

# Village of Union Grove



## Façade Improvement Grant Program Downtown Union Grove Design District

Village of Union Grove  
Downtown Design District  
Façade Improvement Grant

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The Village of Union Grove Community Development Authority (CDA) is responsible for administering a “Façade Improvement Grant Program,” intended to stimulate improvements to the exterior of downtown commercial buildings.

The funding for this program is provided through the Tax Increment District #4.

**Purpose of Grant Program**

The Façade Improvement Grant Program was funded to stimulate building improvements while being mindful of the historical significance and uniqueness of the downtown structures.

**Who is Eligible**

Owners and/or tenants of existing buildings within the Downtown Union Grove Design Overlay District. Tenant applicants are required to submit written evidence of building owner approval with the application.

**Eligible Uses**

The Façade Grant Program can be used to fund the exterior front facades of existing commercial buildings within the district. Other eligible uses may be the following:

- Painting
- Cleaning
- Awnings
- Materials
- Labor
- Entrances
- Window Repair
- Masonry Work
- Architectural Assistance
- Lighting
- Landscaping
- Signage

**Ineligible Uses**

Ineligible improvements include, but are not limited to the following:

- Buildings less than 25 years old (some exceptions may apply)
- Tax delinquent properties & tax exempt properties
- Exclusively residential properties
- Interior work
- Inappropriate cleaning methods

**Maximum Grant Amount**

The maximum grant amount will be 50% of the total eligible façade improvement project, but with a maximum of a \$7,500 façade grant per building.

Abutting properties will be considered for individual façade grants based upon each property being architecturally distinctive, as determined by the CDA.

**Application Deadline**

Applications will be accepted throughout the grant period. However, since limited grant monies are allocated and awards are offered on a first-come-first-award basis, time is of the essence to complete your grant and Design Review applications. Completed application packages must be delivered to the Village Hall office at 925-15<sup>th</sup> Avenue, Union Grove no later than 15 business days prior to the CDA Meeting occurring on the 3<sup>rd</sup> Tuesday of each month.

## **Process**

- 1) The Façade Improvement Grant and Design Review applications are available at Village Hall.
- 2) Review the Ordinance regarding Design Guideline District and signage (Attachment B).
- 3) It is recommended that the applicant research the history of the building. This research will provide a better understanding of the past uses and architectural features of the building.
- 4) Although it is not a requirement, it is recommended that you consult with an architect regarding any structural or major façade renovation activities. Architectural plans, elevations, and/or perspective drawings and sketches illustrating the alterations (except painting) must be submitted with your Design Review application.
- 5) Your next step should include a meeting with the local building inspector to discuss your proposed project and any site plans developed. Any questions regarding the ordinance and related matters may be discussed with the inspector or other appropriate Village Staff.
- 6) Completed applications for Design Review and façade improvement grant applications **must be returned to the Village Hall for review 15 business days prior to the CDA meeting occurring on the 3<sup>rd</sup> Tuesday of each month.** All applications will be time and date stamped to ensure efficient receipt and ranking of grant distribution process.
- 7) The CDA meets the 3<sup>rd</sup> Tuesday of the month at 5:30 p.m. within Village Hall located at 925-15<sup>th</sup> Avenue, Union Grove. Applicants are encouraged to attend and present materials as deemed necessary. The CDA will review the application and ensure compliance with the requirements of the Design Guideline zoning ordinance.
- 8) If the application is approved it will be forwarded to the Plan Commission for final approval. If the application is not approved, the CDA will provide information to the applicant regarding the appeal process.
- 9) Upon approval of the Grant and Design Review applications, grant dollars will be awarded to the applicant for reimbursement purposes.
- 10) Grant monies will be distributed to the applicant upon completion of the following activities:
  - A. The Building Inspector will monitor the progress of the project.
  - B. **ANY AND ALL CHANGES, NOT PRIOR APPROVED, FROM THE ORIGINAL APPLICATION MUST BE REVIEWED BY THE CDA AND APPROVED BY PLAN COMMISSION.** Approved changes in work specifications must be attached to the original dated application. **ANY UNAPPROVED DEVIATIONS FROM THE ORIGINAL WORK SPECIFIED IN THE APPLICATION WILL DISQUALIFY THE APPLICANT.**
  - C. The applicant and Building Inspector will conduct a final inspection and the Building Inspector will provide a “Certificate of Approval”.
  - D. The invoices and receipts will be reviewed to ensure compliance with original application. A final approval and funding award will be provided by the CDA.
  - E. Reimbursement can be refused in whole or part if the project is not completed within 120 days (time extensions will be considered ONLY if made in writing and progress towards completion has been demonstrated).

All exterior improvements will be reviewed by the CDA with a resulting approval or denial provided by the Plan Commission. Decisions must comply with the approved Design Guidelines Overlay District zoning ordinance. **APPLICANTS WHO DEVIATE FROM THE APPROVED APPLICATION WILL BE DISQUALIFIED FROM THIS GRANT PROGRAM.**

## **Grant Policy**

The CDA will not use race, sex, age or religion as grounds for refusing a grant to an eligible applicant.

