



**Main Street District Façade Grant Program
Kansas City, Missouri**

Managed by Midtown KC Now

Table of Contents

- I. Program Description Guidelines**
- II. Limitations**
- III. Eligible Improvements/Rehabilitation Costs**
- IV. Exceptions**
- V. Administration/Procedures**

Appendix A: Main St District Program Area

Appendix B: Design Guidelines/Long Range Planning

Appendix C: Secretary's Standards

**Appendix D: Sample Approval Letter
Application & Waiver**

I. PROGRAM DESCRIPTION

The Main Street District Facade Grant Program is a building facade improvement program designed to provide rehabilitation grants to owners of commercial property and businesses within the boundaries of the Main Street Community Improvement District (MSCID).

The Program can grant up to \$30,000 in funds per fiscal year of the MSCID.

The central purpose of the program is to improve the attractiveness and commercial appeal of the targeted area. Leveraging private investment for improvements is a major component of this objective. Historic preservation is a secondary objective of the Program in that all improvements shall, to the extent possible, keep with the structure's original style and character. The Program is designed to compliment and support existing and on-going planning efforts of the City and the community in this key corridor. This Program offers a great incentive to owners of commercial property and businesses located within this corridor area.

The Program is funded by The Main Street Community Improvement District (MSCID) and managed by Midtown KC Now.

Grants will be awarded per building. The maximum grant per building will be \$5,000.00 or 50% of the total eligible project costs, whichever is less. For historic properties, the maximum grant will be \$10,000 or 50% of the total eligible project costs, whichever is less. The property will only be considered historic if:

- The building is 50 years or older
- The building is listed in the National Register of Historic Places or is in the process of being nominated to the National Register of Historic Places
- The project is approved by local landmarks staff and/or commission

Business owner will sign a 5-year regulator agreement placing a lien on the property stating that if the business should sell or change ownership within the 5-year time frame, grant funds spent will be due and placed back into the Program.

II. LIMITATIONS

- (1) Only one grant will be awarded per building. If a building receives a façade reimbursement, that property will not be eligible for another façade reimbursement for 10 or more years.
- (2) Project applications will be received/reviewed on a first come first serve basis until funds are depleted.
- (3) The Program reserves the discretion to accept, reject or modify any application.
- (4) The Program is only available to owners of commercial properties or tenants occupying an entire building located in the designated area. (See Appendix A)
- (5) Grant reimbursement is limited to labor and material for eligible cost items. However, the Program may require that non-eligible work be performed as a precondition for reimbursement of eligible cost items. Examples of non-eligible improvements which might be required include: screening of trash dumpsters, removal of free-standing signs, or striping of

parking lots. The following improvements are mandatory, even where such improvements may not be eligible for grant reimbursement:

- Non-conforming signage (both attached and free-standing) brought into conformance with City ordinances.
- Property must be in compliance with all City ordinances.
- Graffiti on all exterior surfaces covered, removed or painted over.

- (6) Improvement plans are subject to the approval from the Program. To be eligible for reimbursement, **no work may be performed until approved** by the Program. Work that has commenced prior to this approval is not eligible.
- (7) Rehabilitation or improvements that affect historic properties must be consistent with the *Secretary of the Interior's Standards for Rehabilitation and Illustrated Guidelines for Rehabilitating Historic Buildings (National Park Service, 1992)*.
- (8) Liquor stores, adult entertainment, pay-day loan, taverns, nightclubs, smoke shops, hookah lounges and churches are not eligible. Check use chart for the city's special character district called Main Corridor Overlay District for allowed uses.
- (9) Applicants are expected to achieve full tenancy of the building upon completion of the improvements. Evidence of tenancy commitment(s) may be required at the time of application.

III. ELIGIBLE IMPROVEMENT/REHABILITATION COSTS

Permanent facade features on the commercial structure are eligible for program assistance. All improvements must be visible from the street and comply with the special character district Main Corridor Overlay District (MCO) guidelines.

Eligible improvements include:

- Masonry Repairs
- Exterior Painting
- Awnings and Attached Signs
- Window and Door Replacement
- Lighting and Electrical Needs
- Landscaping
- Parking lot repairs or re-surfacing when visible from public right of way
- Curb and sidewalk repair and installation if visible from public right of way
- Fencing installation and repairs (excluding chain link and wood privacy fences)
- Roof repairs if visible from public right of way
- Replacing, repairing and removing signage subject to Committee approval
- Handicap Accessibility

Improvements excluded from the program include those not visible from public right of way and those not consistent with the overall building improvement.

IV. EXCEPTIONS

- (1) The Program reserves the right to accept, reject or request modification to any application. Project applications will be received / reviewed on a first come first serve basis until funds are depleted.

