



FAÇADE IMPROVEMENT PROGRAM

APPLICATION PACKET

**Department of Community Development
Village of Downers Grove
801 Burlington Avenue
Downers Grove, IL 60515**

Phone: 630-434-5515 Fax: 630-434-5572

*As of 1/20/09
Revised 2/26/09*



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TYPICAL FAÇADE IMPROVEMENT GRANT PROCESS

1. **Preliminary Meeting with Community Development Staff**

A preliminary meeting with Community Development staff should be scheduled to discuss the proposed project and to outline the grant process. At this meeting the petitioner will receive preliminary feedback of the proposal based on the Downtown Downers Grove Pattern Book, Downtown Design Guidelines, Façade Improvement Grant policy and Village Code for the Village of Downers Grove. A concept plan consisting of scaled sketches, existing and proposed site data and preferably a site photo should be available for review by CD staff. *Please note Village Council policy requires all projects requesting Village financial assistance meet the Downtown Design Guidelines.* A copy of the Design Guidelines can be viewed at Village Hall or online at www.downers.us.

2. **Submittal of Preliminary Plans**

Following the preliminary meeting with staff, the applicant should submit **two** (2) collated packets of plans and information for Staff Development Team review (see *Applicant's Submittal Checklist*).

3. **Staff Development Team Review**

Within two weeks of receiving a complete submittal, the Staff Development Team will review the application and send a written summary of staff's findings, recommendations or decision (if the project is requesting less than \$10,000 from the Village). Applicants may be required to resubmit additional information and/or revised plans for review.

4. **Architectural Design Review Board Public Meeting**

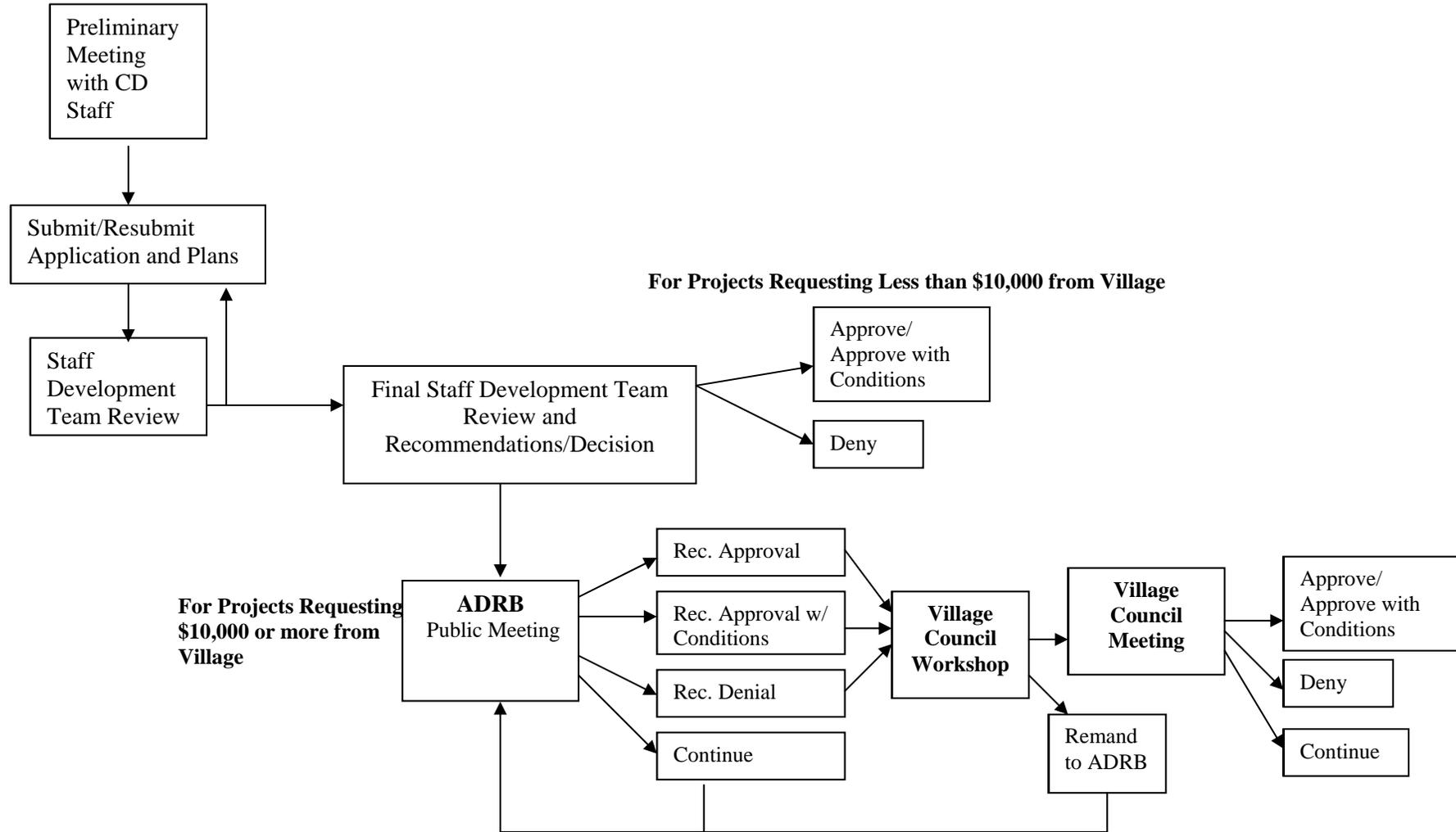
For projects requesting \$10,000 or more, a public meeting with the Architectural Design Review Board (ADRB) is scheduled. The report of the Staff Development Team, including staff's recommendations, will be available prior to the ADRB Meeting. The ADRB holds a public meeting at which the applicant makes a formal presentation to the Board and answers any questions concerning the proposal (see General Procedures for Public Meeting). The ADRB will make a motion forwarding findings and a recommendation to the Village Council.