Village of Union Grove  
Façade Improvement Grant Program  
Application Form

*Office Use Only*  
Date Received \_\_\_\_\_

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

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

Name of Tenant: \_\_\_\_\_

Name of Business: \_\_\_\_\_

Telephone Number: \_\_\_\_\_ Facsimile Number: \_\_\_\_\_

E-Mail Address: \_\_\_\_\_

Project Address: \_\_\_\_\_, Union Grove, Wisconsin

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

Does the applicant own the project building? \_\_\_\_ Yes \_\_\_\_ No

If the answer to the above question is no, please attach a letter from the owner expressing approval of the project proposal.

Will you be using the services of an architect or engineer? \_\_\_\_ Yes \_\_\_\_ No

If yes, list your architect or engineer of preference: \_\_\_\_\_

Estimated Project Cost: \_\_\_\_\_

**Attach qualified contractor bid documents and all cost breakdowns by category such as masonry repair, window replacement, etc.**

Proposed start date: \_\_\_\_\_

Proposed completion date: \_\_\_\_\_

What is (are) the existing use(s) of the building? \_\_\_\_\_

Will this project proposal cause a change in the building's use? \_\_\_\_\_

If so, please explain. \_\_\_\_\_

Do you intend to apply for the Historic Preservation Tax Credit on this project? \_\_ Yes \_\_ No

**As a part of this application, if your project includes any improvement with the exception of only signage, you must complete the attached "Application for Design Review".**

\_\_\_\_\_  
Signature of Applicant

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature of Property Owner

\_\_\_\_\_  
Date

**Attachment A**

Application for the Design Review

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**Per section § 118-751 of the Design Guidelines Overlay District zoning ordinance, the following application must be completed when alterations in the architectural appearance of any structure within the overlay district is proposed.**

Please provide the following:

1. Architectural plans, elevations, photographs, color samples and/or perspective drawings and sketches illustrating the design and character of all proposed alterations (except painting, see below) must be submitted. Said elevations and drawings shall indicate the location and placement of all auxiliary building equipment such as heating, ventilating, and/or air-conditioning equipment. These drawings are to be completed to a recognized architectural scale with the name of the project noted. Building plans shall be submitted with all detail drawn on each elevation. Plans drawn with partial building details indicated will be returned to the Applicant for redrafting.

For alterations consisting of painting only, color samples and photographs shall be submitted indicating the areas to be painted.

2. Applicant Name: \_\_\_\_\_
3. Contact Name: \_\_\_\_\_
4. Name of Tenant: \_\_\_\_\_
5. Name of Business: \_\_\_\_\_
6. What is (are) the existing use(s) of the building?: \_\_\_\_\_
7. Telephone Number: \_\_\_\_\_ Facsimile Number: \_\_\_\_\_
8. E-Mail Address: \_\_\_\_\_
9. Project Address: \_\_\_\_\_, Union Grove, Wisconsin
10. Mailing Address: \_\_\_\_\_
11. Does the applicant own the project building? \_\_\_\_\_ Yes \_\_\_\_\_ No
12. If no, please list owner's name and address: \_\_\_\_\_
13. Architect or engineer's name and address: \_\_\_\_\_  
\_\_\_\_\_
14. Date of submittal of plans: \_\_\_\_\_
15. Scale of drawings noted on each drawing: \_\_\_\_\_
16. Building type, size and location: \_\_\_\_\_
17. Height of building: \_\_\_\_\_
18. Exterior material samples to be provided: \_\_\_\_\_

NOTE: Please supply material samples of all exterior alterations for the CDA meeting.

19. Proposed Start Date: \_\_\_\_\_

20. Proposed Completion Date: \_\_\_\_\_

21. Additional information may be requested to include, but not limited to, the following:

- A. Photographs from the site adjacent neighboring structures and/or property;
- B. Detailed drawings of decorative elements of the buildings and/or structure(s);
- C. Sectional building or site drawings drawn to recognized engineering or architectural scale.

**NOTE: Please provide any and all information that will illustrate to the Authority the effect of the proposed change.**

\_\_\_\_\_  
Signature of Applicant

\_\_\_\_\_  
Signature of Property Owner

Village of Union Grove

**CONSENT TO RELEASE INFORMATION**

**PURSUANT** to and in accordance with Wis. Stat. Sec. 196.137, the Village of Union Grove Water and Sewer Utilities are hereby authorized to release my/our municipal utility customer account usage and status information to Racine County Economic Development Corporation (RCEDC).

**DATED** this \_\_\_\_\_ day of \_\_\_\_\_,  
20\_\_\_\_.

\_\_\_\_\_  
(Customer Signature)

\_\_\_\_\_  
(Customer Signature)

## **Attachment B**

### **DESIGN GUIDELINES AREA OVERLAY DISTRICT**

Chapter 118, Article IV, Division 16

#### Sec. 118-751. Purpose and intent.

It is the general intent of this Division to control and regulate the development and appearance of property within the design guidelines area in order to:

- (1) Encourage urban design excellence.
- (2) Integrate urban design and preservation of the village's heritage into the process of downtown development and redevelopment.
- (3) Enhance the character of the design guidelines area.
- (4) Promote the development of diversity and areas of special character within the design guidelines area.
- (5) Provide pedestrians with a pleasant, rich and diverse visual experience.

