



University City Façade Improvement Program

The City of University City (City) recognizes the positive impact individual façade improvements can have on the overall appearance, quality and vitality of the City's Commercial Districts. The program is in keeping with the economic development strategies outlined in the City's 2005 Comprehensive Plan Update, section C-2 ("Improve the physical appearance of all commercial districts").

The Program is designed to facilitate private sector investment in making these desired exterior improvements. The Program offers financial assistance, in the form of a matching grant up to \$15,000, to commercial property owners or business owners seeking to rehabilitate commercial building facades in any of the City's commercial areas. Mixed-use structures may be eligible for a reduced award of up to \$10,000. Several key goals of the Program are:

- To strengthen and expand the commercial base of University City.
- To improve the architectural and aesthetic appearance of the City's commercial corridors.
- To provide opportunities for owners and tenants to participate in the revitalization of their properties by stimulating private investment in the City's commercial districts.
- To generate additional revitalization by focusing the investment on improvements visible to customers, neighboring merchants, and residents.
- To increase business by making commercial areas and individual businesses more attractive.

Eligibility to Apply

- Applicants must demonstrate the capacity to fund their share of the project
- Property must be free from any judgment liens and all mortgage and tax obligations must be current
- The property owner and all tenants must have current occupancy permits and business licenses on file with City Hall
- The property owner must provide proof of property and casualty insurance
- The Program is open to all commercially and industrially zoned areas in University City. Please confirm the zoning district of your property before applying. Vacant buildings will be reviewed on a case-by-case basis and may be rendered ineligible
- Buildings zoned commercial or industrial are eligible under the Program. Mixed-use properties are eligible for a reduced award, not to exceed \$10,000.
- Building owner must demonstrate approval of proposed improvement.
- Proposed projects on Olive Blvd must be in compliance with the Olive Boulevard Design Guidelines to receive funding through the Program. Guidelines are available from University City Department of Planning and Development, 6801 Delmar Blvd, University City, 63130 or at <http://www.uCitymo>

[.org/index.aspx?nid=468](http://www.universitycitymn.org/index.aspx?nid=468)

- Special consideration will be given to minority-owned, women-owned, immigrant-owned, or veteran-owned businesses
- Priority will be given to those who have never received funding

Generally Eligible Improvements

The following is a list that includes a sampling of improvements that may include, but are not limited to, classification of projects eligible for program funding:

- Exterior painting, re-siding, or professional cleaning
- Restoration of exterior finishes and materials
- Masonry repairs and tuck pointing
- Removal of architecturally inappropriate or incompatible exterior finishes and materials
- Repair or replacement of windows and doors (if replacement, windows and doors must be architecturally appropriate)
- Window and cornice flashing and repair
- Canopy or awning installation or repair
- Wall, window, hanging, and monument signs advertising the business
- Exterior lighting
- Landscaping
- Security systems (including metal roll down gates, window bars, cameras)
- Trash and mechanical enclosures

The City of University City may require building permits for some of the eligible improvements listed above. It is critical that business and building owners work with City Zoning staff on designs and obtain all necessary permits before beginning work. If approved, work must commence within ninety (90) days and the work must be completed in the fiscal year funds are awarded. One extension may be granted on a case-by-case basis.

Generally In-Eligible Improvements

Including, but not limited to the following activities are not eligible for the program:

- Improvements in progress, initiated, or completed prior to application approval
- Routine maintenance not part of an eligible façade improvement project
- Billboards
- Roofing
- Mechanicals and HVAC systems
- New building construction
- Pylon, temporary, or roof signs
- Interior window displays
- Labor performed by unlicensed contractor
- Improvements to in-eligible establishments or those outside the designated property area
- Improvement to the building interior

The City reserves the right to accept, reject or modify any application. Submission of an

application in no way guarantees funding. Funding is limited. The determination of eligibility and priority for assistance is at the discretion of the City of University City's Department of Economic Development,

Property Improvement Standards

All construction must be in compliance with the Olive Boulevard Design Guidelines (for properties on Olive), the City's building codes and all other applicable laws and regulations including zoning laws.

Terms and Conditions

1. All necessary permits and approvals must be obtained from the City of University City Department of Planning and Development before work is commenced. All work is to be performed to the satisfaction of the City of University City Building Inspectors.
2. Applicant and property owner must sign the Program Agreement.
3. Applicant must receive both a signed Program Agreement and a Notice to Proceed from the City's Director of Economic Development prior to commencement of construction.
4. Any use of funds must comply with federal, state and local regulations concerning historic properties and environmental review.
5. In the event of competing applications for the limited funds, City staff will assess applications using the following criteria:
 - A. Consistency with the City's goals and objectives in the Comprehensive Plan;
 - B. Projects resulting in the occupancy of a presently vacant building;
 - C. Amount of total investment leveraged against Economic Development Retail Sales Tax funds
 - D. Minority-owned, women-owned, immigrant-owned, or veteran-owned businesses will receive priority.
 - E. Receipt of previous Program funding (first time applicants will have priority over repeat applicants).