- (2) A property may participate in the grant if 10 (ten) years has passed since the last completed improvement funded by this program and is subject to committee approval.

V. ADMINISTRATION PROCEDURES

OVERVIEW: The Program is designed to compliment and support existing, on-going, efforts by Midtown KC Now and the MSCID with the Main Street Improvements to the area. The program operates in only a certain area (see Appendix A). Midtown KC Now will have oversight and process responsibilities for the program. Midtown KC Now will be responsible for promoting the program among businesses in the area. Midtown KC Now acts with general oversight responsibilities for the program, coordinating design review meetings and handling the flow of process between the applicants.

SECTION 106 COMPLIANCE: Historic buildings include those properties listed in, or eligible for listing in, the National Register of Historic Places. *All facade rehabilitation or improvement projects on buildings 50 years of age or older, or located adjacent to such buildings, must be reviewed for compliance with Section 106 requirements.* The City's compliance officer for Section 106 review (Historic Preservation Officer) is located in the City's Department of City Planning and Development.

PROCESS STEPS:

(1) APPLICATION

Midtown KC Now shall arrange to meet with the applicant in order to fully explain the program. Midtown KC Now will explain that the program is a one-time benefit and, therefore, urge the applicant to think comprehensively so that all aspects of improvement to the facade are addressed. Improvements **must not be started** until approval of the applicant's design plan has been approved by Midtown KC Now and the Program, when applicable.

- Midtown KC Now shall make a reasonable attempt to verify ownership or tenancy.
- The applicant completes an Application Form (provided by Midtown KC Now).
- Completed application will be reviewed by Midtown KC Now and the Program, for approval.

(2) DESIGN REVIEW

- (a) Applicant should have assembled his/her improvement plans and specifications in as much detail as possible.
- (b) Applicant shall pull all required permits for plans and if they are required for review under the city's MCOB then the applicant will do so.
- (c) Midtown KC Now schedules a Design Review meeting to consider and review the applicant's improvement plans.

The applicant's improvement plans should conform to the standards set forth in the program's Design Guidelines (see Appendix B). In addition to conformance with the Design Guidelines, rehabilitation or improvement projects that affect historic properties must be consistent with the *Secretary of the Interior's Standards for Rehabilitation and Illustrated Guidelines for Rehabilitating Historic Buildings* (see Appendix D). Rehabilitation or improvement projects that are not consistent with the

Secretary's Standards will not be permitted, and the project will not be allowed to participate in the Program.

Participants to the Design Review Committee may include the following:

- The applicant
- Midtown KC Now Executive Director
- Economic Development Committee Co-Chairs

It is important to note that this program functions in cooperation with the active business association operating in the area, Midtown KC Now. Design Review meetings can be held in conjunction with regularly scheduled meetings of the business association. Alternatively, the business association may wish to designate a person (or persons) to represent the association during ad hoc facade Review meetings. It is the responsibility of Midtown KC Now & the MSCID to determine the best approach in which to coordinate effectively with their area's business association.

The intent of the Review meeting is for the applicant to openly discuss the details of his/her improvements with the neighboring businesses, so that the style and type of improvement will be acceptable to the standards of the community.

Midtown KC Now will consult with the City's Historic Preservation Officer, as appropriate, to determine if historic properties are affected by the project and to determine if the design plans are consistent with the Secretary's Standards (Appendix C)

(3) APPROVAL TO PROCEED

Following the Review meeting or meetings, the following steps will be followed in order for an applicant to receive an approval letter from Midtown KC Now.

- Midtown KC Now will provide an approval letter, which precisely delineates the improvements the applicant proposes to make. This letter must include all improvements to be performed, both the eligible improvements and any non-eligible but required improvements. (Appendix D)
- The applicant will sign and date a copy of the approval letter and return to Midtown KC Now at which time the approved work can begin.

(4) MODIFICATION

Modification to a project, once approved, requires Midtown KC Now to review modification request.

