

**VILLAGE OF SAUK CITY**  
**DOWNTOWN REVITALIZATION DISTRICT**  
**TAX INCREMENTAL FINANCING DISTRICT #8 (TID #8)**

**BUILDING FACADE AND SIGNAGE IMPROVEMENT  
MATCHING GRANT PROGRAM**

For more information contact:

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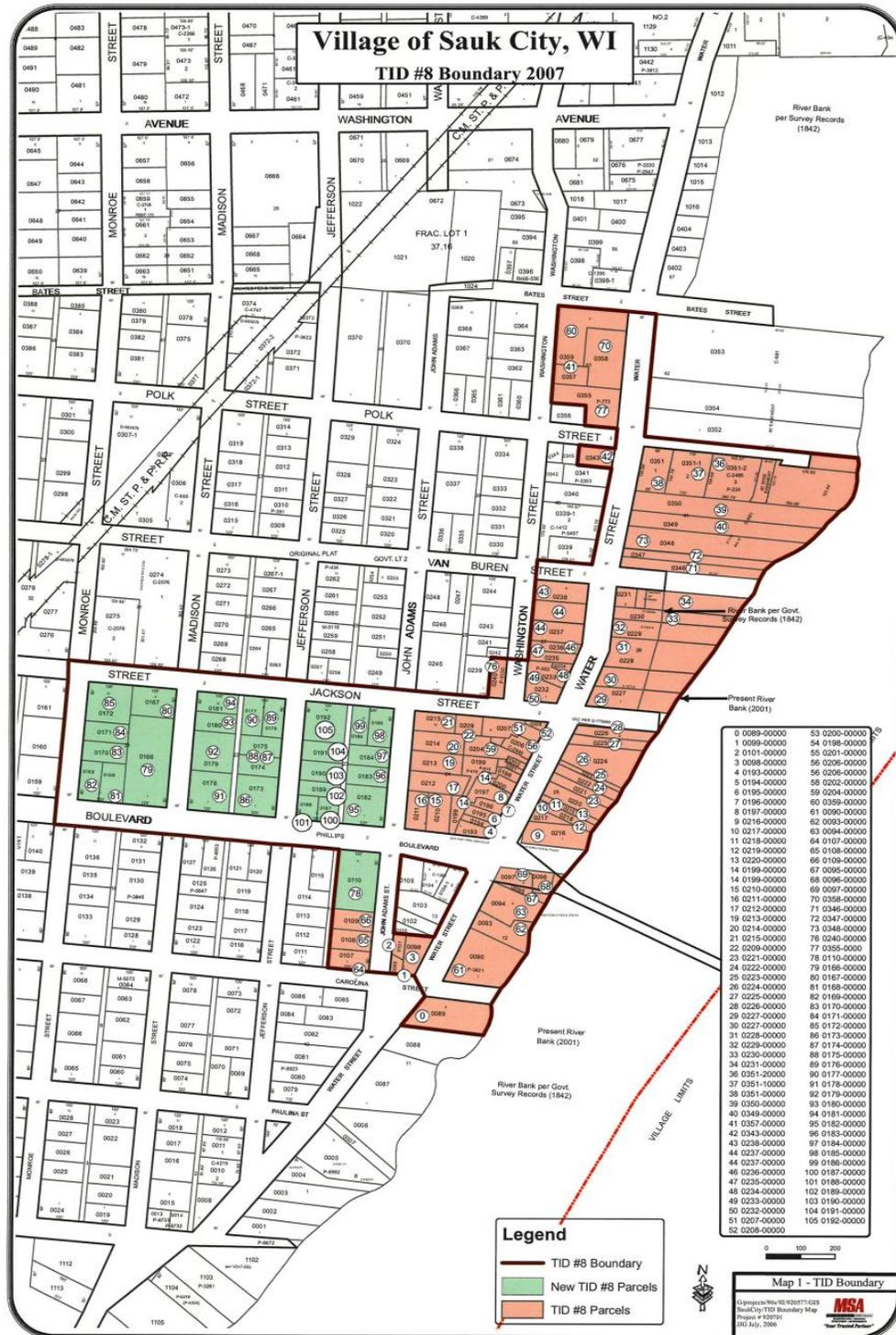
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# Village of Sauk City Building Facade and Signage Improvement Matching Grant Program

- Program Goals:** To encourage property owners and tenants to make exterior building facade improvements and/or install new or improved signage.
- Eligible Properties:** Properties located within the Village of Sauk City's TID #8 (downtown revitalization district), designated on the map below:



