



WINDSOR DOWNTOWN DEVELOPMENT AUTHORITY

P.O. BOX 381, Windsor, CO 80550

www.windsordda.com

FAÇADE IMPROVEMENT PROGRAM

Downtown Development Authority Mission Statement

It is the mission of the Windsor DDA to create a prosperous, vibrant, energetic and clean town center by marketing downtown opportunities, retaining and expanding current business opportunities, preserving downtown charm and enhancing physical appearance and amenities through partnerships with the community and stakeholders.

What is the Façade Improvement Program?

The Downtown Development Authority Board of Directors has authorized \$100,000 to be used to encourage property owners within the DDA district to renovate the facades of their buildings. Proposals are considered on a case-by-case basis and evaluated based on the ability of the project to further the goals of the DDA. Funding is at the discretion of the DDA Board. The funding may only be used on eligible facades that front a public right-of-way such as a street or alley way, typically to create façade features that would be infeasible without DDA funding and for which the DDA is able to secure an interest therein.

How to Apply

A. Meet with Staff

Applicants must meet with DDA staff at least three (3) weeks prior to the DDA Board meeting at which the project will be reviewed. Applicants must submit the following information for project to be considered:

- a. Completed application
- b. A narrative describing the project, narrative should include:
 - i. A brief history of the site/building,
 - ii. A description of the work proposed,
 - iii. Responses to how the project meets each of the evaluation criteria listed in the "Evaluation Criteria",
 - iv. The amount of funding requested from the DDA Board.
- c. Current photo(s) of the property and if applicable, historic photos
- d. Color façade elevation drawings with proposed materials called-out/labeled. These must be developed by a licensed professional architect.
- e. A detailed cost breakdown of the proposed façade improvement prepared by the design architect and/or contractor. The investment from the DDA may not be used for soft costs such as architectural, structural, electrical, or mechanical design fees; construction site amenities; surveying and staking; traffic controls; profit and overhead; any interior work; taxes, permits, or insurance.

Prior to meeting with the DDA Board, the applicant needs to meet with Town staff to determine the Town's approval process for any renovations. The Town's approval process may include a site plan approval and a review/approval by the Historic Preservation Commission. Assuming the Town requires site plan approval, the applicant will need to have submitted a site plan application and be nearing completion of the site plan process prior to applying for façade improvement program funds.



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Staff will advise the applicant whether the submittal is complete or if other information is needed for Board consideration. Staff will schedule the project for an upcoming Board meeting if the proposal is complete. The DDA Board generally meets the third Wednesday of each month.

B. Board Packet

Upon approval of the project by DDA staff, provide a digital copy (.pdf), of the final submittal to the DDA no later than two weeks prior to the scheduled DDA Board meeting. This information will be used for the DDA Board packet.

C. Attendance by Owner and Representatives at Board Meeting

The project owner or authorized representative will be required to make a brief (5-10 minute) presentation to the DDA Board. This presentation should highlight the aspects of the project in the context of the downtown environment. Please note that the board members will receive information regarding the application and documentation in advance of the board meeting and will be familiar with the details of the project.

Evaluation Criteria

1. Quality of materials: The use of real or authentic building materials in the construction or renovation of the façade is required. Materials should be high quality, long-lasting, and “timeless”. For example, faux stone, stone veneer, and EIFS are not considered quality material.
2. Pedestrian friendly street presence: The façade should be scaled to the pedestrian. The first floor should be permeable, with windows encompassing a significant portion of the frontage. Blank walls, minimal variation, and minimal articulation are not acceptable.
3. Timeless design: Designs should be high quality and timeless. This does not mean that designs should incorporate unauthentic historic elements. The DDA is not looking for imitations of historic buildings. Non-historic buildings can propose contemporary designs, as long as the design will not lose appeal in a short duration of time.
4. Historic fabric of the building and immediate environs: The DDA does not require historic rehabilitations but property owners should be aware that façade changes to some buildings may require review/approval by the Windsor Historic Preservation Commission (HPC). All historic buildings that are a Local Landmark or on a State or National Register must receive HPC approval of the proposed façade changes prior to being scheduled for evaluation by the Board. Properties that are currently designated as a historic site/building are required to obtain a *Landmark Alteration Certificate* prior to issuance of a building permit.
5. Green building principles: Although green building practices may not always be applicable to façade improvements, the DDA actively encourages green building practices whenever possible. The Board looks for green building principles that exceed minimum adopted codes. Examples of green building certifications include US Green Building Council’s LEED rating program, Energy Star, Sustainable Sites Initiative, and similar programs.



