

RESOLUTION NO. 2015-014

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF ELK GROVE
FINDING THE OLD TOWN FAÇADE GRANT PROGRAM EXEMPT FROM THE
CALIFORNIA ENVIRONMENTAL QUALITY ACT PURSUANT TO STATE CEQA
GUIDELINES SECTION 15301 (EXISTING FACILITIES); AND APPROVING THE OLD
TOWN FAÇADE GRANT PROGRAM**

WHEREAS, Old Town Elk Grove is the historical heart of the Elk Grove community, with many buildings dating back more than 50 years; and

WHEREAS, the City has adopted special zoning regulations for Old Town (the Old Town Special Planning Area) to ensure the continued vitality and preservation of the area; and

WHEREAS, the City desires to establish a mechanism to provide financial assistance to property and business owners that are interested in performing signage and/or facade improvements that would enhance the appearance to their building or business, while also making a highly visible contribution to Old Town Elk Grove; and

WHEREAS, in June 2014, the City Council allocated \$75,000 in the fiscal year budget towards a façade program for Old Town Elk Grove; and

NOW, THEREFORE, BE IT RESOLVED, that the City Council of the City of Elk Grove hereby finds the proposed Old Town Façade Grant Program exempt from the California Environmental Quality Act pursuant to State CEQA Guidelines Section 15301 (Existing Facilities) based upon the following finding:

Finding: The proposed Old Town Façade Grant Program exempt from the California Environmental Quality Act pursuant to State CEQA Guidelines Section 15301 (Existing Facilities).

Evidence: Section 15301 of the State CEQA Guidelines provides an exemption for “the operation, repair, maintenance, permitting, leasing, licensing, or minor alteration of existing public or private structures, facilities, mechanical equipment, or topographical features, involving negligible or no expansion of use beyond that existing at the time of the lead agency’s determination.” The Program would provide grant funding for improvements to existing structures in Old Town. Candidate improvements include, but are not limited to, exterior alterations including painting and feature rehabilitation, building repair, and sign replacement or enhancement, which are similar to the listed example projects under the State CEQA Guidelines.

While improvements to historical buildings may be funded from the Program, the Program does not exempt projects from the City’s Historic Preservation Ordinance, which requires a Certificate of Conformance for certain types of work to ensure that the historical integrity of the structure is maintained. Therefore, the Program is not applicable to the exemption exceptions under the State CEQA Guidelines (Section 15300.2(f)).

Therefore, this exemption is applicable to the Program and no further environmental review is required.

AND, BE IT FURTHER RESOLVED, the City Council hereby approves the Old Town Façade Grant Program as provided in Exhibit A and authorizes the City Manager to operate and manage the Program consistent with the Program goals.

PASSED AND ADOPTED by the City Council of the City of Elk Grove this 14th day of January 2015.



GARY DAVIS, MAYOR of the
CITY OF ELK GROVE

ATTEST:



JASON LINDGREN, CITY CLERK

APPROVED AS TO FORM:



JONATHAN P. HOBBS,
CITY ATTORNEY



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City of Elk Grove

Old Town Elk Grove Façade Grant Program Guidelines

PROGRAM OVERVIEW

The Old Town Elk Grove Façade Grant Program (Program) was established as a mechanism to provide financial assistance to property and business owners that are interested in performing signage and/or facade improvements that would enhance the appearance to their building or business, while also making a highly visible contribution to Old Town Elk Grove. The purpose of the Program is to provide an economic incentive to:

- Promote storefront rehabilitation of historic buildings;
- Preserve the unique character of Old Town Elk Grove;
- Encourage aesthetic compatibility for improvements to facades of non-historic buildings;
- Encourage the use of quality materials in the rehabilitation of Old Town properties; and
- Promote unique and well-designed new monument or building signage.

A façade is defined as the exterior walls of a building which are adjacent to or front a public street.

FUNDING AVAILABLE

The Program is a grant award that provides up to a 50% reimbursement to the property owner or business owner for eligible improvement costs (materials and labor). The balance of the improvement costs must be matched with private funds. The maximum reimbursement allowed under the Program is:

- \$2,500 for signage improvements
- \$5,000 for facade improvements

Signage and facade improvements may be combined for a maximum grant award of \$7,500. The grant maximum applies to a single building or tenant suite.

Grant funds are disbursed on a reimbursement basis and cannot be issued until the proposed improvements have been completed. **Work completed prior to letter of commitment is not eligible for funding.**

ELIGIBLE ACTIVITIES

The types of activities that are eligible under this Program include, but are not limited to, the following:

Signage

- Costs related to the design, fabrication and installation of signs
- Adding lighting to existing signage to enhance the pedestrian experience - preference will be given to signage that is visible at night and that is aesthetically pleasing
- Building signage that enhances the pedestrian experience and clearly identifies the business.
- More than one sign may be included on the sign grant application but the maximum grant amount is \$2,500 per business.