5. **Village Council Workshop/Meeting**

For those applications requiring Village Council action, following the recommendation by the ADRB, the request is scheduled for a Village Council Workshop (typically three to five weeks after the ADRB meeting). A resolution is drafted and forwarded to the Village Council for review along with copies of all application materials and a transcript of the ADRB meeting. At the Workshop, staff will present the application, findings and recommendations of the ADRB. Following the Council Workshop, the application will be placed on the agenda of a regular meeting of the Village Council for consideration. The Village Council makes the final decision on the request.



FAÇADE IMPROVEMENT GRANT PROCESS FLOW CHART





FILE NO. _____
DATE FILED _____

FAÇADE IMPROVEMENT GRANT APPLICATION

Department of
Community Development

801 Burlington Avenue
Downers Grove, IL 60515

Ph: 630-434-5515
Fax: 630-434-5572

1. Applicant _____ Daytime Phone _____

Mailing Address _____

Email Address (Optional) _____

2. Owner(s) of Record _____ Daytime Phone _____

Mailing Address _____

Email Address (Optional) _____

Owner(s) of Record _____ Daytime Phone _____

Mailing Address _____

Email Address (Optional) _____

3. Applicant is: Owner Tenant Other Agent (please specify) _____
(Note: A letter of authorization from the owner(s) of record must be attached)

4. Address/Location of Subject Property _____

5. Permanent Index Number(s) of Subject Property _____

6. Project Description _____

7. Estimate of Project's Total Cost \$ _____

8. Requested Grant Amount \$ _____ (Maximum is \$15,000 for Façade and \$40,000 for Life Safety Upgrades.
All projects must include a façade improvement.)

APPLICATION MUST BE FILED IN TRIPPLICATE WITH ORIGINAL SIGNATURES ON ALL THREE COPIES

I hereby certify that the above statements and all accompanying statements and drawings are true and correct to the best of my knowledge. I hereby consent to the entry in or upon the premises described in this application by any authorized official of the Village of Downers Grove for the purpose of securing information, posting, maintaining and removing such notices as may be required by law.

