

Downtown Enhancement Program



External Improvements that Enhance the Appearance from the Street or Sidewalk

Façade Improvements



Outdoor Space



Lighting



Purpose of the Downtown Enhancement Program:

- Increase property value
- Stimulate commercial growth and interest in Newton Falls
- Promote private sector investment
- Promote pride in community and property ownership

Eligible Projects:

Signage

Canopies and Awnings

Lighting

Painting

Landscaping

Patio/Outdoor Space

Visible Code Violations



2007

Mid twentieth century metal veneer was carefully removed to reveal hidden potential.
Toccoa, Georgia



2008



Before



After



Cleveland, OH

Grant Amount and Compliance

- Up to 50% of the total eligible project costs, not to exceed \$10,000 in grant funds
- Minimum \$10,000 total project cost- unless the project is for signage only
- Grantees will be reimbursed at the conclusion of the project after certification of costs and verification of compliance with approved plans.
- Applicant must maintain the improvement for 5 years

For enhancement projects over \$20,000 but not exceeding \$30,000, Newton Falls will consider financing 50% of additional costs at 0% interest repayable in 3 years.

GENERAL IMPROVEMENTS LIST

Uncovering and restoration of historical facades

Awning installation or replacement

Exterior painting

Installation of decorative lighting and upgrading of existing fixtures on external facades

Window replacement or repair

Site and landscape improvements in areas that are open and accessible to the public

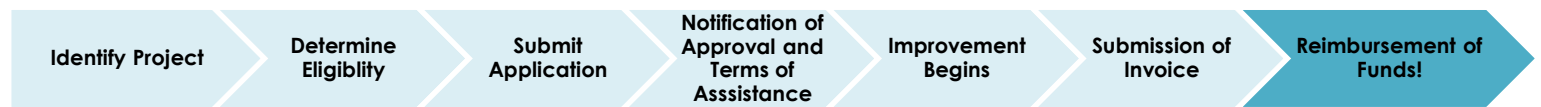
Addition of appropriate detailing which leads to a substantially enhanced appearance

Tuck pointing

Street-facing door replacement or repair-if in keeping with downtown character

Applicants for the Downtown Enhancement Program must be the property owner. If a tenant wishes to participate, written permission from the owner is required and tenant must have at least 3 years remaining on a written lease agreement.

PROCESS FOR APPLICANTS:



Determine Project Eligibility	Project must be in designated location (see map)
	Project must meet all criteria
	Schedule a meeting with staff to review the scope of work and drawings
Submit Application	Completed Downtown Enhancement Improvement Application
	Budget sheet with detailed line items including a 5% contingency for each line item, financing options (if needed), cost estimates from two licensed contractors
	Pictures, site plans, architectural rendering or other visual representations of the proposed improvements
Approval Process	Applications are reviewed and accepted based on a complete submission and eligibility requirements.
	Applicants will be notified of the decision for funding within 21 days
	Applicants will gain necessary zoning and building permits necessary prior to project construction.
	Projects must begin within 60 days of permitting and completed within 180 days
Project Completion and Grant Reimbursement	Submit third party receipts or invoices to Newton Falls
	All building inspections and permits must be completed
	Newton Falls staff will review the project and verify work completed
	Costs will be reimbursed based on contract between grantee and Newton Falls

Contact the Newton Falls City Manager for more information: 330-872-0806

DOWNTOWN ENHANCEMENT PROGRAM GUIDELINES

I. Statement of Purpose

The Downtown Enhancement Program (“Enhancement”) addresses the Newton Falls downtown design and building condition issues by providing funds to commercial building owners (or renters) to improve their building facades. Improved facades make the downtown more attractive and inviting to potential shoppers and new commercial business owners.

II. Program Funding

Enhancement will be funded through the Newton Falls general fund.

III. Eligibility

The following criteria will be used to determine whether an applicant is eligible for the Enhancement Program:

A. Area Eligibility

Enhancement projects must be located within the designated downtown area listed on Attachment A.

B. Types of Business

Commercial establishments which meet the zoning code requirements in the designated downtown area.

C. Other Eligibility Requirements

Owner occupancy is not required. Approval of tenant-initiated projects will be contingent upon the property owner’s agreement to adhere to program requirements.

