



Historic District Reimbursable Façade Improvement Grant

(Phase II)

APPLICATION PACKET

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Introduction

The City of Killeen seeks to create high-impact visual improvements to enhance the image of downtown through the historic restoration and rehabilitation of commercial storefronts located in the Historic Overlay District. As an economic incentive, the City has designed the following reimbursable façade grant program.

Phase II of the City of Killeen Façade Improvement Program (FIP) is a single payment reimbursement to property owners on an 80/20 matching basis up to \$10,000 per principal façade grant with a maximum payout of \$20,000 for a dual principal facade.

Grants are available on a first come, first served basis until total funds are depleted. No grants will be awarded for work that has already been done. All submitted work must comply with the Secretary of the Interior's Standards for Rehabilitation (see page 9), Historic District Design Guidelines, and the Historic Overlay District standards and be approved by the City of Killeen.

Application Instructions

Applicants should review the program guidelines, submit the Application with required documents, and follow the application process steps enclosed in this application packet.

Prior to any work being initiated, the attached Application must be submitted with required supporting documents to Planning and Development Services for review by staff at the City Hall Annex building (200 East Avenue D, 2nd floor).

If you have any questions, please contact the Revitalization Planner at (254) 501-7641.

**City of Killeen Planning & Development Services
200 East Avenue D, 2nd Floor
Killeen, TX 76540-1329
Phone: (254) 501-7641**

PROGRAM GUIDELINES

Eligible Properties and Owners

1. An Applicant must be the property owner within the Historic Overlay District as identified in the attached map (pg. 7);
2. **Only non-residential, commercial, retail or office buildings;**
3. No application will be accepted for any project from a property owner who is in arrears in the payment of property taxes, special assessments, or other liabilities due the City;
4. Property must have an active/current business status (a business in operation) **OR** that will be occupied by an owner-operated business within one hundred eighty-one (181) days of completion of the façade improvement;
5. Property owner must have insurance equal to or greater than the appraised value of the building [based upon the Bell County Appraisal District most recent tax assessment]; and
6. Property owner must have had no reported incidence involving the authority of the Police or Fire department in the most recent twelve (12) months prior to application submittal.

Eligible Improvements and Costs

The minimum standards of façade improvements in the Historic Overlay District require compliance with the:

1. Secretary of the Interior's Standards for Rehabilitation (see attached, pg. 9);
2. Historic District Design Guidelines;
3. Historic Overlay District Standards; and
4. City Municipal Code and Ordinances.

Eligible façade improvements include all costs directly attributable to the improvements of the principal [architectural, street-facing, front] façade or a dual principal [a building containing a façade facing one or more street sides] façade. Examples of eligible façade improvements include:

- Façade restoration;
- Window, door or awning replacements;
- Exterior painting; and
- Other exterior storefront improvements including incidental improvements associated with achieving a completed project to include: exterior cleaning, removal of old signs, awnings and other exterior clutter.

Additional improvements may be determined to be eligible on a case-by-case basis for those properties that:

- Have a rear facade which contains a primary entrance for the public;
- Have a non-principal façade, which is also visible from the public right-of-way; and
- Satisfy other determinations approved by the Heritage Preservation Board.

Ineligible Improvements include, but are not necessarily limited to:

- New construction or additions;
- Interior improvements;
- Improvements completed or started prior to application approval for this program;
- Security systems, fire alarms/systems, structural upgrades, vinyl or aluminum siding;
- Removal of physical or visually architectural features of the building; and
- Paving, sidewalk repair or replacement.