Applicant Signature

Date



Facade Improvement Grant Program

APPLICANT'S SUBMITTAL CHECKLIST

Project Title: _____

Project Contact: _____ Phone: _____

Submittal Guidelines:

This is a general checklist. Other items pertaining to your case may be necessary. Staff, the ADRB and/or Village Council may request additional information. ALL APPLICANTS ARE URGED TO REVIEW THE MATERIAL IN THIS PACKAGE AND THE DOWNERS GROVE FAÇADE IMPROVEMENT GRANT POLICY, DOWNTOWN DESIGN GUIDELINES AND THE DOWNTOWN PATTERN BOOK.

- **Two** (2) collated packets of plans and applications materials shall be submitted for Staff Development Team review. If revised plans are necessary, **two** (2) additional sets of plans must be submitted for further review.
- The maximum plan size shall be 24 inches by 36 inches.

Each drawing, shall include the following basic information:

- Project name
- Drawing Title and Sheet Number
- Scale, both in numerals and graphic
- North arrow
- Date and latest revision date, if any
- Name of person(s) preparing the drawing, professional registration or affiliation, address and phone number
- Name, address and phone number of the property owner and/or applicant

Attach the following for all petitions (as required):

Required Not Applicable

1. APPLICATION FOR FAÇADE IMPROVEMENT GRANT

2. PROOF OF OWNERSHIP

A Letter of Authorization from the Owner of Record is required if an agent is designated or if the Owner's signature is not on the petition. A Land Trust Disclosure form must be included if applicable.

3. PLAT OF SURVEY

A current plat of survey prepared by a surveyor including:

- a. Legal Description of the site
- b. Acreage/Site Area
- c. Dimensioned Boundaries of the Subject Site
- d. Property lines
- e. Easements, if any
- f. Adjacent road right-of-ways
- g. Overhead and Underground Utilities (sanitary sewer, water main, storm sewer, electric, telephone, gas, cable television, and street lights)



4. PROJECT SUMMARY/NARRATIVE LETTER

A written overview of the project must be submitted in the form of a cover letter that makes reference to submitted plans and exhibits. The letter shall include a detailed estimate of expenses relating to the façade improvement project, a summary of how the proposed façade improvements comply with the Downtown Design Guidelines, Façade Improvement Grant Program policies and applicable sections of the Village Code. *All projects requesting financial assistance from the Village must comply with the Downtown Design Guidelines.*



5. PLAN SETS

Two (2) sets of plan drawings must be submitted for review. Plan sets should include the following:

- a. Building elevations indicating height, grade and building materials.
- b. Photographs of existing building façade and other areas where improvements are proposed.
- c. Material Samples
- d. Floor Plans, if changes are proposed.
- e. Sign Elevations, if changes are proposed.
- f. Building Section, if changes are proposed.
- g. If site improvements are proposed:
 - a. Detailed Site Plan indicating all site improvements including items such as sign locations, screened trash container areas, loading docks, fire lanes, site lighting/photometric plan, parking, ADA parking, all dimension and project data.
 - b. Landscape Plan prepared on a separate sheet indicating species (Latin and common name), plant location, quantity, size at planting and spacing.



6. COLOR RENDERINGS

Color renderings of a proposed project should be provided prior to ADRB review for projects proposing new buildings or façade renovations with an estimated cost of greater than \$50,000 (as required by Staff).

If after reviewing this checklist you have additional questions about the Façade Improvement Grant process, please call the Department of Community Development at (630) 434-5515.



Village of Downers Grove

Department of Community Development

VILLAGE OF DOWNERS GROVE

GENERAL PROCEDURES FOR PUBLIC MEETING

Those speaking are asked to use the microphone and to speak clearly. Please begin by stating your name, address and note if you have been sworn in.

The Architectural Design Review Board may impose reasonable limitations on evidence or testimony, such as time limits and barring repetitious, irrelevant or immaterial testimony. Time limits, if imposed, shall be fair and equally administered.