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- Eligible Structures:** All existing or proposed commercial or mixed-use buildings on the tax roll and located in TID#8. Tax –exempt properties are not eligible.
- The property’s real estate taxes and all other payments due to the Village must be current as of the date of the application, or the application shall be deemed denied.
- A property (or contiguous properties held by the same owner) may only receive one (1) grant award within a thirty-six (36) month period.
- Eligible Applicants:** Property owners or leaseholders/tenants of commercial or mixed-use property. Leaseholders/tenants must also provide a letter of authorization from the property owner.
- Grant Amounts:** The grant will provide a “dollar for dollar” match. The minimum grant is \$500 and the maximum grant is \$2000 per property (or contiguous properties held by the same owner). The grant limits mean, for example, that a grant could be used to pay for \$1,500 of a \$3,000 project (50/50 match) or \$2,000 of a \$10,000 project (maximum grant amount). A maximum of \$2,000 of grant funds may be spent on signage.
- The Village of Sauk City’s Building Facade and Signage Improvement Matching Grant Program will award a maximum of \$20,000 per calendar year. Applications will be considered on an as-needed basis.
- Eligible Improvements:** The Village of Sauk City and/or its Plan Commission reserve the right to determine the eligibility of all items in a project's scope of work. This determination shall be conclusive and final.
- All grant-funded improvements must be permanent and fixed in type and/or nature. Improvements must meet all Village of Sauk City code requirements including the Signage Ordinance, the Downtown Design Guidelines, zoning, building and safety codes. The applicant must obtain and pay for any necessary permits.
- Facade features eligible to be restored, renovated or constructed with grant dollars include:
- Exterior walls
  - Doors
  - Painting of exterior surfaces
  - Entrance/Exit improvements (including ADA)
  - Exterior architectural features
  - Facade accents such as fencing, molding (such as the molding on the Spellman House) and/or roof accents to support the façade

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Signage eligible to be restored, renovated or constructed with grant dollars must meet the signage requirements set forth in Village ordinances and the Downtown Design Guidelines.

**Improvements must be completed within six (6) months of the award of the grant or the Village's obligation to reimburse shall terminate.**

With all grant-funded projects, **restoration** is preferable to **renovation**. Restoration is the attempt to return the façade to its original appearance through the use of authentic materials and the faithful replication of the building to conditions shown in old photos or records. Renovation projects should be sensitive to the historic appearance of the building, but may include modern materials and design elements.

Buildings on the State or National Register must be restored or rehabilitated according to the *Secretary of Interior's Standards for Rehabilitation and Guidelines for Rehabilitating Historic Buildings*.

### **Ineligible Costs:**

Grant funds shall not be used for any of the following:

- Expenses incurred prior to application approval and grant award
- Site plan, sign or building permit fees
- Wages paid to applicant or applicant's dependents, unless same are contractors regularly providing the same or similar work to third parties
- Furnishings, trade fixtures, display cases, counters, or other items taxed as personal property

### **Grant Process:**

The applicant must submit a proposal detailing the scope of work. Ten copies of the proposal should be submitted to the Village Administrator at the Sauk City Village Office. This proposal should include:

- Photos or drawings of existing sign or facade
- Drawings, description and/or pictures of the proposed sign or façade drawn to scale, including a display board of the actual samples of the product that will be used in the proposed sign or façade
- Detailed cost estimates
- A proposed timeline for the project

Village staff will perform a preliminary review of the proposal outlining how well the project meets the program objectives and requirements. If appropriate, the Applicant will be notified that the proposal is ready for referral and consideration by the Plan Commission.

The Plan Commission will then meet to complete its initial review of the proposal and determine if the application is complete. During this initial review, the Applicant may be asked to provide additional or clarifying information, and/or to make modifications to the proposal.

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From the date that the Plan Commission determines that the application is complete, the Plan Commission shall have 45 days to make its recommendation to the Village Board. The Plan commission's recommendation may be for approval, approval with conditions or denial. The Village Board will then review the application and the Plan Commission's recommendation, and the Village Board will make the final determination.

PLEASE NOTE: The grant is for REIMBURSEMENT of approved costs, provided that the following conditions are met:

- The grant recipient must submit a written signed statement that contains: (1) a list of all contractors and suppliers who worked on the approved project; and, (2) confirmation that the work has been completed in accordance with the approved application.
- The grant recipient must submit final unconditional lien waivers from ALL contractors and suppliers.
- The grant recipient must supply proof that the improvements passed all final inspections and meets all Village of Sauk City code requirements.
- The Village may also take those steps the Village deems appropriate under the circumstances to verify the information provided and completion of the project as approved.
- All improvements must be completed within six (6) months of the award of the grant, and all requests for reimbursement must be made within nine (9) months of the award of the grant, or applicant shall be deemed to have waived any right to reimbursement and no reimbursement shall be made. Extensions to the six (6) month completion period may be granted for inclement weather or the ordering of special building materials, provided that the grant recipient requests an extension in writing prior to expiration of the completion period. The Village will notify the grant recipient in writing of its approval or denial of the extension.

Approved by the Village Board of the Village of Sauk City on this 29th day of July, 2008, by a vote of 5 for, 0 against, and 0 abstaining.

James Anderson, Village President  
Vicki Breunig, Village Administrator