Grant Guidelines and Requirements

- **Minimum Improvement Standards.** Applicants receiving the grant must have façade improvements that conform to the Secretary of the Interior’s Standards for Rehabilitation, Historic District Design Guidelines, Historic Overlay District standards, and Municipal Code of Ordinances.
- **Maximum Grant.** The grant is a single payment reimbursement on an 80/20 matching basis (80% City funds/20% property owner funds) with a maximum grant of \$20,000 from City funds with \$10,000 per front facing facade.
- **City Permit and Approval.** The applicant is required to obtain all required City permits and City approvals prior to the commencement of any work.
- **Contact HUB Contractors.** Applicants must request a quote from at least two historically underutilized businesses in Bell County for projects that exceed \$3,000 in improvements.
- **No Prior Obligations.** Applicants must have all property (real and personal) taxes, utilities obligations and other obligations to the City paid in full at the time of application submittal.
- **Inspection.** The City of Killeen Planning and Development Services Department [including Code Enforcement] will inspect the project site [interior/exterior] for code compliance and will also inspect the work performed by the contractor, as required by State or local building codes and/or ordinances, at the completion of the project. These inspections will ensure compliance with all components of the Façade Improvement Grant Program.
- **Grants per Applicant.** A maximum of \$205,000 will be awarded under this program to an applicant each Fiscal Year (October 1 to September 30). Priority will be given to applicants who have not yet received a façade improvement grant.
- **Cost Evaluation.** The Heritage Preservation Officer and/or Heritage Preservation Board will examine the total cost of any proposed façade improvement to ensure that a grant is warranted.
- **Façade Maintenance.** Grant recipients hereby agree to properly maintain the improvements at all times. Grant funds must be replaced if the terms of the grant are not satisfied.
- **Code Compliance.** The Applicant, by submission of this Application, represents the construction, described within the Application, shall be used in a building which is in compliance with all codes and ordinances.

Approval Criteria

Approval of applications shall be based on the funds available with the highest priority given to applications in Category 1, and then, in descending order, with applications in Category 5 having the lowest priority. Grants will be awarded on a first-come, first-served basis with the following criteria prioritization applied when multiple applications have been submitted simultaneously. The Heritage Preservation Officer and, in some instances, the Heritage Preservation Board use discretion in awarding these facade grants and have the right not to approve any application.

Category 1. Code Compliance. Projects that bring windows or other façade elements into compliance with the Historic Overlay District standards, the Historic District Design Guidelines and Municipal Codes and Ordinances.

Category 2. Historic Preservation Priority. Projects listed as “high” or “medium” priority in the Historic Resources Survey¹.

¹ Killeen Historic Resources Survey 2008, Preservation Central Inc

- Category 3. Visual Impact.** Projects that substantially enhance the visible appearance of the façade to pedestrians and the traveling public.
- Category 4. Other Improvements.** Projects that include new façade improvements whose owners wish to upgrade the appearance of the storefront.
- Category 5. Previous Recipients.** Additional Projects from businesses that have already received a City of Killeen facade grant in the past.

Application Process

The following steps will help guide you through the façade grant process.

1. **Determine Eligibility:** Review the guidelines in this application packet and set up an appointment with the Heritage Preservation Officer (HPO) to discuss project plans before applying for a permit or commencing the work. All applicants are required to present their grant reimbursement project to the HPO for review. No grants will be awarded for work that has already been initiated or completed. Contact the HPO at 254-501-6591 with any questions.
2. **Complete the Façade Improvement Grant Application** (attached) and obtain and enclose the following required items:
 - a. Scale drawing or photographs of proposed work;
 - b. Final color samples and materials to be used; and
 - c. At least three (3) contractor quotes
3. Applicants must request a quote from at least two historically underutilized businesses for projects that exceed \$3,000 in improvements.

- a. Applicants must request a quote from at least two historically underutilized businesses (HUB) located in Bell County for projects that exceed \$3,000 in total. For the HUB directory, log on to: www.window.state.tx.us/procurement/cmb/hubonly.html

In the opening screen type in Bell in the “county” field and “submit search”. If this list fails to identify a HUB vendor in Bell County that does this type of work, then you are exempt from having to get HUB vendor quotes.

Applicants should still provide three quotes with their application if the HUB listing search fails to provide a vendor that does this type of work. All quotes submitted by an Applicant must be current and dated no earlier than sixty (60) days prior to the Application submittal.

