

CITY OF BATAVIA

DATE: January 15, 2013
TO: Community Development Committee
FROM: Jason Bajor, Assistant City Administrator
SUBJECT: Discussion of City Development Incentives

Issue: At the November 13, 2012, Community Development Committee (CDC) meeting, the Committee reviewed and discussed the various grant and incentive programs the City currently utilizes to assist new and expanding businesses within the TIF districts and other areas of the City. As a follow-up to that meeting, on December 11, 2012 staff provided the CDC with a memo and supporting documentation depicting information on Downtown Improvement Grant recipients and amounts dating back to 2009.

Based upon the feedback from these conversations, staff presents the following suggested changes with regard to use and level of funding to the two programs that appear to be of most concern to the CDC: the Façade Grant Program and the Downtown Improvement Grant Program.

Analysis: The following are the current provisions and recommended changes to the Façade Grant Program (i.e. external building improvements):

- Maintain the 50/50 match provision between property/business owner and the City.
- Maintain the minimum project budget of \$1,000 (i.e. minimum grant of \$500) but raise the maximum project budget amount from \$10,000 to \$20,000 (i.e. maximum grant of \$10,000).
- Property owner must be co-applicant with any business requesting assistance.
- Include an economic development assessment of the project's impact/value for the City Council's consideration prior to approval.
- Include tuck pointing as an allowable improvement for grant eligibility, however, under a one-time only provision.
- Include business signage as an allowable improvement for grant eligibility; with guidelines as to permitted and non-permitted signage types and a claw back/refund provision should the business close prior to a suitable time period (3yrs?).

The following are the current provisions and recommended changes to the Downtown Improvement Grant Program (i.e. internal building improvements):

- Maintain the 50/50 match provision between property/business owner and the City.
- Reduce the minimum project budget to \$1,000, down from \$2,500 (i.e. minimum grant of \$500) and also reduce the maximum project budget amount from \$50,000 down to \$20,000 (i.e. maximum grant of \$10,000).

- Include an economic development assessment of the project's impact/value for the City Council's consideration prior to approval.
- Restrict the allowable improvements for grant eligibility to permanent, code-related construction and remodeling (i.e. electric, plumbing, etc.).
- Property owner must be co-applicant with any business requesting assistance.

In addition, an applicant would still be able to request funding under both grant programs within a single project as long as the improvements meet the applicable grant criteria (i.e. allowable internal and external improvements). However, applicants requesting amounts in excess of the single or combined grant amounts (\$10,000 or \$20,000) would be required to submit a TIF Assistance Application, and proceed through the associated financial review and analysis which would ultimately culminate into a Redevelopment Agreement being approved by the City Council.

Conclusion: Staff welcomes a dialogue with the CDC to determine whether these suggested changes are acceptable. At the culmination of this discussion, staff will then review these matters with the Batavia Mainstreet and the Batavia Chamber of Commerce, then incorporate the changes within a draft revision of the policies and applications for the CDC's review before proceeding to the City Council for final approval.

Please feel free to contact me if you have questions.

attachments: Façade Improvement Program – Policy/Application (Current)
Downtown Improvement Grant Program - Policy/Application (Current)

cc: Bill McGrath, City Administrator
Peggy Colby, Director of Finance
Scott, Buening, Director of Community Development
Jeff Albertson, Building Commissioner
Meredith Hannah, Economic Development Analyst

City of Batavia Façade Improvement Program

INTRODUCTION

The façade Improvement Program is designed to enhance the overall appearance and image of Batavia's Downtown Historic District. The City of Batavia will provide matching grants to encourage façade improvements of storefronts in the Downtown_Historic District. Under the program building/business owners are eligible for up to 50% of the actual façade improvement costs, up to the maximum amount established by the Batavia City Council. If more applications are received than current funding levels will allow, the City reserves the right to prioritize the applications or prorate the funds awarded on the basis of the location of the project, the extent of the work, the level of private funding, and the relative impact of the proposed improvements on the area.

The Director of Community Development, (hereinafter referred to as "Director"), is responsible for staff administration of the Façade Improvement Program.

