Property Owner intends to modify the facade for any reason, including for general maintenance, and the modification will produce visible differences in the approved application and design, the modification must be first reviewed and approved, in writing, by the Façade Review Committee. Such approval shall not be unreasonably withheld if the proposed changes do not substantially alter the original design concept of the improvements as specified in the original plans, design drawings, and specifications approved pursuant to this Agreement.
8. The grant proceeds shall be disbursed in the following manner:

- i. Grant proceeds will be disbursed to the applicant in two (2) installments. The first installment shall be in the amount of fifty percent (50%) of the grant and shall be provided to the applicant when, in the sole opinion of the City's Building Official and/or Facade Review Committee that the facade restoration project of the applicant is fifty percent (50%) complete. The final payment of the grant proceeds shall be provided to the applicant when the facade restoration project of the applicant is, facade opinion of the Building Official and the Facade Review Committee, one hundred percent (100%) complete.

*Note: The Facade Review Committee reserves the right to withhold payment should it be determined that the grant monies are not being applied to the project.*

9. The applicant, by accepting the grant proceeds, thereof, agrees to hold the City of Soledad, its Facade Review Committee, employees, and agents, harmless from any and all liabilities or claims caused by or resulting from the applicant's performance of the obligations or activities in furtherance of the project work or in the receiving of the grant funds. Further, the applicant will reimburse the City of Soledad for any judgments for findings which may be obtained against City of Soledad resulting from the project work or the making of such grant. Further, the applicant agrees to defend against any such claims or legal actions if called upon by the City of Soledad to do so.

## **X. Limits to Participation**

Each individual business is limited to a one-time participation. A business owner of multiple businesses may apply to a maximum of two (2) times, so long as the program is not used on the same business location.

## **XI. CONFLICT OF INTEREST**

No member of the Soledad City Council, Planning Commission or other official, employee, or agent of the City who exercises policy, decision-making functions, or responsibilities in connection with the planning and implementation of the program shall directly or indirectly be eligible for this program, unless the application for assistance has been reviewed and approved according to applicable City Conflict of Interest laws. This ineligibility shall continue for one year after an individual's relationship with the City ends.

A contractor with a vested interest in the property cannot bid on a rehabilitation job. Such a contractor may act as own/builder, subject to standard construction procedures.



**CITY OF SOLEDAD  
CITY-WIDE BUSINESS  
FACADE GRANT PROGRAM**

**APPLICATION FORM**

**INSTRUCTIONS:** Please fill this form out completely. If you desire assistance in filling it out, City staff will be glad to assist you. Please submit one form for each property you want to rehabilitate.

**A. IDENTITY OF APPLICANT:**

\_\_\_\_\_  
Name of Applicant

\_\_\_\_\_  
Street Address

\_\_\_\_\_  
Home Phone

\_\_\_\_\_  
City/State/Zip

\_\_\_\_\_  
Work/Message Phone

\_\_\_\_\_  
Tenant's Name

\_\_\_\_\_  
Tenant's Phone

\_\_\_\_\_  
Property Owner Name & Address

**B. DESCRIPTION OF PROPERTY**

Business Name(s): \_\_\_\_\_

Address(es) of store front(s) in structure to be rehabilitated and their current usage(s):  
\_\_\_\_\_

*Note: Attach evidence of ownership or site control (e.g., grant deed, deposit receipt, lease) and evidence of property (fire) insurance.*

**C. FACADE IMPROVEMENTS PROPOSED**

Note: For businesses located in the C-1 District, The Downtown Specific Plan has architectural revitalization plans specific to individual buildings. Color and design schemes are to achieve downtown historical preservation and revitalization goals and will need to be approved by the Community Development Department. Please call to meet with staff prior to drafting architectural plans.

1. Please attach a copy of set of plans and a written and graphic description of the façade improvements you are proposing. See guidelines and supplemental attachment for all requirements for preparing project proposal.
2. Estimated Improvement Area \_\_\_\_\_ SQ. FT.
3. Estimated Cost of Improvements \$ \_\_\_\_\_. (Please attach estimates)
4. Scope of Work (Please attach copy of plans):  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_
5. Are you proposing to add new signs or modify existing signs?  
\_\_\_ Yes \_\_\_ No

(If yes, please meet with the City Planner to review for compliance with Sign Ordinance. In addition, please provide a drawing with sign specifications or picture of proposed sign attached to your application.)