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6. Deconstruction: The Board encourages contractor documentation of deconstruction methods that achieve the goal of minimizing construction and demolition waste from entering the landfill.
7. Location: The location of a project may be a key factor if it advances a particular goal(s) of the DDA's mission.
8. Use: Depending upon the Board's present goals, a particular use may be advantageous or disadvantageous in meeting those goals.
9. Consistency with DDA Mission and Plan of Development: Façade improvement projects shall be consistent with the adopted mission of the DDA and the objectives and purposes of the DDA Plan of Development.

What Happens after Approval

Upon approval of funding by the DDA Board, the commitment is valid for one calendar year from the date of the approval. The DDA staff and project owner or authorized representative will meet and go through the steps necessary for the project to receive the funds which includes completion of a Project Commitment. Upon completion of the projects and submission of all DDA requirements for project funding a Façade Agreement and Grant of Easement for Facades will be drafted by the DDA legal counsel. The easement terms are based on the value of the DDA funding commitment. The easement is passive; it requires the owner to maintain the façade, to get DDA approval of subsequent changes, and it gives the DDA the ability to make repairs and lien the property if the façade is not maintained. Terms of the agreement and easement are based on the following schedule:

From \$1 to \$25,000	5 years
From \$25,001 to \$50,000	10 years
From \$50,001 to \$100,000	15 years
From \$100,001 to \$200,000	20 years

DDA funds will not be released until construction is 100% complete and all DDA requirements for project funding are satisfied.

Extension request

The project owner or authorized representative may request from the Board one 12-month extension of the commitment. The extension request would need to be submitted prior to the expiration of the original commitment and at least 30 days prior to a regular meeting of the DDA Board. If the extension is granted, the construction project must commence within the 12-month extension period or the DDA commitment will expire. If the project owner or authorized representative fails to make an extension request prior to the expiration of the commitment term or is unable to commence construction on the project after being granted the 12-month extension, a new project proposal would need to be presented to the Board for consideration. The new proposal may be the same as the original or modified.



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FAÇADE IMPROVEMENT PROGRAM APPLICATION

Date of Submittal: _____

Applicant/Property Owner: _____

Mailing Address: _____

Business Owner (if different): _____

Business Name: _____

Project Address: _____

Subdivision/Lot/Block: _____

Phone Number(s): _____ Email: _____

Architect name, phone number and email:

Contractor name, phone number and email:

Work to be performed on façade renovation (check all that apply):

- Addition of awnings, lights, signs, or other exterior amenities
- Uncover, preserve, or rehabilitate the building’s historic exterior
- Elimination of blighted conditions such as dark alleys, broken fixtures, or inaccessible entryways
- Removal of non-historic features
- Addition of Windsor and/or display areas in facade
- Restoration of brickwork, wood, masonry, stucco, or siding
- Replacement, repair, or addition of architectural details
- Repair or replacement of windows and/or doors
- Renovation of entryway
- Add new or recover existing awning
- Other (please describe) _____

Facades to be renovated (check all that apply): Front Back Alley Side(s)

Projected Start / Finish Date for Project: _____

Total Estimated Cost of Improvements: \$ _____

Attach detailed cost breakdown on a separate page

Grant/TIF Amount Requested: \$ _____ Grant TIF (check one)

Applicant’s Signature: _____ Date: _____

Property Owner Signature: _____ Date: _____