APPLICATION POLICIES

A. Eligibility

1. Projects must be located in the Downtown [Historic District](#) and in an active [Tax Increment Finance District](#).
2. Projects must have a minimum budget of \$1,000.00.
3. Projects eligible for grants may receive reimbursement for up to 50% of the actual façade improvement costs to a maximum of \$5,000 except that the Historic Preservation Commission (HPC) reserves the right to propose the allocation of grants in excess of the \$5,000 maximum for noteworthy projects per calendar year.
4. Projects must include improvements to a building façade consisting of a front, side or rear of a building adjacent to a public street.
5. Eligible improvements include, but are not necessarily limited to:
 - Awnings, canopies, and shutters
 - Doors
 - Landscaping
 - Lighting (exterior)
 - Specialty Painting
 - Restoration of original architectural features
 - Stairs, porches, railings, and exits
 - Windows
6. Projects and expenses such as the following are not eligible:

- Projects that are essentially maintenance, including, but not limited to cleaning of masonry, tuckpointing, and roof repair and replacement
- New construction or expansion projects
- Signs
- Furnishings, equipment or personal property not affixed to the real estate
- Interior remodeling or utilities upgrades
- Pest extermination
- Parking lot resurfacing
- Building or land acquisition
- Any permit or legal fees
- Work begun prior to application submittal; work done after application submittal may be eligible for grant funding
- Emergency, safety-related demolition expenses
- Work proposed on property with an active code compliance citation

B. Design Services Grant

An additional grant for services of an appropriate design professional of up to \$1,000 per project is available for schematic design, contingent upon the approval of the Façade Grant Application.

C. Evaluation Criteria

The Secretary of the Interior's Standards for Rehabilitation, in conjunction with the Batavia Historic Preservation Commission Design Guidelines, shall be used as the evaluation criteria, pending approval by the City Council of local design guidelines.

The Secretary of the Interior's Standards for Rehabilitation

The Standards are to be applied to specific rehabilitation projects in a reasonable manner, taking into consideration economic and technical feasibility.

1. A property shall be used for its historic purpose or be placed in a new use that requires minimal change to the defining characteristics of the building and its site and its environment.
2. The historic character of a property shall be retained and preserved. The removal of historic materials or alteration of features and spaces that characterize a property shall be avoided.
3. Each property shall 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 architectural elements from other buildings, shall not be undertaken.
4. Most properties change over time; those changes that have acquired historic significance in their own right shall be retained and preserved.

5. Distinctive features, finishes, and construction techniques or examples of craftsmanship that characterize a property shall be preserved.
6. Deteriorated historic features shall be repaired rather than replaced. Where the severity of deterioration requires replacement of a distinctive feature, the new feature shall match the old in design, color, texture, and other visual qualities and, where possible, materials. Replacement of missing features shall be substantiated by documentary, physical or pictorial evidence.
7. Chemical or physical treatments, such as sandblasting, that cause damage to historic materials shall not be used. The surface cleaning of structures, if appropriate, shall be undertaken using the gentlest means possible.
8. Significant archeological resources affected by a project shall be protected and reserved. If such resources must be disturbed, mitigation measures shall be undertaken.
9. New additions, exterior alterations, or related new construction shall not destroy history materials that characterize the property. The new work shall be differentiated from the old and shall be compatible with the massing, size, scale, and architectural features to protect the historic integrity of the property and its environment.

D. Demolition

While emergency, safety-related and minor exploratory demolition may be necessary, such demolition may prohibit inclusion in the Program.

E. Contractors

Qualified Applicants may serve as their own contractor, but in this case, only materials cost may be covered by the grant.

APPLICATION PROCEDURES

1. Applicants shall contact the Community Development Department to establish potential eligibility of proposed improvements and the availability of grant program funds.
2. A completed application form shall be submitted to the Community Development Department, including appropriate drawings, budget estimates, and proof of ownership or executed lease with owner's written consent.
3. To be considered in the initial grant cycle, complete grant applications must be submitted on or before the last regular business day of February, unless the application deadline is extended by the City Council. Applications may be submitted after the deadline, but cannot be formally accepted or begin application procedure steps 4 through 12 below until after step 8 is completed for applications accepted for the initial grant cycle, provided annual program funds are available, based on grants awarded by the City Council. These later applications will be considered on a first come-first served basis.
4. The Applicant or a designated representative is expected to attend the meeting of the HPC when the application is being discussed, to present and explain proposed

improvements and to receive review comments. The HPC shall not take action on an application unless the Applicant or a representative is present.