The following process will be followed for each petition on the agenda:

1. The public meeting will be called to order.
2. Village Staff will present their report regarding the petition, after which the ADRB may ask questions of the Staff.
3. The Applicant will present testimony regarding their petition, after which the ADRB may question the Applicant and any of the Applicant's other representatives.
4. Members of the public may ask questions regarding the application and offer any comments, opinions, etc.
5. After the public has completed its commentary, the ADRB may ask additional questions of the Applicant or any member of the public who has spoken.
6. The Applicant is afforded an opportunity to make a closing statement (optional).
7. Deliberation by the ADRB.
8. Motion.
9. Clarifying or summary comments by each Board member (optional).
10. Roll Call Vote.

Note: These general guidelines are provided as an aid to those in attendance at ADRB meetings, to help them to follow and participate in the public meeting process. These guidelines are not binding and may be amended or deviated from as the Board determines to be necessary.



MEETING SCHEDULE

Architectural Design Review Board

(For projects requesting a total match of \$10,000 or more ONLY)

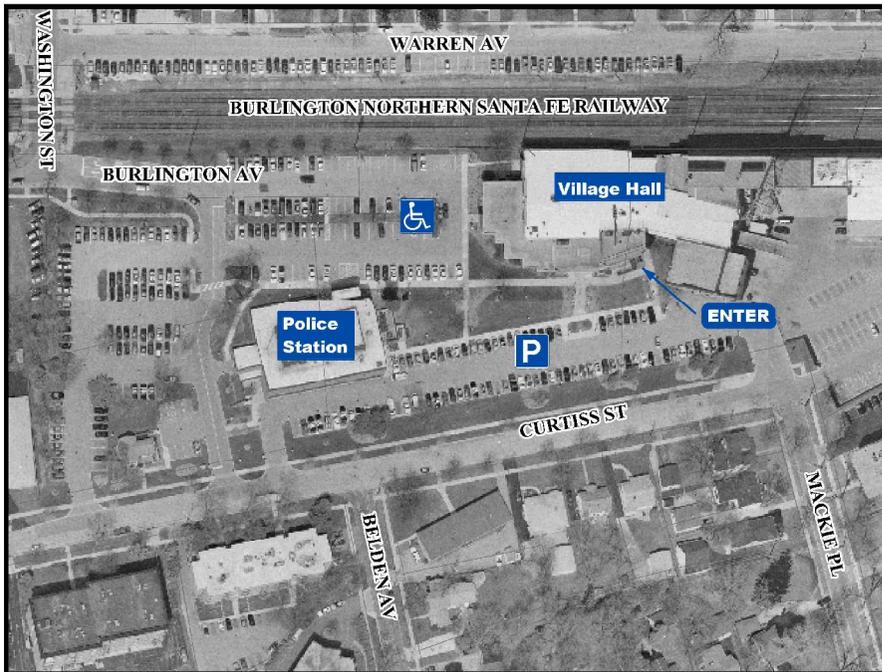
The **Village of Downers Grove Architectural Design Review Board** generally meets on the **fourth Thursday** of each month at **7:00 P.M** in the **Village Hall Council Chambers**, 801 Burlington Avenue, Downers Grove, IL 60515.

Village Council Workshop Meeting

The **Village of Downers Grove Village Council Workshop Meetings** are held on the **Second and Fourth Tuesday** of each month at **7:00 P.M** in the **Village Hall Council Chambers**, 801 Burlington Avenue, Downers Grove, IL 60515.

Village Council Meeting

The **Village of Downers Grove Village Council** meetings are held on the **First and Third Tuesday** of each month at **7:00 P.M** in the **Village Hall Council Chambers**, 801 Burlington Avenue, Downers Grove, IL 60515.