#### Sec. 118-752. Definitions.

For purposes of this Division the following phrases have the meaning indicated:

Design guidelines area means that area, centered on the intersection of Main Street and Mill Street, which is more particularly described in the downtown design guidelines, and which is comprised of the Downtown Core District and the Extended Core District, as they are defined in Sec. 118-753 of this Division.

Downtown design guidelines means the "November 2006 Downtown Design Guidelines - Village of Union Grove," as approved by the Village Board on \_\_\_\_\_, and as may be amended from time to time.

Maintenance activities. Maintenance activities means those activities directed at keeping a property in proper condition and that do not alter the property's exterior design features.

Examples of maintenance activities include tuckpointing and the repainting of surfaces that have previously been painted, provided the surfaces are repainted substantially the same color.

Repair activities. Repair activities means those activities directed at restoring a property to its original condition and that do not alter the property's exterior design features.

Required guidelines means the Required Guidelines set forth in part 1 of Chapter 2 of the downtown design guidelines. The required guidelines may be amended only as provided in Article II, Division 5 of this Chapter.

#### Sec. 118-753. Mapped district.

(a) The design guidelines area shall be implemented through the imposition of this Division's regulation as an overlay district, supplementing the existing underlying zoning districts within the design guidelines area.

(b) The design guidelines area shall be comprised of two sub-districts, the Downtown Core District and the Extended Core District, both as defined and depicted in the downtown design guidelines.

#### Sec. 118-754. Land uses.

All permitted uses and conditional uses as allowed by the underlying zoning districts shall likewise be allowed in the design guidelines area.

#### Sec. 118-755. Scope.

This Division shall apply to all buildings, structures, landscaping and exterior fixtures within the design guideline area, including, without limitation, all free-standing signs, all awnings and canopies, and all exterior lighting fixtures. This Division shall not apply to single-family residences and structures, however, nor to any landscaping and exterior fixtures that are accessory thereto, although such single-family residential properties are encouraged to incorporate the downtown design guidelines to the maximum extent possible.

#### Sec. 118-756. Applicability.

(a) All activities, excluding maintenance and repair activities, which will change the exterior appearance of any building, structure, landscaping or exterior fixture shall comply with all required guidelines. All activities not subject to any required guidelines are nonetheless encouraged to incorporate the downtown design guidelines to the maximum extent possible.

(b) No person shall undertake any new exterior construction activity, any building



expansion, or any exterior renovation or rehabilitation activity having a project cost of \$5,000 or more, in the aggregate, without undertaking the design review set forth in Sec. 118-757.

(c) No person shall install new or replacement signs, regardless of value but excepting signs advertising occasional sales, services or events, without undertaking the design review set forth in Sec. 118-757.

(d) Maintenance and repair activities, as defined in Sec. 118-752 are exempt from the requirements of this Division.

Sec. 118-757. Design review.

(a) Persons contemplating any project within the design guidelines area are strongly encouraged to review the downtown design guidelines as an aid in understanding the purpose, scope and intent of this Division.

(b) All new exterior construction activities, all building expansions, all new and replacement signs (except as provided in 118-756(c)), and all exterior renovation or rehabilitation activities having a project cost of \$5,000.00 or more, in the aggregate, must complete design review as provided in this section.

(c) Application for design review shall be made to the village clerk.

(d) The community development authority shall consider applications for design review during open meetings. Reviews shall be conducted within 60 days after a completed application is filed with the village clerk or the activity shall be deemed approved.

(e) The community development authority may obtain the services of a professional planner, or other qualified professional, to assist it with its responsibilities under this section as it deems necessary. The applicant shall be responsible for the costs of any such professional review.

(f) The community development authority shall issue written findings to the building inspector and the applicant within 21 days after design review is completed. The written findings shall indicate whether the proposed activity meets all required guidelines, conditionally meets all required guidelines (further indicating the conditions that need to be fulfilled), or fails to satisfy all required guidelines. The findings shall also contain such advisory design guidance as the community development authority deems appropriate and in keeping with the spirit of the downtown design guidelines, although such guidance need not be followed. If an applicant's proposed design is rejected or conditionally approved, the applicant may file revised plans for review by the community development authority addressing any deficiencies.

(g) The building inspector may issue building and/or occupancy permits within the design guidelines area for projects requiring review by the community development authority only after receiving the written approval of the community development authority or the board of appeals, or after receiving a conditional approval from the community development authority or board of appeals if all approval conditions therein have been satisfied.

(h) If, following design review, a proposed activity is rejected or conditionally approved by the community development authority, said decision may be appealed to the board of appeals. The appeal shall be filed with the village clerk within 30 days after the community development authority issues its written decision. The board of appeals shall consider any such appeal as provided in Article II, Division 3 of this Chapter.

**Attachment C**

**Design Overlay District Map**

# CHAPTER 1: INTRODUCTION

FIGURE 1: DESIGN DISTRICTS MAP

