

CITY OF HANCOCK  
DOWNTOWN FAÇADE IMPROVEMENT PROGRAM

PROGRAM STATEMENT:

To utilize tax increment revenues, MSHDA program Income and other funds that are available to the City of Hancock Downtown Development Authority to revitalize building components of commercial buildings in the DDA district consistent with design guidelines and criteria adopted by the Downtown Development Authority.

Purposes of the Program:

1. To directly stimulate design improvements to business district building and businesses consistent with design guidelines.
2. To assist with building improvements sensitive to the unique context of the business district's historic architectural character.
3. To encourage physical improvements to businesses to make them attractive to Hancock's consumer market.
4. To encourage adaptive reuse and creative projects which add to the economic diversity of the Hancock business district.

PROGRAM DESCRIPTION:

Architectural Services:

The DDA will pay up to \$500 for professional services if requested by the building owner or tenant and funds are available. It will be the responsibility of the applicant's architect to prepare the façade improvement drawings in a professional manner consistent with applicable local, state and federal laws and codes.

Building Façade Guidelines:

Program applicant and applicant's designer shall consult and utilize building façade criteria specified in the design guidelines.

If the building possesses unique conditions not fully addressed in the design criteria, then the DDA shall review the conceptual designs and methods for construction and make a determination on their acceptability.

Design Services:

The building owner or tenant can select a non-architect to undertake façade design subject to DDA approval within the design guidelines provides by the DDA consistent within the Historic façade grant design.

Grant Terms:

The building owner or tenant will be completely responsible for hiring the services of a licensed contractor to complete the façade construction work.

The DDA will offer up to a \$10,000 grant per building, dependent on available budget with a required one to one match by the building owners or tenant.

The DDA may exceed the maximum grant under special circumstances. The owner or tenant may elect to exceed the one to one match to accomplish overall project goals.

The DDA Board will review each applicant on a case-by-case basis.

Matching DDA grant payments will be made in the form of reimbursement upon completion of the improvement in a manner acceptable to the Authority.

Standards for Grant Decisions:

1. Applicants for grant projects must be located within the boundaries of the DDA district. Tenant applicants are required to submit written evidence of building owner approval of the application for funds dealing with improvements to the building.
2. All proposed façade improvements are to be approved by the DDA Board. Applicants who deviate from the approved application may be disqualified from the program.
3. All building improvements must meet Houghton County building department and city zoning requirements.
4. Examples of ELIGIBLE and INELIGIBLE activities are as follows:

ELIGIBLE improvements include, but are not limited to:

- Demolition of Inappropriate façade
- Window and Door Repair and Installation (windows must cover original openings)
- Exterior Masonry Work
- Removal of Non-compliant Signs
- Installation of Compliant Signs
- ADA Compliance
- Approved Exterior Façade Work
  - Paint and trim
  - Façade cleaning
  - Vinyl siding, if used, no wood grain
  - Wood soffit and fascia only
  - Wood siding or cement board siding

INELIGIBLE improvements are as follows:

- Roof repairs
- Energy Conservation
- Normal Building Maintenance

Grant Policy:

In addition to the guidelines and standards above, the DDA Board shall evaluate grant applications with the following policies in mind:

1. Project Area Impact: Consideration will be given to those applicants who elect to improve the front façade and priority will be given to Quincy Street buildings.
2. Applications will not be considered for work already complete.
3. The DDA will annually establish a budget for the amount of funds they will commit to the grant program.

Considering that the total program is limited it is the intent of the DDA to provide the business district with the greatest impact possible consistent with the design guidelines.

The DDA Board reserves the right to reject an application for a building which, in the Board's evaluation would not add to the overall impact to the street improvement.

PROGRAM IMPLEMENTATION:

Marketing:

The DDA will inform the building owners and tenants, and the community as to availability and benefits of the grant program.

Application Process:

1. Applications for the program will be available at City Hall.
2. The application packet will include an application and a program description.
3. The Applicant can meet with the DDA to review the preliminary scope of the building façade improvements. At this meeting, the DDA may provide technical advice and design review on the proposed scope of improvements to ensure consistency with the design guidelines.
4. The DDA reserves the right to reject incomplete or illegible applications.

Post Application Procedure:

The property owner or tenant will be responsible for ensuring that any work done is consistent with the program and the design is approved.

**APPLICATION FORM  
FOR THE CITY OF HANCOCK  
DOWNTOWN FAÇADE IMPROVEMENT PROGRAM**

---

Please complete in full

**A. BUILDING OWNER'S INFORMATION**

Name: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_

Telephone: \_\_\_\_\_ Email: \_\_\_\_\_

**B. ADDRESS OF PROPERTY SUBJECT TO FAÇADE PROGRAM**

Address: \_\_\_\_\_

**C. OWNER INFORMATION**

Legal Form of Ownership

Person     Profit Corp. or LLC     Non-Profit Corp.     Partnership

**D. TENANT NAME AND ADDRESS IF NOT BUILDING OWNER**

Name: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_

Telephone: \_\_\_\_\_ Email: \_\_\_\_\_

**E. OWNERSHIP STATUS OF THE PROPERTY**

Title Ownership (Free & Clear)

Conventional Mortgage

Name of Bank: \_\_\_\_\_

Bank Address: \_\_\_\_\_

Land Contract

Name of Bank: \_\_\_\_\_

Bank Address: \_\_\_\_\_

Other: \_\_\_\_\_

