



City of Lewiston  
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## LEWISTON ECONOMIC DEVELOPMENT AUTHORITY

### BUSINESS FAÇADE IMPROVEMENT PROGRAM

The City of Lewiston and Lewiston Economic Development Authority recognizes that healthy business areas play an important role in the vitality of a city. To encourage business exterior improvements the Lewiston Economic Development Authority is announcing the Business Façade Improvement Program. This program is limited to businesses located in the City of Lewiston and limited funding is available. Therefore, projects will be considered on a first come first served basis and final approval is at the discretion of the Lewiston City Council.

#### **A. Program Overview:**

The purpose of the Business Façade Improvement Program is a reimbursement program that provides incentives to improve and revitalize Lewiston businesses by improving the appearance of building facades and at the same time, stimulate private investment.

The Businesses Façade Improvement Program can be used for exterior repairs/improvements, code violation corrections, handicapped accessibility and energy efficiency improvements.

- ⇒ The minimum amount of assistance per building is \$250.
- ⇒ The maximum amount of assistance per building is \$500.
- ⇒ The maximum percentage of assistance per building cannot exceed 50% of the total project cost;
  - The breakdown will be 50% façade improvement program and 50% owner contribution.
- ⇒ Upon completion of project and after proper documentation is shown the applicant will be reimbursed the approved amount.
- ⇒ The project funding is on a first come basis, while funding is available and final approval is at the discretion of the City Council.

#### **B. Eligibility:**

- a. Applicant must be located within the City limits of Lewiston.
- b. Applicant must own the property, or have the written consent of the property owner.
- c. Applicant must be current on all property taxes and assessments, City loans and utility payments.
- d. Zoned non residential
- e. Eligible Activities/Improvements include exterior improvements visible to the public. These may include but is not limited to the following:
  - i. Repair/replacement or addition of entrances, doors, display windows, transoms or windows.

- ii. Replacement of missing decorative building features that are fixed in place or permanent
  - iii. Rehabilitation or replacement of historic rooflines or historic features of materials consistent with the historic nature of the building (including corbels of stone, brick, parapets of stone, brick, metal, wood or other)
  - iv. Removal, repair, or replacement of existing signs and awnings
  - v. New signage and awnings
  - vi. Landscaping improvements
  - vii. Approved permanent exterior lighting
  - viii. Cleaning of exterior building surfaces
  - ix. Tuck pointing and masonry repair
  - x. Repair/replacement of the original building's materials and decorative details
  - xi. Qualified professional design services (does not include sign design services)
  - xii. Any other activities or improvements approved by the EDA and City Council
- f. Non-eligible Activities/Improvements:
- i. Interior Improvements
  - ii. Exterior improvements that are not visible from the public realm. Examples include roofs (except if allowable above) or improvements to the back of the building.
  - iii. Building acquisition
  - iv. Building additions or new construction, unless approved by EDA and City Council
  - v. Routine maintenance
  - vi. Parking lots
  - vii. Sidewalks
  - viii. Removal without replacement of architecturally significant features and design elements
  - ix. Any improvements completed or in progress at the time of the application

**C. Application Process:**

1. Applicant must submit a Business Façade Improvement Program Application (see attachment) with appropriate documentation that indicates the following:
  - a. Detailed description of the entire project
  - b. Before pictures
  - c. Bona fide written cost estimates of the entire project
  - d. Indicate the amount of Business Façade Improvement funds being requested
  - e. Indicate the eligible improvements for which the Business Façade Improvements Programs funds will be used
  - f. Identify that matching funds (50% minimum) have been acquired or made available to the project through a letter of credit from a bank or letter stating that the necessary funds are available in applicant's bank account.
  - g. Apply for the appropriate building and sign permit(s)
  - h. Any other documentation requested by the EDA or City Council.

2. The Economic Development Coordinator identifies if the project meets eligibility requirements and, if so, will bring it to the Economic Development Authority (EDA) for further review.
3. Upon EDA review, the EDA will either recommend the project for final approval by the City Council or deny the request.
4. City Council will be provided with all the appropriate documentation for final approval. The City Council reserves the right of ultimate review. The City Council may, at its discretion, approve projects that deviate from these guidelines if the proposed project is deemed within the general intent of these guidelines and in the best interest of the community.
5. The Economic Development Coordinator will contact the applicant and relay the City Council's decision and if approved will arrange for the signing of required documents.
6. Applicant makes approved façade improvements and pays all invoices related to the improvements.
7. Applicant submits applicable documentation of work completed in accordance with the approved plans and specifications, and provides receipts for work completed including pictures of the improvements that have been made to the Economic Development Coordinator.
8. The Economic Development Coordinator will bring all final documentation to the EDA Board. The Economic Development Authority will approve or deny the final request to be taken to the City Council, and City Council will approve or deny reimbursement based on the completed project, documentation and receipts of work completed and paid for by applicant.
9. Funds will be available to the approved applicant up to twelve (12) months from the date of City Council approval. Submit the Payment Request Form to City Hall before this date to avoid cancellation of funds. After this date, a new application will need to be processed. The project funding is on a first come basis, while funding is available.

Adopted October 24, 2018