(5) PAY REQUEST

The applicant has 180 days in which to complete the improvements. Following completion of the improvements, the Business owner will submit documentation to Midtown KC Now who will then perform an Inspection of the work completed for processing the Grant reimbursement. Documentation is required for all eligible work for which reimbursement is

being requested, and shall include the following:

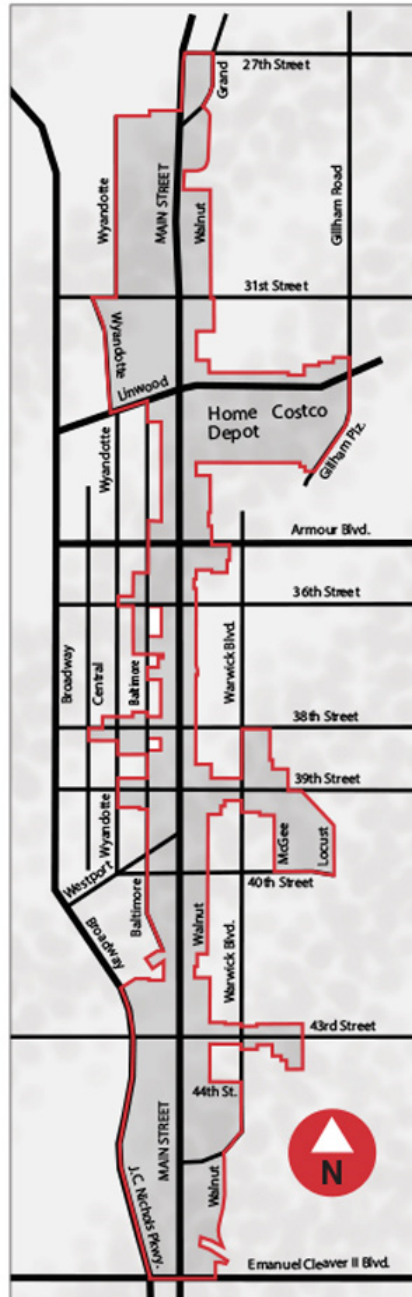
- Copy of signed contract or agreement between business owner and contractor.
- Copy of invoice for work performed by contractor.
- Copy of contractor's occupational license with Kansas City Mo.
- Copy of contractor's insurance (policy of no less than \$1,000,000)
- Signed W-9 from contractor.
- Copies of any City permits related to the improvements if applicable.
- Owners signature on (Midtown KC Now pay request)
- Proof of Payment

Midtown KC Now shall examine the property to determine that all improvements are in conformance with the approved plans and specifications. If the improvements are in conformance, the documentation is then forwarded on from Midtown KC Now for process of payment. If the improvements do not conform to the plans and specifications, Midtown KC Now will notify the applicant so that these improvements can be made.

APPENDIX A

Main Street District Program Area

The Main Street Community Improvement District



MISSION: The Main Street Community Improvement District (MSCID)'s charge is to enhance the quality of life of Kansas City's Midtown through addressing concerns of general welfare and common good by implementing a 'clean and safe' program and enhancing the image of Midtown.

APPENDIX B

Main Corridor Overlay District – MCO, City

<https://www.kcmo.gov/city-hall/departments/city-planning-development/main-corridor-overlay-district>

Midtown Plaza Plan – Long Range Planning, City

<http://kcmo.gov/planning/longrange/midtown-plaza/>

APPENDIX C

SECRETARY OF THE INTERIOR'S STANDARDS FOR REHABILITATION

1. A property will be used as it was historically or be given a new use that requires minimal change to its distinctive materials, features, spaces, and spatial relationships.
2. The historic character of a property will be retained and preserved. The removal of distinctive materials or alteration of features, spaces, and spatial relationships that characterize a property will be avoided.
3. Each property will be recognized as a physical record of its time, place, and use. Changes that create a false sense of historical development, such as adding conjectural features or elements from other buildings, will not be undertaken.
4. Changes to a property that have acquired historic significance in their own right will be retained and preserved.
5. Distinctive features, finishes, and construction techniques or examples of craftsmanship that characterize a historic property will be preserved.
6. Deteriorated historic features will be repaired rather than replaced. Where the severity of deterioration requires replacement of a distinctive feature, the new feature will match the old in design, color, texture, and where possible, materials. Replacement of missing features will be substantiated by documentary and physical evidence.
7. Chemical or physical treatments, if appropriate, will be undertaken using the gentlest means possible. Treatments that cause damage to historic materials will not be used.
8. Archaeological resources will be protected and preserved in place. If such resources must be disturbed, mitigation measures will be undertaken.
9. New additions, exterior alterations, or related new construction will not destroy historic materials, features, and spatial relationships that characterize the property. The new work will be differentiated from the old and will be compatible with the historic materials, features, size, scale and proportion, and massing to protect the historic integrity of the property and its environment.

10. New additions and adjacent or related new construction will be undertaken in such a manner that, if removed in the future, the essential form and integrity of the historic property and its environment would be unimpaired.

