



# Village of Peotone Facade Improvement Program

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## **PROGRAM PURPOSE**

The Village of Peotone Facade Improvement Program (the “Program”) is designed to promote the continued use and maintenance of commercial buildings in the downtown Peotone area by helping property owners and tenants rehabilitate and restore eligible structures. Under the Program, reimbursement grants are provided to owners or tenants who have submitted successful applications and who then perform certain approved improvements in recognition of the positive impact that individual building improvements can have on the overall appearance, quality, and vitality of the downtown.

## **GRANT ELIGIBILITY**

To be eligible for a Facade Improvement Program reimbursement grant (“Grant”), a building must be located in the targeted downtown Peotone area and at least 50% of the building must be used for commercial purposes. Retail uses are preferred. The target area coincides with the Downtown Tax Increment Financing (TIF 1) district located in the Village of Peotone’s Downtown Overlay Zoning District.

Property owners or business tenants who will make at least \$1,000 in qualifying improvements are eligible to receive a matching Grant. (A description of qualifying and ineligible improvements is provided under the "Eligible Improvements" section of this document.)

## **FUNDING GUIDELINES**

Grants are available to make certain improvements to a building's facade. A facade is defined as any building or structural elevation fronting a public roadway or viewable from a right-of-way (including alley and courtyard facades), for the purposes of this program. The grant reimburses up to 50% of the total project's construction cost, not to exceed \$50,000 per project. Rebates and other forms of economic incentives may be utilized in conjunction with the Grant reimbursement at the Village's discretion. The funding amount can be influenced by the scope of the project, facade orientation, building use, and other factors.

While architectural services by a licensed architect are encouraged, they are not required for participation in the program. The Village reserves the right, however, to require the services of an architect for any project, in its discretion. If the Village approves a project, the architect may provide bidding and construction plans and documents, as well as construction supervision. Only architectural services directly related to the approved facade improvements will be reimbursed. No more than 10% of the reimbursable amount for the overall project may be allocated to architectural services.

**APPLICATION REVIEW PROCESS**

Interested parties should schedule a pre-application meeting with staff prior to preparing any materials for submittal. Following said meeting, the applicant may complete and submit a grant application form. Submittal requirements are set forth on the application form, including the requirement for two bids to be submitted for each item in the scope of work. The Village may enlist the services of an architect or construction manager to provide an independent review of the bids to provide an opinion as to whether the proposed costs are fair and reasonable. These expenses would be incurred by the Village and paid for by the TIF (provided improvements are TIF eligible) and/or Business Development District (BDD). Staff may request material samples to gain a better understanding of the proposed colors. Information provided by the applicant will be used as the basis for preparation of the staff report to the Village Board.

The Village retains the right to, in its sole discretion, approve an entire request, to approve portions of a request, suggest and/or ask for changes/additions to a request before approving, or to deny any request or portion thereof. Staff will prepare a report offering a brief introduction to the project, a review of the various aspects of the proposal, and a suggested recommendation based on an evaluation of the proposed work against the Village's Downtown Overlay District Design Standards. For projects with a significant cost or scope of work, Village staff may coordinate with the Building Committee to form a recommendation based on the project's potential contribution to the TIF/BDD/Downtown Overlay District's goals. The report will then be presented to the Village Board for approval.

Every project will be evaluated for its preservation value, the extent/scope of work proposed, and its potential to contribute to the program purpose. The staff report will be presented and consider various aspects in the following format:

1. Introduction to the project and proposal
2. Analysis of proposal
  - a. Preservation value
    - i. Service of the building
    - ii. Historic significance  
(While historic preservation is not the primary goal with the facade improvement program, it is important to consider the historic character of the building)
  - b. Extent/scope of work proposed
    - i. Discuss each aspect of the project  
(Utilize photographs and descriptions submitted by the applicant to explain and evaluate the project)
    - ii. Evaluate adherence to the Downtown Overlay District Design Guidelines as set forth in the Historical Overlay District requirements set forth in Section 157.125 of the Peotone Zoning Ordinance.
  - c. Economic contribution to the program purpose

- i. Building use following improvement project
    - a. Contribute to economic vitality of downtown (i.e. retail and/or otherwise drawing potential customers to the area in a manner that creates synergy with other downtown businesses)
    - b. Historical character
  - ii. Impact on block/neighborhood
3. Summary
  - a. Highlight any aspects of the project that are desirable or unique
  - b. Funding proposal
4. Recommendation

### **PROCESSING TIMELINES**

Upon receipt of a complete application, with all required attachments, and once all staff comments have been satisfactorily addressed, a petition will be scheduled for the next available Village Board meeting. Typically, scheduling occurs within thirty (30) days. The Village Board typically meets the second and fourth Monday of each month.

Upon Village approval, the applicant and Village shall enter into a formal agreement, establishing the scope of work and approved reimbursement amount and the respective obligations of the Parties. The Agreement is signed by the Village and the applicant, after the Village Board has approved the project. Grant project work may commence after the Agreement is signed and necessary building permits are obtained.

### **GRANT REIMBURSEMENT**

If costs exceed the original estimates, the property owner or tenant will be responsible for the full amount of the excess. The Village cannot reimburse more than the total amount specified in the Agreement. Any work commenced prior to Village Board approval and signing of the Agreement will not be eligible for reimbursement funding, unless after-the-fact approval is granted by the Village Board. No assurance is given that after-the-fact approval will be granted. The applicant has one year to complete the work from the date of approval. Owners or lessees may request a six-month extension provided there is a demonstrated hardship.