5. The HPC shall make a formal recommendation to the Community Development Committee on each application.
6. Revised and completed plans shall be submitted to the Director. Applicants shall also submit at least two competitive bids for all work being proposed in the project, with names of contractors, copies of all bids and anticipated dates of construction and completion. Sole source bidding may be approved by the HPC for specialized work if reasonable attempts to obtain a second bid have been unsuccessful. Eligible contractor Applicants shall submit copies of estimates for all materials, along with anticipated dates of construction and completion, as part of the application.
7. If the CDC recommends approval, the application and Agreement shall be forwarded to the City Council for approval as provided in sections 7 & 8 under “Administrative Procedures”, herein.
8. If approved by the City Council, the Agreement shall be signed by the Applicant and the City of Batavia as provided in section 7 of “Administrative Procedures,” herein.
9. The building permit fee will be waived for all work approved under the Façade Improvement Program.
10. Construction shall proceed according to the approved plans and subject to periodic inspections. Construction must be completed within 1 year of execution of the Agreement, unless a written extension is granted by the City Council.
11. Applicants shall submit contractors’ certified payroll forms, final receipts and lien waivers to the Community Development Department to request reimbursement.
12. Applicants shall maintain the property without changes or alterations to work funded by the Façade Improvement Program for a minimum period of three (3) years from the date of project completion.

ADMINISTRATIVE PROCEDURES

1. Upon submittal, the Director shall inform the applicant of the availability or anticipated availability of funds in the grant program’s budget. If funds could be available, the Director will review the application to ensure that it contains all necessary information, including drawings and specifications, preliminary cost estimates and proof of ownership or executed lease with owner’s written consent. The Director will prepare written notification to the Applicant confirming receipt of the application. If the application is incomplete, a detail of all remaining items will be included. The Director will also advise the Applicant of the submittal deadline for all material needed to make the application complete. When the application is complete the Director will accept the application and will notify each Applicant of the HPC meeting when the application will be discussed.

2. If, in the opinion of the Director the application requires additional design work before it can be reviewed, the Director will forward notification of this requirement as part of the written confirmation of the application.
3. A Design Services Grant up to \$1,000 for professional design services may be awarded as part of the Façade Grant Application approval. An application for a Design Services Grant shall contain a cost estimate from a licensed design professional along with the scope of work for the design of the project. This application, together with the complete Façade Grant Application, will be reviewed as a single application.
4. Once the deadline to receive all application submittals, as set forth under section 3 of "Application Procedures," has been reached, the Director shall forward all applications to the HPC. The HPC shall review the applications and make comments. The HPC shall review the applications at a public meeting and make comments on the application. The HPC may meet with Applicants and arrange for site visits to the properties. Upon completion of its review process, the HPC shall forward its comments to the Director, along with any other appropriate or related information.
5. The Director shall prepare a report to the CDC transmitting the HPC recommendation, including a Resolution for the awarding of grant and applicable Agreement for each application. All reports shall include bid information and any revisions requested by the HPC.
6. The CDC shall review each application, together with the Resolution, and make its recommendation for approval or disapproval to the City Council. The Applicant or a representative shall attend the CDC meeting when the application is being discussed. The CDC shall not take action on an application unless the Applicant or a representative is present.
7. If the CDC recommends approval, the Director shall prepare the Façade Improvement Program Agreement, as an exhibit to the Resolution, and forward to the City Council.
8. If approved by City Council, the Agreement shall be signed by the Applicant and the City of Batavia as provided in section 9 of "Application Procedures," herein.
9. When the project is completed, the HPC shall inspect all work done and provide notification to the Director, confirming that the Applicant has made the improvements as per the Agreement.
10. Upon confirmation by the HPC that the work has been satisfactorily completed; the Director shall approve the release of a check in the amount of the approved grant to the Applicant.



City of Batavia
 Community Development Department
 100 North Island Avenue
 Batavia IL 60510
 Phone (630) 454-2700
 Fax (630) 454-2775

Application for Façade Improvement Program

Property / Project
 Address _____

Name of Tenant _____

Lease Expiration Date _____

Submittal Date ____/____/____

Project Description :

Property Owner's Name

Phone Number _____

Mobile Number _____

E-Mail _____

Business/Applicant Name _____

Business Address _____

Phone Number _____

Mobile Number _____

E-Mail _____

Business/Applicant
 Signature * _____

Property Owner
 Signature _____

***By signing this application I acknowledge this project is subject to the Illinois Prevailing Wage Act (820 ILCS 130/0.01 et. seq.)**

Additional Information to be Submitted with Application Check Each Completed Item