APPENDIX D

SAMPLE FORMAT FOR AN APPROVAL LETTER

Main Street Corridor Development Corp
3931 Main Street
Kansas City, MO 64111

DATE

Mrs. Jane Storefront
Nuts n' Bolts Hardware Co.
600 Community Blvd
Kansas City, MO 64106

RE: Facade Rebate for 600 Community Blvd

Dear Mrs. Storefront,

I am pleased to inform you that your plans for facade improvements for the building located at 600 Community Boulevard are approved for participation in the Facade Rebate Program, with the following requirements:

West Facade

- 1) Remove existing false facade material consisting of corrugated sheet metal that covers the second story of the facade.
- 2) Clean brick surface using a mild detergent, a natural bristle brush and a low-pressure "powerwash." (Do not sandblast.) Tuckpoint masonry as needed.
- 3) Replace existing front door with a bronze-colored, aluminum-framed door with full-sized glass.
- 4) Replace existing second-story windows with bronze-colored aluminum-framed windows of similar style and proportion, i.e., one-over-one window of 2:1 height-to-width ratio.
- 5) Install address above front door with 8" high letters.

North and South Facades

- 6) Powerwash the existing painted surface and re-paint with Mautz "Sea Green" (#3242342) or equivalent color.

- 7) Remove existing mansard canopy above door on south facade, and install 90" long canvas awning, centered above door. Color of awning to be kelly green with white 9" high graphics spelling "Nuts n' Bolts." (See attached rendering.)

Additional Work

The following items are not covered by the rebate, but must be included in the improvement project:

- 8) Remove existing pole sign in front of the west facade and replace with monument-style sign.
- 9) Remove or paint over graffiti on rear wall of building in alleyway.

Completion of the proposed improvements within 180 days of this approval letter qualifies you to receive a rebate of 50% of your eligible costs, up to a maximum of \$10,000.00. Only those exterior improvements visible from the street are considered eligible costs. Any additional improvements or changes not referenced herein will require a resubmittal of your original application.

Certain documentation is required for the processing of your rebate including lien waivers, invoices and canceled checks. These items must be submitted to us when the improvement work is completed. All work items referenced herein must be completed as specified, and your property will be inspected upon submission of final documentation as referenced above. We are pleased about your improvement plans and that we can be of assistance.

Should you have any questions or need additional information, please contact me.

Sincerely,

Name of Executive Director

Applicant Signature & Date agreeing to this document

**MAIN STREET COMMUNITY IMPROVEMENT DISTRICT
FACADE REBATE PROGRAM
APPLICATION**

ADDRESS OF FACADE IMPROVEMENT: _____

APPLICANT'S NAME: _____

APPLICANT'S MAILING ADDRESS: _____

APPLICANT'S TELEPHONE NO.: _____

BUSINESS NAME: _____

Property Owner Information

- NAME: _____
- MAILING ADDRESS: _____
- E-MAIL ADDRESS: _____
- TELEPHONE NO.: _____

LIST BELOW THE BUSINESS NAMES OF ALL TENANTS ON THE PROPERTY

TENANT 1: _____

TENANT 2: _____

TENANT 3: _____

TENANT 4: _____

TENANT 5: _____

ATTACH DETAILED DESCRIPTION AND BIDS OF WORK TO BE DONE

I UNDERSTAND THAT MY PARTICIPATION IN THE PROGRAM IS CONDITIONAL UPON APPROVAL OF MY PLANS AND SPECIFICATIONS BY THE MAIN STREET CORRIDOR DEVELOPMENT CORPORATION (MIDTOWN KC NOW), THAT PAYMENT OF THE REBATE IS CONTINGENT UPON CERTIFICATION BY MIDTOWN KC NOW OF THE SATISFACTORY COMPLETION OF ALL IMPROVEMENTS IN ACCORDANCE WITH SUCH PLANS AND SPECIFICATIONS, AND THAT MIDTOWN KC NOW RESERVES THE DISCRETION TO ACCEPT OR REJECT ANY APPLICATION.

Signed: _____ Dated: _____ Property

Owner

FACADE REBATE PROGRAM

WAIVER OF LIEN

The undersigned _____
(Contractor, Sub-contractor or Supplier)

has been employed by _____
(Property Owner/Tenant)

or their agents, or both, to furnish (describe labor/materials)

for the property address known as _____,

in Kansas City, Missouri.

The undersigned, for and in consideration of the sum of

_____ Dollars (\$_____),

the receipt whereof is hereby acknowledged, does hereby waive and release any
and all liens and claim or right to lien on said above described building and premises
under the Statutes of the State of Missouri, relating to Mechanic's Liens, on
account of labor or materials, or both, furnished by the undersigned to said building
and premises.

By: _____
(Contractor, Sub-contractor or Supplier)

Address: _____

Phone: _____

Dated this _____ day of _____, 20 ____.