**D. DOCUMENTATION NEEDED**

1. Attach at least two (2) with recommended three (3) estimates of the cost for your proposed project. The estimates must be sufficiently specific to allow the Facade Review Committee to be able to review the materials proposed to be used in the project.
2. Attach an architectural rendering of your proposed facade improvements. Renderings must be drawn to scale and include all proposed signage and color schemes.

**E. CERTIFICATES**

The applicant certifies that:

- a. He/she has read the Program Guidelines and fully understands the content;



- b. The data and exhibits contained in this application and proposal are true, correct and complete;
- c. The applicant understands that the applications are being accepted on a first come, first serve basis with a priority given to businesses located within the Downtown Commercial District (C-1) and that there can be no more than two (2) applications accepted per business location.

**I have read the terms and conditions of the City-Wide Business Facade Grant Program. To the best of my knowledge all information on the application is true. I understand the contract for construction will be entered between the contractor and property owner or business owner with a written authorization of the property owner. I understand that all contractors must be licensed with the City of Soledad.**

**I understand that I am responsible for completing all work as proposed in the construction contract to receive the grant and must comply with all construction set forth by the City, including application and approval for all permits required and compliance with City, State and Federal Codes and regulations. If the applicant is solely the business owner of the involved property, this application, when fully executed, also serves as written permission by the property owner for all work proposed.**

\_\_\_\_\_  
**Signature of Applicant**

\_\_\_\_\_  
**Date**

\_\_\_\_\_  
**Signature of Property Owner**

\_\_\_\_\_  
**Date**

\_\_\_\_\_  
**Community & Economic  
 Development Director**

\_\_\_\_\_  
**Date**

**INTERNAL USE ONLY**

**Zone District \_\_\_\_\_**

**\_\_\_\_ Approved    \_\_\_\_ Denied    Approved Grant Amount: \_\_\_\_\_**

**Approved by: \_\_\_\_\_ Title: \_\_\_\_\_ Date: \_\_\_\_\_**



**CITY OF SOLEDAD  
CITY-WIDE BUSINESS FACADE GRANT PROGRAM**

**WAIVER & RELEASE OF LIABILITY**

**I HEREBY AGREE** that my participation in the City-Wide Façade Grant Program is completely voluntary. I assume all risks and liabilities associated with my participation in the Grant Program including, but limited to, the risk of physical injury, property damage, breach of contract, design defect, equipment damage, theft, or loss. I am aware and understand these risks, hazards and dangers present in owning, operating, and maintaining the façade and any outdoor dining spaces. All such are known and appreciated by me. In consideration for my participation in the City-Wide Façade Grant Program, I hereby waive and relinquish, fully release, forever discharge, and agree not to sue the City of Soledad including its elected and appointed officials, council members, officers, employees, agents, contractors, and volunteers, from any and all claims for personal injury, death, property damage, lawsuits, costs and expenses including attorney fees, arising out of, or in connection with, my participation in the City-Wide Façade Grant Program. I understand that this Waiver and Release may be a complete bar and defense to any action or other proceedings instituted by me against the City of Soledad on account of any matter contained herein. This document is not intended to release any party from any act or omission of gross negligence.

**I further agree** that no oral representations, statements, or inducements apart from this Waiver and Release of liability have been made by the City of Soledad or anyone else with regard to the subject matter of this Waiver and Release of liability. This Waiver and Release of liability is intended to be constructed broadly to the full extent permitted under the laws of the State of California, and if any portion thereof is held by a court of competent jurisdiction to be invalid, the balance shall, notwithstanding, continue in full legal force and effect.

**I DECLARE UNDER THE PENALTY OF PERJURY OF THE LAWS OF THE STATE OF CALIFORNIA THAT I HAVE READ THIS WAIVER AND RELEASE OF LIABILITY CAREFULLY, I FULLY UNDERSTAND IT, AND I VOLUNTARILY AGREE TO ITS TERMS; AND I AM FULLY COMPETENT TO SIGN THIS WAIVER AND RELEASE OF LIABILITY.**

\_\_\_\_\_  
**Signature of Applicant (Business Owner)**

\_\_\_\_\_  
**Date**

\_\_\_\_\_  
**Signature of Property Owner**

\_\_\_\_\_  
**Date**