- Total Anticipated Budget: \$ _____
- Total Anticipated Grant Request: \$ _____
- Completed Certificate of Appropriateness (COA) Application Form (attached)
- Itemized List of Proposed Improvements
- Completed Bids, Based on Prevailing Wage, From Two Contractors For Work Specified on the Itemized List
- Digital Photographs of Façade Elevations (include CD or flash memory, or copies of photos already sent to the City of Batavia via email)
- Drawings and/or Modified Photographs Showing Proposed Improvements
- Paint and Material Samples
- Proof of Ownership of Property or Executed Lease



City of Batavia
 Community Development Department
 100 North Island Avenue
 Batavia IL 60510
 Phone (630) 454-2700
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Application for Certificate of Appropriateness

Property Address _____

Owner's Name _____

Property Identification Number ____-____-_____
 Existing/Proposed Use Ordinances ____ Yes ____ No
 Zoning _____

Phone Number _____

Mobile Number _____

E-Mail _____

Submittal Date ____/____/____

Project Description :

Applicant's Name _____

Applicant Address _____

Phone Number _____

Mobile Number _____

E-Mail _____

Applicant Signature _____

Owner Signature _____

TYPE OF WORK

(Check All That Apply)

- | | | |
|---|---|--|
| <input type="checkbox"/> Exterior Alteration/Repair | <input type="checkbox"/> New Construction | <input type="checkbox"/> Demolition |
| | <input type="checkbox"/> Primary Structure | <input type="checkbox"/> Whole Primary Structure |
| | <input type="checkbox"/> Addition | <input type="checkbox"/> Part Primary Structure |
| | <input type="checkbox"/> Garage/Outbuilding | <input type="checkbox"/> Garage/outbuilding |
| | <input type="checkbox"/> Other _____ | <input type="checkbox"/> Relocation of Building |

Additional Information to be Submitted with Application – Digital Format If Available

- | | |
|---|--|
| <input type="checkbox"/> Exterior Alteration/Repair | <input type="checkbox"/> Porch – Maintenance and Minor Repair |
| <input type="checkbox"/> Architectural Feature (Decorative Ornamentation) | <input type="checkbox"/> Porch – Major Repair and Reconstruction |
| <input type="checkbox"/> Awning or Canopy | <input type="checkbox"/> Retaining Walls |
| <input type="checkbox"/> Deck | <input type="checkbox"/> Roof (Change in Shape, Features, Materials) |
| <input type="checkbox"/> Door | <input type="checkbox"/> Satellite Dish |
| <input type="checkbox"/> Fence | <input type="checkbox"/> Security Doors or Windows |
| <input type="checkbox"/> Gutters | <input type="checkbox"/> Sidewalks |
| <input type="checkbox"/> Light Fixture | <input type="checkbox"/> Shutters |
| <input type="checkbox"/> Mechanical System Units | <input type="checkbox"/> Siding |
| <input type="checkbox"/> Masonry Cleaning, Repointing, Painting | <input type="checkbox"/> Signs |
| <input type="checkbox"/> Material Change (wood, brick, etc) | <input type="checkbox"/> Solar Collectors |
| <input type="checkbox"/> Painting (paint removal etc) | <input type="checkbox"/> Storm Doors or Windows |
| <input type="checkbox"/> Paving (Parking Lot, Driveways, Landscaping) | <input type="checkbox"/> Windows, Skylights |
| | <input type="checkbox"/> Others _____ |

Attach a detailed description of all work to be done for each item. Include the following materials where appropriate and check appropriate box if included

- A. Drawings, photographs, specifications, manufacturer's illustrations or other description of proposed changes to the building's exterior, to-scale drawings with dimensions will be required for major changes in design (e.g., roofs, facades, porches, and other prominent architectural features)
- B. If application is for any feature not on the primary structure, include a site plan. A site plan will not be required if there is no change to the existing structure or any proposed new structure.
- C. If changes to building materials are proposed, include samples.

New Construction/Additions

Include the following materials where appropriate and check appropriate box if included.

- For primary structure, outbuilding or addition:
 - 1. Fully dimensioned site plan
 - 2. Elevation drawings of each façade with dimensions and specifications
 - 3. Drawings, photographs, samples and manufacturer's illustrations
- Drawings or other descriptions of site improvements, e.g., fences sidewalks, lighting, pavements, decks.