Quotes shall be submitted on the contractor’s or project architect’s letterhead and shall contain the contractor’s name, address, and telephone number. Quotes shall be itemized in a manner that will allow the City staff to determine the quote components and authenticity of the quote. Any grant awarded shall be limited to the amount of the City’s participation (80% match, up to a maximum of \$205,000), based on the lowest responsible estimator’s quote.

If Applicant chooses to select a contractor that is not the lowest responsible estimator, as determined in the City’s sole discretion, Applicant is advised, and, by the submission of this Application, hereby agrees that the City’s participation shall not exceed 80% of the lowest responsible estimator’s amount, up to \$105,000 per principal façade (\$20,000 max).

- b. Self-contracted work may be reimbursed for legitimate expenses, excluding labor and the cost of previously acquired materials/equipment.

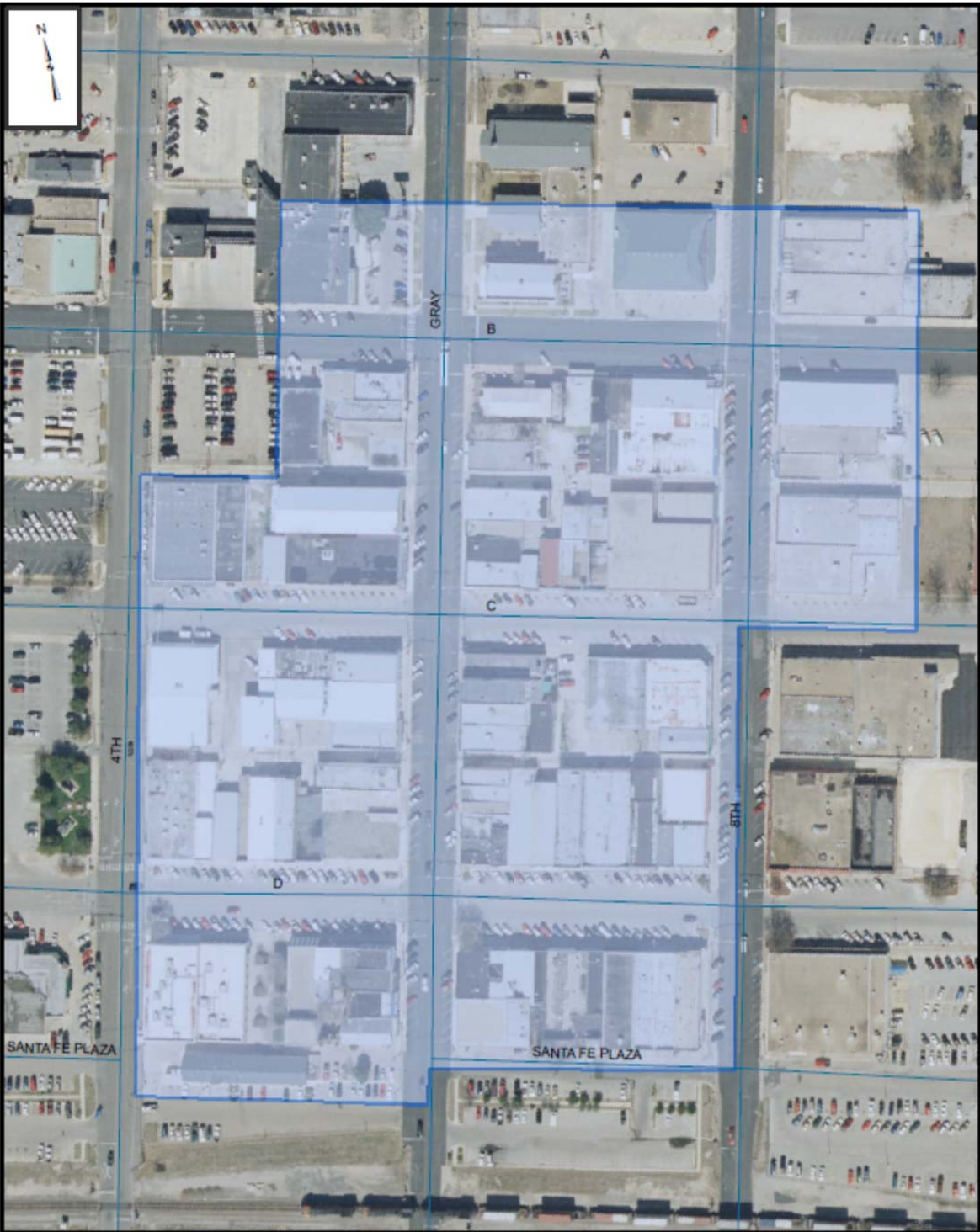
4. **Submit your Façade Improvement Grant Application** with all required items to the Planning and Development Services Department at 200 East Avenue D (2nd floor). Applications with all required items will be reviewed by the HPO. The HPO has the authority to grant approval of the application if, in his or her opinion, there are no issues requiring consideration by the Heritage Preservation Board (HPB).
5. **The approval process** will include without limitation the following items:
 - a. The HPO will conduct a review of the application form, submitted items and issue approval, request revisions to project components, or determine whether further review and consideration by the HPB is necessary. All Façade Improvement Grant Applications must be approved and a permit must be issued prior to the initiation of any work, including construction and/or installation of any improvement.
 - b. The HPO shall only consider Applications that have been properly and fully completed and that contain all information required in the Application or additional information requested by City staff or the HPB.
 - c. No Applicant has a right to receive façade grant funds, and the City hereby expressly denies the creation or existence of any perceived property right to the same unless and until an application is approved in accordance with terms of this Application. The HPO and/or HPB shall consider any Application, utilizing their sole discretionary authority, to determine whether approval of a grant and the grant amount would be in the best interest of the Grant Program and the City. The review criteria may include, but shall not be limited to, compatibility with existing downtown structures, architectural design, streetscape objectives, and overall redevelopment of the Historic Overlay District.
 - d. Notwithstanding any provision in this Applicant to the contrary, final approval for any façade grant shall be vested in the City Council of the City of Killeen, at its sole discretion.