Façade

- Restoration, repair, or replacement of windows, doors, exterior walls, chimneys, or other architectural elements
- Exterior painting
- Awnings, marquees, and related exterior lighting and electrical fixtures
- Masonry repair and cleaning
- Repair/restoration of historic features
- Replacement of missing historic features
- Non-flat roof repair for portion noticeable from the public line of site
- Removal of modern facades, in order to restore back to vintage quality
- Removal of deteriorated building materials, such as plywood or metal

Certain work activities to historic resources may require a Minor Improvement Permit or Certificate of Appropriateness pursuant to Title 7 of the Municipal Code (Historic Preservation) for alterations. To determine if your property is a historic resource, please contact the Planning Department.

INELIGIBLE ACTIVITIES

Types of projects that are ineligible include, but are not limited to, the following:

- **Improvements made prior to grant approval**
- Working capital
- Interior improvements
- Parking lot resurfacing
- Debt financing
- Plumbing repair/improvements
- HVAC repair/improvements
- Inventory and equipment
- Sweat equity (payments for applicant's own labor)
- General business operations expenses (payroll, taxes, utilities, etc.)

APPLICATION PROCESS

The following describes the general application process. Grants are awarded on a first come–first served basis.

1. Applicant may (and is encouraged to) meet with the City prior to submitting application. Staff may provide design recommendations (free) to applicants depending on the scope of the project, but ultimately it shall be the Owner's responsibility and full liability for any application submitted to the City.
2. Complete the grant application in full. Complete applications will include:
 - a. Illustrations of the proposed work or architectural drawings
 - b. Photos of the site and its relationship to adjoining sites
 - c. Color samples and texture of finish materials, if applicable
 - d. Landscaping plans, if applicable
 - e. Contractor proposals – A minimum of **two** licensed contractor proposals is required. At the discretion of the City, additional contractor proposals may be requested.
 - f. If applicable, an approved design review and/or certificate appropriateness from the Planning Department.

- g. If applicable, an approved building permit from the Building Department.
3. Application will be reviewed by City staff for consistency with the Program. Ultimate approval (or denial) of the application is made by the City Manager (or their designee), generally within 2 weeks of the application being deemed complete. Applications may be submitted in parallel with Building and/or Planning permits; however, final review and determination of the grant application will not be completed until any applicable permits are first approved.
4. Once the City has approved the project, written notice will be delivered and work can begin. Funded work shall not start until written notice is received.
5. When the project is complete the City will reimburse grantee for City's (Grant's) portion of the costs as outlined in the approval letter. In order to be reimbursed, the applicant shall submit a paid bill for reimbursement together with an affidavit from the contractor certifying the work, as submitted, is complete. A "paid bill" shall mean a copy of all contractor invoices along with a copy of corresponding payment for each invoice (e.g., deposited check). The applicant shall also provide a copy of the Certified Payroll Record(s) for the job (furnished by the contractor and required under Prevailing Wage law; see the Prevailing Wage handout for more details).
6. Any unapproved changes will void the Grant. Should additional work be necessary to complete the improvement, documentation of this change shall be provided to the City prior to providing authorization to the contractor.

GRANT REQUIREMENTS

- Applicant(s) are responsible for securing all necessary Planning and Building permits. Please contact the City prior to making an application to identify the necessary permits and application requirements for these permits.
- All improvements must be consistent with the development guidelines and standards for the Old Town area.
- Grant recipients must complete the project within three (3) months of grant award unless additional time is approved by the City.
- Work completed under the Program must be retained for a minimum of five (5) years from the date of completion. The property owner and/or tenant will be responsible for the maintenance of the funded improvements.
- Grant reimbursement requests must be submitted within sixth (60) days of project completion.
- The payment of prevailing wage shall be required for any construction related work.

**CERTIFICATION
ELK GROVE CITY COUNCIL RESOLUTION NO. 2015-014**

STATE OF CALIFORNIA)
COUNTY OF SACRAMENTO) ss
CITY OF ELK GROVE)

I, Jason Lindgren, City Clerk of the City of Elk Grove, California, do hereby certify that the foregoing resolution was duly introduced, approved, and adopted by the City Council of the City of Elk Grove at a regular meeting of said Council held on January 14, 2015 by the following vote:

AYES : **COUNCILMEMBERS:** *Davis, Hume, Detrick, Ly, Suen*

NOES: **COUNCILMEMBERS:** *None*

ABSTAIN : **COUNCILMEMBERS:** *None*

ABSENT: **COUNCILMEMBERS:** *None*



**Jason Lindgren, City Clerk
City of Elk Grove, California**