LAND TRUST DISCLOSURE FORM

The property to which this application relates is/is not the subject of a land trust as defined in Section 765 ILCS 405 of the Illinois Compiled Statutes, "The Land Trust Beneficial Interest Disclosure Act." If the foregoing statement was completed in the affirmative, the following statement shall be completed and verified:

I, _____, as trustee/beneficiary of
_____ Trust Number _____,

pursuant to Section 765 ILCS 405 of the Illinois Compiled Statutes, being first duly sworn, hereby state and represent that the person/persons, Body/Bodies Politic, corporation/corporations or other entity/entities below designated is/are the beneficiary/beneficiaries of said land trust, that the beneficiary/beneficiaries designated by a checkmark hold/holds the power of direction created therein, and that no beneficiary holds a beneficial interest as nominee for a person, Body Politic, corporation or other entity not named herein.

NAME	ADDRESS	INTEREST
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

Subscribed and sworn to _____ (SEAL)

before me this _____ day
of _____, 20__

Notary Public

Village of Downers Grove

Official Village Policy Approved by Village Council

Description:	Façade Improvement	
Res. or Ord. #:	Ord. 5036	Effective Date: January 20, 2009
Category:	Legislative and General Management	
	<input checked="" type="checkbox"/> New Council Policy	
	Amends Previous Policy Dated: _____	
	Description of Previous Policy (if different from above): _____	

ORDINANCE NO. 5036

AN ORDINANCE ADOPTING A FAÇADE IMPROVEMENT POLICY

WHEREAS, the Village has the authority, pursuant to the laws of the State of Illinois, to promote the health, safety, and welfare of the Village and its inhabitants, to prevent the spread of blight, to encourage private development in order to enhance the local tax base, to increase employment, and to enter into contractual agreements with third parties for the purpose of achieving these purposes.

WHEREAS, the Village is authorized under the provisions of the Tax Increment Allocation Redevelopment Act, 65 ILCS 5/11-74.4-1, *et seq.*, as amended (the “TIF Act”), to finance redevelopment in accordance with the conditions and requirements set forth in the TIF Act.

WHEREAS, to stimulate and induce redevelopment pursuant to the TIF Act, the Village has, after giving all notices required by law and after conducting all public hearings required by law, adopted the following ordinances:

1. Ordinance No. 3997, adopted December 22, 1997, titled “*An Ordinance Approving the Village of Downers Grove Tax Increment Downtown Redevelopment Plan and Project*” (the “Redevelopment Plan”), as amended by Ordinance No. 4455 on November 5, 2002;
2. Ordinance No. 3998 adopted December 22, 1997, titled “*An Ordinance Designating the Village of Downers Grove Tax Increment Downtown Redevelopment Project Area*” (“Downtown Redevelopment Project Area”), as amended by Ordinance No. 4456 on November 5, 2002;
3. Ordinance No. 3999, adopted December 22, 1997, titled “*An Ordinance Adopting Tax Increment Financing for the Village of Downers Grove*”.

WHEREAS, in an effort to promote revitalization of the Downtown Business District the Village wishes to establish the Façade Improvement Assistance Program;

WHEREAS, the Façade Improvement Assistance Program is made available to provide a significant impact on the exterior of buildings, thus improving the marketing of the Downtown Business District;

WHEREAS, the Façade Improvement Assistance Program is established to provide financial and architectural assistance to building and business owners for improvements made to existing commercial buildings, or for demolition of existing buildings and new construction of commercial buildings;

NOW, THEREFORE, BE IT ORDAINED by the Council of the Village of Downers Grove, DuPage County, Illinois, as follows:

1. Financial Assistance: Building owners and business owners (“Owners”) with buildings located in the Downtown Business District and the TIF District may be eligible for financial assistance from the Village for certain improvements to their building in accordance with the following guidelines:

a) Improvements to Façade Only – reimbursement of 50% of the total costs of the improvements up to a maximum reimbursement of \$15,000. Façade improvements include but are not limited to the following: maintenance (i.e. tuck pointing, windows, repairing of historic features, not including painting), canopies, awnings, signage, exterior lighting, etc.

b) Improvements to Façade plus Additional Improvements – reimbursement of 50% of the total cost of the improvement up to a maximum reimbursement of \$40,000. For purposes of this section “additional improvements” include but are not limited to life safety code improvements (i.e. fire sprinklers, fire alarms, etc.), ADA accessibility improvements, and demolition of structures identified in the Downers Grove Pattern Book as having no value. In order to qualify for reimbursement for any “additional improvements” all work in connection with the façade improvements must be completed.