 - e. An Applicant who submits an Application that was denied by the HPO, HPB and/or the City Council shall not be eligible to re-submit a grant Application for six (6) months from the date the prior Application was finally denied.
 - f. If the proposed project is deemed inappropriate or incompatible with the Historic District Design Guidelines, Historic Overlay District Standards, or other Municipal Codes and Ordinances, the HPO will advise the Applicant accordingly and may recommend changes to the design. If the applicant submits a project design based upon the HPO's recommendations, the application will be reviewed a second time. If the Applicant disagrees with the HPO on any issue, the HPO shall refer the application to the HPB for resolution.
6. **Funding Commitment Letter:** Upon approval of the Façade Improvement Grant Application, the HPO or HPB will issue a Funding Commitment Letter (If you have not received a Funding Commitment Letter from the Planning and Development Services Department advising that your Application has been approved, your proposed improvements are not approved for funding or have been determined to be out of compliance with the City's design standards).
7. **Permit:** Following the issuance of the Funding Commitment Letter, Applicant must obtain a permit from the Building and Development Services Department (located in City Hall, 101 N. College Street) or via the internet at <http://www.ci.killeen.tx.us/>. Complete and submit the permit application to the Building and Development Services Department. The Permits and Inspections Department will notify you at such time the permit receives approval.


8. **Arrange for façade improvement construction** with selected contractor after receiving the Funding Commitment Letter and City permit. **Any changes to the approved façade improvements, materials, or other considerations must be approved by the HPO in advance, in writing, or the City may withdraw the funding commitment and disqualify the applicant.** Approved façade improvement grant funds are available to the applicant for six (6) months after grant approval, as indicated by the date of the Funding Commitment Letter. If no request for payment has been received following this period, the applicant forfeits any claim to the grant and may not reapply for another grant for one year.
9. **Reimbursement:** After the entire grant project has been completed, Applicant shall notify the Planning and Development Services Department that construction is complete and Applicant shall submit proof of payment through a paid receipt from the contractor-include copies of cancelled checks and/or credit card receipts; this begins the process of reimbursement to the applicant. The City will then inspect the property to verify that the façade improvements are consistent with the approved Façade Improvement Grant Application plans and is in full compliance with the permit before issuing a single payment reimbursement.