Grant reimbursement will occur upon completion of the improvements and after satisfactory proof of payment has been received by the Village. If the applicant is doing his/her own labor, funding will be reimbursed only for material costs. The Village may enlist the services of an architect or construction manager to provide an independent review of the construction costs to provide an opinion as to whether the costs are commensurate with prevailing construction costs and consistent with the contractor bids. These expenses would be incurred by the Village and paid from the TIF District and/or BDD.

Once completed, the applicant must maintain and may not alter or change the improvements for a period of five (5) years unless a request for modification is presented to the Village Board and approved prior to commencing such work.

Property which previously received funding under the Grant may not seek for repairs, replacement, or other alteration to work completed through the facade improvement program for a period of seven (7) years.

Reimbursement grants are subject to Federal and State taxes and are reported to the Internal Revenue Service on Form 1099. Property owners and tenants should consult their tax advisor for tax liability information.

Recipients of a Grant may, in some cases, be required to comply with the Illinois Prevailing Wage Act (820 ILCS 130/1 *et seq.*), to the extent improvements relative to the project are constructed with the funds being provided to the recipient by the Village, or to the extent improvements relative to the project, if constructed on behalf of the Village by a contractor, would be subject to the Illinois Prevailing Wage Act.

#### **ELIGIBLE IMPROVEMENTS**

Contact staff at (708) 258-3279 with inquiries or to schedule a pre-application meeting.

**VILLAGE OF PEOTONE  
COMMUNITY DEVELOPMENT  
DEPARTMENT**

**FACADE GRANT APPLICATION**

**APPLICANT:**

<b>PROPERTY INFORMATION:</b>		
CURRENT TENANT (BUSINESS NAME)	ADDRESS	
PIN	USE	ZONING
<b>APPLICANT INFORMATION:</b>		
PRIMARY CONTACT	MAILING ADDRESS	CITY, STATE, ZIP
EMAIL:	PHONE:	OTHER# (CELL, ETC.):

<b>OTHER APPLICANTS &amp; INTERESTED PARTIES:</b>				
RELATIONSHIP	NAME	COMPANY	MAILING ADDRESS	PHONE# AND FAX#
<b>Owner</b>				
<b>Contractor</b>				
<b>Contractor</b>				
<b>Contractor</b>				
<b>Contractor</b>				
<b>Architect</b>				
<b>Agent/ Attorney</b>				

<b>IMPROVEMENT INFORMATION:</b>	
ESTIMATED COST OF IMPROVEMENTS <sup>***</sup>	REQUESTED AMOUNT OF GRANT <sup>++</sup>

<sup>\*\*\*</sup> Please reference the checklist which states estimates must be itemized and includes a brief description explaining the scope of work for each improvement itemized.

<sup>++</sup> The maximum grant amount is 50% of the total project cost, not to exceed \$50,000 in reimbursements or incentives per project. See program description for eligible improvements.

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***I hereby affirm that I have full legal capacity to authorize the filing of this application and that all information and exhibits herewith submitted are true and correct to the best of my knowledge. The owner invites Village representatives to make all reasonable inspections, investigations and take pictures of the subject property during the processing period of this request.***

***I understand that this is a voluntary program. I also understand that the Village has the right and discretion to approve or deny any project or portions thereof.***

***I authorize the use of any pictures involving this project by the Village of Peotone.***

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SIGNATURE OF APPLICANT

DATE

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SIGNATURE OF OWNER, **REQUIRED** IF NOT APPLICANT

DATE

**FACADE GRANT APPLICATION REQUIREMENTS:**

*Schedule a pre-application meeting with Staff at 708-258-3279 prior to filling out the application.*

*Review Facade Improvement Program Description*

*Pre-application meeting with Planning Staff. (Staff Initials \_\_\_\_\_ Date \_\_\_\_\_,*

*One (1) original completed facade grant application form.*

*Historic photograph (photocopy is acceptable) of the facade(s) to be improved, if available.*

*Current photograph(s) of facade and particular area(s) to be enhanced.*

*Submit in digital format (TIF, GIF, or JPEGs are acceptable formats & photographs should be saved individually)*

*Brief narrative description of the project.*

*This should include a description of the building's current status and the area(s) to be repaired/restored, proposed work to be performed, and the general methodologies to be employed (i.e. chemical cleaning, painting, window replacement, etc.) Please make sure the narrative provides a thorough description.*

*Three (3) sets of drawings of the proposed work (to scale). All reduced copies must be legible.*

- Architectural renderings not required but encouraged in order to provide a good understanding of the proposed finished product.*
- Drawings may not be necessary for projects such as tuck pointing or painting.*

*One (1) electronic copy of the drawings.*

*Acceptable formats include PDF, TIF, GIF or JPEGs. One (1) .pdf file is preferred.*

*Two (2) different contractor's estimates.*

- Estimates must include only the work proposed for the facade. Eligible work is listed in the explanation of the program.*
- The estimate must include a brief description and methodology of the work to be done (include drawings if necessary), it cannot simply be a list of items. If the narrative description of the project adequately details the contractor's work and methodology, this aspect does need to be included to meet this required application item.*

*Existing and proposed service/use of the building.*

*Required signatures.*

*Signature of the owner is required if the applicant is not the owner.*

*Submitted permit application?*

*No  Yes  If, yes, please indicate date submitted & what type \_\_\_\_\_.*

*Color/material samples, if requested by staff at pre-application meeting.*