2. Procedures:

A) Owners shall submit a completed application, detailed cost estimate and preliminary architectural plans to the Community Development Department.

B) Upon review of the initial submission, the Community Development Department shall schedule a meeting with the Owner to determine whether the project qualifies for the Façade Improvement Assistance Program. Specifically, staff shall determine whether the project complies with the Downers Grove Design Guidelines for the Downtown Business District and the Downers Grove Pattern Book and what, if any, the next steps according to Section C below in the process shall be.

C) If a project qualifies for Façade Improvement Assistance Program:

- i) Applications for reimbursement for \$10,000 or more shall be forwarded to the Architectural Review Design Board for recommendation to the Village Council for approval.
- ii) Applications for reimbursement for less than \$10,000 shall be forwarded to the Village Manager for approval.

3. Project Completion: All project improvements shall comply with all Village Ordinances, building codes and permit processing. In addition, all projects approved pursuant to the Façade Improvement Assistance Program shall be completed within one-year of project approval. Reimbursement shall only occur upon submission of copies of the original detailed invoices and proof of payment.

Ronald L. Sandack, Mayor

Passed: January 20, 2009

Attest: April K. Holden, Village Clerk



Downtown Design Guidelines Score Sheet

Project Name: _____
 Project Address: _____

	Total Points	Total Points Available for this project	Score	
Site Design - 6 Points available				
Appropriate Massing (0-2 pts)	0 - 2	0	0	
2 pts - Building massing is proportionate to adjacent buildings				
1 pt - Building is slightly out of proportion to adjacent buildings				
0 pts - Building has no relation to adjacent buildings				
Facade near or on property line (0-2 pts)	0 - 2	0	0	
2 pts - Façade is at or within 1 foot of the property line (On corner lots, both facades within one foot of property line)				
1 pt - Façade is between 1 & 5 feet from the property line (On corner lots, only one façade is within one foot of property line)				
0 pts - Façade is more than 5 feet from the property line. (On corner lots, both facades more than 5 feet from property lines)				
Extend and establish a streetwall	0 - 2	0	0	
2 pts - Streetwall is extended or established				
1 pt - Streetwall is established but it is not consistent with existing streetwall				
0 pts - A streetwall is not established as the building is significantly setback from the property line				

Building Design - 2 Points available				
Maximum of three materials are used	0 - 2	0	0	
2 pts - Three or fewer primary materials are used				
1 pt - Four or five primary materials are used				
0 pts - More than six primary materials are used				

Building Base - 22 Points available				
Transparent windows make up the majority of the primary façade	0-4	0	0	
4 pts - The majority of the façade is transparent windows				
3 pts - Transparent windows are used but do not make up the majority of the façade				
2 pts - Opaque windows are used but take up the majority of the primary façade				
1 pt - Opaque windows are used and do not make up the majority of the primary façade				
0 pts - Few or no windows are used in the primary façade				
Knee walls between 12 and 30 inches	0 - 2	0	0	
2 pts - Knee walls extending across the façade at a height between 12 and 30 inches are used				
1 pt - Knee walls are established at a non-recommended height or not extended across entire façade				
0 pts - Knee walls are not provided				