APPEAL PROCESS: If an applicant wants to appeal a decision made by the HPB, then the façade grant application will be brought to the City of Killeen City Council for review and City Council's determination shall be deemed the final action regarding the application.

If you have any questions, please contact the Planning and Development Services Department at (254) 501-7641.

Historic Overlay District Map



Date: 01/12/2008	Downtown Historic District		CITY OF KILLEEN PLANNING/MAPPING P.O. BOX 1329 KILLEEN, TEXAS, 76540-1329
	200' Buffer for Notifications		

Historic Property Rehabilitation Tips

- Carefully examine old buildings for termites, wood rot and general deterioration.
- When repairing a building, do not cut expenses on the roof or the foundation.
- Carefully locate air-conditioning units to avoid water condensations on the sides of buildings. Condensing units should be supported from the masonry walls and not placed directly on the roof.
- The top brick cornices that project above the roof deteriorate rapidly unless they are capped with metal, terra cotta, stone or concrete.
- When mortar is missing or in poor repair, moisture will enter the walls and eventually may cause structural damage. Deteriorated mortar should be removed to a depth of at least three-fourths of an inch and replaced with new mortar that matches the old in color, texture and striking of the joint.
- Do not sandblast. Chemicals and/or water can remove dirt and paint without damaging the surface of the building.
- Do not paint too often; many times a building only needs mild washing.
- If the building has stone or brick that has never been painted, do not create a maintenance problem by painting it.
- Existing architectural details, including old wood doors, windows, ceilings, and trim work add to the character of a building and its resale value. Repair these features rather than remove them.
- Wood windows are reasonable to repair, if a specialist in window repair can be found. If the windows are missing, custom-made windows can be ordered for replacement in old buildings.
- Pressed metal ceiling panels are still being manufactured today with some of the same patterns installed originally. Deteriorated panels, therefore, can be replaced exactly.
- Do not use aluminum siding. It can hide water penetration into the walls and accelerate deterioration.
- Before rehabilitating a building façade, take a careful look at the structural aspects of the building. Develop a design that is compatible with neighboring buildings.
- Retain a sense of continuity by carrying exterior building design inside the structure.
- Demand quality.

Secretary of the Interior's Standards for Rehabilitation

Any proposed improvement project submitted by an Applicant shall demonstrate and incorporate an awareness of the Standards of Rehabilitation as follows:

1. Every reasonable effort shall be made to provide a compatible use for a property which requires minimal alteration of the building, structure or site and its environment, or to use a property for its original intended purpose.
2. The distinguishing original qualities or character of a building, structure, or site and its environment shall not be destroyed. The removal or alteration of any historic material or distinctive architectural features will disqualify any building from this program.
3. All building, structures, and sites shall be recognized as products of their own time. Alterations that have no historical basis and which seek to create an earlier appearance shall be discouraged and may disqualify any building from this program.
4. Changes which may have taken place in the course of time are evidence of the history and development of a building, structure, or site and its environment. These changes may have acquired significance in their own right, and this significance may be recognized and respected.
5. Deteriorated architectural features shall be repaired rather than replaced, wherever possible. In the event replacement is necessary, the new material should match the material being replaced in composition, design, color, texture and other visual qualities.
6. The surface cleaning of structures shall be undertaken with the gentlest means possible. Sandblasting and other cleaning methods that will change or damage the historic building materials shall not be undertaken.
7. Contemporary design for alteration and additions to existing properties shall not be discouraged when such alterations and additions do not destroy significant historical, architectural or cultural materials, and such design is compatible with the size, scale, color, material, and character of the property, neighborhood, or environment.
8. Whenever possible, new additions or alterations to structures shall be done in such a manner that if such addition or alterations were to be removed in the future, the essential form and integrity of the structure would be unimpaired. New additions should be compatible to the present structure.