Structure Demolition

1. Photographic evidence supporting the reason for demolition
2. Describe the proposed reuse of the site, including drawings of any proposed new structure
3. If economic hardship is claimed, include evidence that hardship exists (Criteria set forth in Section 7-2 of Title 12)

Structure Relocation

1. Explain what will be moved, where and why .
2. If a structure will be moved into the district from outside, include photographs.
3. Include a site plan showing proposed location of the structure on the new parcel. Describe any site features that may be altered or disturbed (e.g., foundations, walls)

FOR OFFICE USE ONLY BELOW

THIS FORM IS NOT A BUILDING PERMIT APPLICATION

Signature of Historic Preservation Commission Chair

Date of Commission Review

City Council Action: **Date** _____ **Vote Record** _____
Conditions YES*/ NO

*See Attachment

The Batavia Historic Preservation Commission, or its authorized agent, has reviewed the proposed work and has determined that it is in accordance with the applicable criteria set forth in Section 6-2 of Title 12 of the Code of the City of Batavia. Accordingly, this Certificate of Appropriateness is issued.

Any change in the proposed work after issuance of this Certificate of Appropriateness shall require inspection by Commission staff to determine whether the work is still in substantial compliance with the Certificate of Appropriateness.

This certificate is not a permit, does not authorize work to begin, does not ensure building code compliance, and does not imply that any zoning review has taken place.



City of Batavia
 Community Development Department
 100 North Island Avenue
 Batavia IL 60510
 Phone (630) 454-2700
 Fax (630) 454-2775

Downtown Improvement Grant Program Application

Property / Project
 Address _____

Owner's Name _____

Current Zoning _____

Owner's Address _____

P. I. N. Number ____ - ____ - _____

Phone Number _____

Historic District Designation _____

Mobile Number _____

Submittal Date ____/____/____

E-Mail _____

Property Owner
 Signature _____

Project Description:

Additional Information to be Submitted with Application

- Number of tenants: _____
- Number of commercial units: _____
- Number of residential units: _____
- Total grant request (Maximum 50% of total cost): \$ _____
- Minimum two (2) bids from licensed installers
- Current / Proposed use of building
- Affidavit of tenant notification of proposed work from each tenant

INTRODUCTION

The Downtown Improvement Grant Program is designed to enhance the overall economic viability and appearance of downtown Batavia by assisting in the funding of improvements that will lead to additional business activity in the downtown. The City of Batavia will provide matching grants to encourage improvements to the interior and exterior of downtown buildings to make them more attractive for new and expanding businesses. Under the program building or business owners are eligible for up to 50% of the actual improvement costs, up to a maximum amount of \$25,000. Applications will be accepted on an ongoing basis and grants will be awarded based on goals for the downtown contained in adopted Redevelopment Plans, the Comprehensive Plan and other City Council objectives. Grants will be awarded depending on the availability of funds.

The Director of Community Development (the Director), is responsible for staff administration of the Downtown Improvement Program.

APPLICATION POLICIES

A. Eligibility

1. Projects must be located in a Tax Increment Finance (TIF) district.
2. Projects must have a minimum total budget of \$2,500.00.
3. Projects eligible for grants may receive reimbursement for up to 50% of the actual improvement costs to a maximum grant of \$25,000.
4. Eligible improvements include, but are not necessarily limited to:
 - Accessibility improvements for handicapped persons
 - Energy conservation improvements
 - Electrical work, including service upgrades
 - Fire alarm systems
 - Fire sprinkler system installation or upgrade, including any needed water service improvements
 - Heating, ventilation and air conditioning
 - Lighting
 - Painting
 - Plumbing
 - Restoration of historic interior architectural features, including ceilings, light fixtures, floors and architectural detailing

- Tenant improvements for a new, expanding or relocated business
 - Utility service upgrades, including water and sewer
 - Exterior improvements eligible under the Façade Grant Program, only in conjunction with eligible interior improvements
5. Projects and expenses such as the following are not eligible:
- Building or land acquisition
 - Design services, including architectural and interior design
 - Emergency or safety-related demolition expenses
 - Flood or water damage repairs
 - Furnishings, equipment or personal property not affixed to the real estate
 - Legal fees
 - Maintenance work
 - New construction or building expansion projects
 - Parking lot resurfacing
 - Pest extermination
 - Structural repairs
 - Work begun prior to application submittal or done without a required building permit; work done after application submittal may be eligible for grant funding at the discretion of the City Council
 - Work proposed on property with an active code compliance citation

B. Evaluation Criteria

The Secretary of the Interior's Standards for Rehabilitation, in conjunction with the Batavia Historic Preservation Commission Design Guidelines, shall be used as the evaluation criteria for exterior work. Interior work will be evaluated based on the contribution the project will make to downtown redevelopment and business expansion goals.