Downtown Design Guidelines Score Sheet

Total Points Available for this project	Score	Comments
Materials differentiate between important features and create a prominent entry through articulation, elaboration or materials		
0 - 2	0	0
2 pts - Building features are differentiated and the entry is unique through articulation, elaboration, and material choices		
1 pt - Some building features are articulated		
0 pts - Building features are not differentiated and the entry is not prominent		
Consistent materials that compliment existing materials		
2 pts - Building materials relate to adjacent properties		
1 pt - Building materials relate to only some of the adjacent properties		
0 pts - Building materials are out of place and do not compliment adjacent properties		
Original features and materials are repaired and restored		
2 pts - Original building features are maintained and restored		
1 pt - Some original materials remain but some have been covered up by new materials		
0 pts - Original features and materials have been covered and replaced with new materials		
Preferred materials are used		
4 pts - Only preferred materials are used		
3 pts - Preferred materials are used with discouraged materials providing accents		
2 pts - Preferred and discouraged materials are used evenly		
1 pt - Discouraged materials are primarily used with preferred materials providing accents		
0 pts - Only discouraged materials are used		
Awnings		
1 pt - Awning with appropriate scale and materials		
0 pts - Awnings with improper scale or materials		
Outdoor seating		
1 pt - Outdoor seating which is appropriate in scale and allows adequate space for pedestrian traffic		
0 pts - Outdoor seating which is out of scale and/or inhibits pedestrian traffic		
Protruding light fixtures		
1 pt - Protruding light fixtures add visual interest		
0 pts - Protruding light fixtures that do not add visual interest		
Landscaping		
1 pt - Landscaping is appropriate to the surroundings in scale, massing and materials		
0 pts - Landscaping is inappropriate to the surroundings in scale, massing and materials		
Benches		
1 pt - Seating which is appropriate to the site and does not impede pedestrian traffic		
0 pts - Seating is inappropriate or inhibits pedestrian traffic		
Projecting Signs		
1 pt - Appropriate projecting sign is provided		
0 pts - Projecting sign is inappropriate for use		



Downtown Design Guidelines Score Sheet

Total Points Available for this project	Score	Comments
Building Middle - 11 Points available		
A horizontal expression between 1st and 2nd floor is delineated	0 - 2	0
2 pts - Materials create a horizontal expression across entire façade		
1 pt - Materials create a horizontal expression over some of the façade		
0 pts - No horizontal expression is provided		
Windows in rhythm, replacement windows fill historic opening		
2 pts - New windows are in rhythm or replacement windows fill entire historic opening	0 - 2	0
1 pt - Not all windows are in rhythm and only some replacement windows fill entire historic opening		
0 pts - No windows are in rhythm or replacement windows do not fill entire historic opening		
Visual interest created through sills, lintels, divided lights and window styles		
2 pts - Sills, lintels and divided lights are used to create visual interest	0 - 2	0
1 pt - Some detailing is provided to create visual interest		
0 pts - No detailing is provided to create visual interest		
Facades are proportionate and visually appealing through detailing, openings and materials		
2 pts - Detailing, openings and materials are used throughout the façade to create visual interest	0 - 2	0
1 pt - Some detailing is provided to create visual interest		
0 pts - A blank façade is provided with no detailing		
Corner buildings are articulated and elaborated		
2 pts - Articulation is provided on both facades	0 - 2	0
1 pt - Articulation is provided on only one façade		
0 pts - Neither façade is articulated		
Balconies		
1 pt - Balcony creates visual interest and is appropriate for the proposed use	0 - 1	0
0 pts - Balcony is out of scale or is not appropriate for the proposed use		
Building Top - 2 Points available		
Distinctive cornice or parapet	0 - 2	0
2 pts - Cornice is detailed and provides visual interest		
1 pt - Cornice is provided but it is inappropriate for the building (See Figure 39)		
0 pts - Cornice is not provided		



Downtown Design Guidelines Score Sheet

Total Points	Total Points Available for this project	Score	Comments
43	0	0	#DIV/0!

TOTAL SCORE 43 0 0 #DIV/0!

Scoring

- 90 - 100% - Building is well designed and meets the intent of the Design Guidelines.
- 75 - 89% - Building is well designed and meets the majority of the Design Guidelines. Minor revisions may be needed to comply.
- 60 - 74% - Building meets some Design Guidelines but fails to meet all the guidelines. Revisions are necessary to comply.
- < 59% - Building does not meet the intent of the Village's Design Guidelines.

Reviewer: _____

Date Reviewed: _____

Recommendation: _____