Façade Improvement Grant Application (Phase II)

APPLICANT INFORMATION

Building Owner: _____ Date: _____
 Mailing Address: _____
 Building Address (if different than above): _____
 Contact Name(s): _____ Email: _____
 Contact Phone Number: _____ Fax Number: _____

BUILDING INFORMATION

Physical Address: _____
 Property Legal Description: _____
 Year of Construction: _____ Number of Stories: _____
 Building Space Type (check one): Commercial, Retail, Restaurant Office Other

Building Insurance Information	9a. Insurance Agent Name:	9b. Agent Telephone Number:
	9c. Policy Number:	9d. Policy Effective Date:

Details of Planned Improvements: (attach additional paper if necessary)

ATTACH THE FOLLOWING REQUIRED DOCUMENTS (Estimate Analysis Form)

- Scaled drawings/plans of proposed work/color samples/description of materials to be used.
- Contractor Quotes/Bids (attach a minimum of three original proposals unless the work is self-contracted).

(1) Contractor's Name _____ Cost Estimate \$ _____
 (2) Contractor's Name _____ Cost Estimate \$ _____
 (3) Contractor's Name _____ Cost Estimate \$ _____

Quotes/bids submitted by an applicant must be current and dated no earlier than sixty (60) days prior to the Application request. Quotes/bids shall be submitted on the contractor's or project architect's letterhead and shall contain the contractors name, address, and telephone number.

Total Cost of Proposed Façade Project: \$ _____
Total Grant Amount Requested: \$ _____

Signature page follows.

Façade Improvement Grant Program Agreement Form

I have met with the Planning and Development Services Department, and I fully understand the Façade Improvement Grant procedures and details established by the City of Killeen. I intend to use this Grant program for the aforementioned renovation projects to forward the efforts of the downtown revitalization and heritage preservation program.

I affirm and understand that:

- a) The information submitted herein is true and accurate to the best of my knowledge.
b) I have read and understand the City of Killeen’s Façade Improvement Grant Program Guidelines and the Historic District Design Guidelines and agree to be bound by and abide by these conditions.
c) I understand that receipt of a Façade Grant Funding Commitment Letter from the City of Killeen does not constitute application or approval for a City of Killeen permit.
d) I understand that construction of proposed improvements cannot begin until the Heritage Preservation Officer (HPO) and/or Heritage Preservation Board (HPB) acts upon this Façade Grant Program application and issues a Funding Commitment Letter.
e) I understand that any changes made to the approved façade improvements without the approval of the HPO or HPB will be cause for the City of Killeen to withdraw its funding commitment.
f) I understand that the owner/applicant will be obligated to maintain the building improvements, assisted through this program for a period of five (5) years from the date of project completion.
g) The Owner hereby agrees, as the Façade Improvement Program Applicant and property owner (“Owner”), that if the Façade Improvement Program proposal is awarded, a demand for repayment shall be made and a lien securing the interest of the City of Killeen funds will be placed on the real property requiring repayment of the City funds invested unless: 1) an active and legal commercial business is occupying and operating from the project site address within six (6) months of the date of the reimbursement payment from the City to the Owner; and 2) an active legal commercial business is operating on the project site for a period of five (5) years. In the event of lapses in active commercial activity at the project site due to business failure, lease termination or similar or unforeseen causes during this period, the time period shall be tolled and the owner shall take all measures reasonably necessary including, without limitation, advertising and actively seeking new tenants, to ensure that a replacement legal commercial business commences operation on the project site as soon as possible following cessation of the same. Upon business recommencement, the time period will again begin to lapse.

Business/Organization Name

Applicant’s Signature Date

Building Owner’s Signature Date

Downtown Revitalization Planner Approval Date

Planning & Development Services Director Approval Date