C. Demolition

While emergency, safety-related and minor exploratory demolition may be necessary, such demolition may prohibit inclusion in the Program.

D. Contractors

Qualified Applicants may serve as their own contractor, but only the cost of materials will be considered eligible expenses to be funded by the grant.

APPLICATION PROCEDURES

1. Applicants shall contact the Community Development Department to establish potential eligibility of proposed improvements.
2. A complete application form shall be submitted to the Community Development Department, including appropriate drawings, budget estimates, two current bids for the proposed work, and proof of ownership or executed lease with owner's written consent.
3. Grant applications may be submitted at any time.
4. Applicants shall submit at least two formal written bids for all work being proposed in the project. The application shall contain the names of contractors, copies of all bids and anticipated dates of construction and completion. Sole source bidding may be approved by the CDC for specialized work if reasonable attempts to obtain a second bid have been unsuccessful. Contractor Applicants shall submit copies of estimates for all materials, along with anticipated dates of construction and completion, as part of the application.
5. The Applicant or a designated representative is expected to attend all meetings of the Community Development Committee (CDC) when the application is being discussed. The CDC will not take action on an application unless the Applicant or a representative is present.
6. The CDC shall make a formal recommendation to the City Council on each application.
7. Revised plans shall be submitted to the Director prior to scheduling the application for a City Council agenda if the CDC requests changes.
8. If the CDC recommends approval, the application and a Grant Agreement shall be forwarded to the City Council for approval.
9. If approved by the City Council, the Agreement shall be signed by the Applicant and the City of Batavia as provided in section 6 of Administrative Procedures, below.
10. Applicants shall apply for and receive a building permit prior to undertaking any work requiring a permit under the Building Code. The building permit fee will be waived for all work approved under the Downtown Improvement Grant Program.
11. Construction shall proceed according to the approved plans and subject to periodic inspections. Construction must be completed within 180 days of

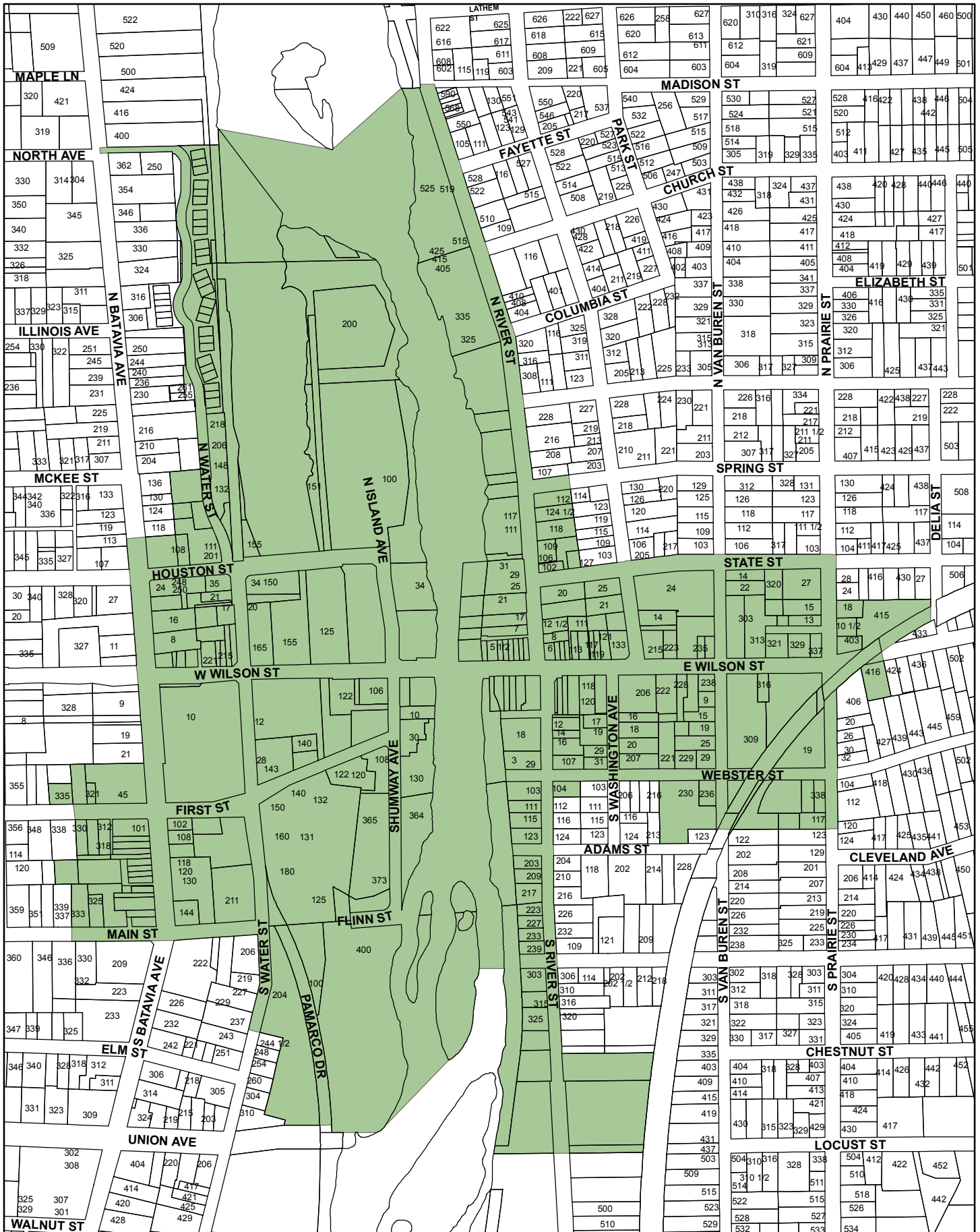
execution of the Agreement, unless a written extension is granted by the Director.