2024/2025 Tentative Schedule for Façade Improvement Applications

October 14th – Nov 15th: Staff to advertise/Market the program

November 18th – Dec 6th: Application period (closes at 5pm on the 6th)

December 6th – Dec 20th: Staff Review Period and due Diligence

January 6th – Jan 10th, 2024: City Manager Review/Approval

February 6, 2024: Applications submitted to EDRST Board for Review/Approval

February 7, 2024: EDRST Board recommendation submitted to City Manager for Review/Approval

February 24, 2024: Applications submitted to City Council for Review/Approval

March 1st – July 29th, 2024: Work to commence, Projects completed by July 29th



University City Commercial Façade Improvement Program Application

Date of Application: _____

I. APPLICANT AND BUSINESS INFORMATION

Name of Applicant: _____

Name of Business: _____

Business Address: _____

Project Address (if different): _____

Phone Number: _____ E-mail Address: _____

Type of Business: _____

Minority/Women/Veteran Owned? If Yes, please provide documentation.

II. PROPERTY OWNER INFORMATION (if different from Applicant)

Name of Property Owner: _____

Telephone Number: _____

E-mail Address: _____

Business Address: _____

III. PROJECT FINANCING INFORMATION

Total Project Cost: _____

Amount of Grant Funds Requested: _____

Percentage of Total Project Cost Requested: _____

(Maximum funding request cannot exceed 50% of the proposed project cost, up to \$15,000)

Please explain how the applicant's portion of the project will be financed (loan, etc.). Include any documentation and supporting evidence of applicant's ability to finance their portion of the project.

IV. PROPOSED FAÇADE IMPROVEMENTS

Please provide a summary of the proposed project and how the requested funds will be used. Be specific in describing the project elements. Attach additional pages if necessary. Note: A pre-application meeting and/or site visit with the applicant and City may be necessary to understand the scope and nature of the project.

Please provide a project schedule and a tentative completion date. (Example, within six months, as soon as possible, summer, etc.)

NOTE: Applicant must complete project within one (1) year of application approval

V. ADDITIONAL SUBMISSIONS AND REQUIREMENTS

1. Color photographs of the existing building exterior. Need to show all sides of the building, with emphasis on the area to be improved
2. Design plans/renderings of the anticipated façade improvements, including any signage
3. Three (3) bids from contractors detailing the following:
 - Description of the materials to be used and the construction procedure
 - Itemized cost estimate of the project
4. Applicants, if a tenant, must provide signature approval from the property owner (see below)
5. Applicants must show they are free from any liens and mortgage & tax obligations, and property and casualty insurance are current
6. By signing below, applicant agrees:
 - Façade improvements will comply with all applicable city codes, ordinances, and the Olive Boulevard Design Guidelines (if applicable).
 - To complete the façade improvements within fiscal year (July 1, 2022 – June 30, 2023)
 - To attend a pre-application meeting with City staff, if needed

VI. CERTIFICATION

Please read the following and sign below. **Property owner and tenant must sign, if different.**

The information contained in this application is accurate to the best of my knowledge. Applicants understand that personal, business and/or property information may be requested pursuant to this application and hereby give their consent for such information to be provided. The City of University City retains the sole decision as to whether this grant application is approved, denied, or modified.

Applicant agrees to accept future maintenance and other associated costs occurring after the completion of the project. Applicant also agrees to allow the City to provide and maintain landscape elements (flower planters, etc.) along the building façade when appropriate.

APPLICANT

Name (print)

Title

Signature

Date

PROPERTY OWNER (if different)

Name (print)

Title

Signature

Date

FOR OFFICE USE ONLY

Approved Amount of Funding: _____ Parcel ID Number (St. Louis County): _____

Business License and Occupancy Permit current? YES NO

Project Approved as stated in Application YES NO

If No, Explain Modifications _____

Application Approved:

Signature

Print Name

Date

Applicant Notified to Proceed:

Date

Notification Method (Email, Phone, etc.)

Submit completed application to Montez Miles, City of University City, 6801 Delmar Blvd., University City, MO 63130 or email to mmiles@ucitymo.org.