12. Applicants shall submit final receipts and lien waivers to the Community Development Department to request reimbursement.
13. Applicants shall maintain the property without changes or alterations to work funded by the Downtown Improvement Grant Program for a period of three years from the date of completion. The City Council may require the owner of the benefiting property to consent to imposition of a lien on the property to insure that the property continues to be maintained in accordance with the terms of the grant and that there are no alterations or removal of improvements funded by the grant without the express written consent of the City. In the event there are unauthorized alterations or removal of improvements funded by the grant that result in diminution of value of the grant, the owner shall reimburse the City for the lost value. In the event the owner refuses to so compensate the City, the City shall have the right but not the obligation to foreclose the lien in order to collect the debt. The lien shall be released by the City at the end of the period of three years from the date of completion unless foreclosure activity is taking place, it appears reasonably likely that foreclosure will be necessary or there has been a refusal by the owner to compensate the City and the City has chosen to defer foreclosure of the lien.

ADMINISTRATIVE PROCEDURES

1. Upon submittal, the Director will review the application to ensure that it contains all necessary information, including drawings and specifications, preliminary cost estimates, bids and proof of ownership or executed lease with owner's written consent. The Director will prepare written notification to the Applicant confirming receipt of the application. If the application is incomplete, a detail of all remaining items will be included. When the application is complete the Director will notify the Applicant of the date of the CDC meeting when the application will be discussed.
2. If the application proposes exterior work, the Director will schedule that portion of the application for a Historic Preservation Commission (HPC) meeting for review. The Applicant is expected to attend this meeting to discuss the proposal with the HPC. The HPC may schedule a site visit to assist in their review. The HPC comments will be forwarded to the CDC for their consideration.
3. The Director shall prepare a report to the CDC transmitting the application, staff recommendation, the HPC recommendation, if any, and a draft Resolution for the awarding of the grant. All reports shall include bid information and any revisions requested by the HPC.

4. The CDC shall review each application, together with the Resolution, and make a recommendation for approval or disapproval to the City Council.
5. If the CDC recommends approval, the Director shall prepare a Downtown Improvement Grant Program Agreement, as an exhibit to the Resolution, and forward to the City Council for approval.
6. If approved by City Council, the Agreement shall be signed by the Applicant and the City of Batavia.
7. When the project is completed, the Director shall inspect all work done and document that the Applicant has made the improvements as per the Agreement and approved plans. The Director shall consult with the HPC regarding exterior work.
8. Upon determination that the work has been satisfactorily completed and all lien waivers have been received, the Director shall approve the release of a check in the amount of the approved grant to the Applicant.
9. The Director shall maintain a permanent record of each complete application.



Downtown Improvement Grant Eligibility Area