Eligibility is dependent on up-to-date property tax, income tax, & utility payments to city and county officials.

Applicant must be able to start Enhancement projects within sixty days of entering into an agreement with the CIC and complete the same within the time period specified in the agreement which shall typically be six months, but may be extended on a case-by-case basis but shall not exceed one year.

IV. Eligible Activities

The following activities are eligible:

- i. Improvements to the façade of an existing building. This includes treatment of sidewalls for corner buildings and buildings adjacent to vacant lots. Improvements can include restoration, rehabilitation, or a compatible new storefront which is architecturally significant and part of a broader effort to make a storefront more inviting to pedestrians and patrons. “Façade” shall not be deemed to include interior repairs.
- ii. Enhancement projects that upgrade the architectural character of the building including cleaning or original brickwork and masonry, repairing decorative brickwork and masonry where they are missing or deteriorated, and re-establishing architectural details that make the façade more inviting.
- iii. Door repair or replacement and window repair or replacement are eligible improvements if they are in keeping with the original (historical) character of the building, if they are in keeping with the architectural integrity of the building, and/or will significantly improve the character of the storefront.
- iv. The replacement/repair of cornice, parapets, shutters, and other architectural features.
- v. The purchase of new signage for the commercial entity. The signage must meet zoning code regulations and design must be approved by the appropriate Newton Falls official or committee.
- vi. Lighting that is well crafted and appropriately scaled to the building and storefront. Lighting upgrades include storefront lighting, building mounted lighting, and illuminated signage. Lighting should enhance the aesthetics of the commercial space and the downtown. Fixtures must be contextually appropriate in design and provide light levels consistent with the character of the district.
- vii. Decorative and functional elements such as awnings and canopies. The preference is on retractable canvas or canvas-like material. They should not cause irreversible damage to the building structure or obscure architectural details, but instead complement the building’s architectural character.
- viii. Landscape elements such as hanging baskets, movable flower boxes and planters, and properly placed outdoor seating are encouraged and improve the quality of the pedestrian environment (outdoor seating requires approval from the Newton Falls Zoning Board). All outdoor materials should be attractive and made of safe, sturdy, durable materials such as wrought iron, wood, steel, or cast aluminum. These elements should include a maintenance plan when included in proposals.
- ix.

*Newton Falls CIC may consider additional improvements not listed as “eligible improvements” that contribute to the overall character of downtown Newton Falls on a case-by-case basis.

V. Ineligible Uses

- A. The Enhancement Program funding may not be utilized for any of the following uses:

- i. Refinancing of existing debt
- ii. Property acquisition
- iii. Interior improvements or furnishings
- iv. Site plan, building or sign permit fees
- v. Property appraisal costs, legal fees, or loan origination fees
- vi. Labor costs paid to the owner/applicant or relatives of the owner/applicant, unless otherwise approved
- vii. Expenses incurred prior to approval of site plan by Enhancement Committee.

VI. Code Violations and Grant Requirements

- A. The owner/tenant shall comply with all applicable provisions of the Newton Falls Codified Ordinances and Ohio Building Code. By submitting an application to the Enhancement Program, the tenant/property owner agrees to allow the City to inspect the interior and exterior of the building for code compliance.
- B. Building code violations found on the exterior of the building shall be incorporated into the project. If the applicant does not correct the code violations identified, the Newton Falls CIC retains the right to withhold reimbursements from the applicant until such violations are corrected to the satisfaction of building officials and the CIC Enhancement Committee.

VII. Application Process

- A. A meeting with the City Manager is highly recommended prior to application to discuss eligibility.
- B. Applications are found on the Newton Falls website or in the Zoning Office and City Manager's office.
- C. Complete Application packages will be reviewed for program eligibility and funding by the CIC Enhancement Committee.
- D. The applicant will be notified of funding decision within 21 days of application submission.
- E. The applicant and the CIC shall execute the program agreements (if the building owner is not the applicant, the building owner must also sign program agreements).

VIII. Applicant Responsibilities

- A. The applicant must submit an application and a detailed plan illustrating proposed improvements completed by an engineer, architect, or similarly licensed and appropriate building and design professional.
- B. All necessary permits must be obtained prior to Enhancement work commencement.
- C. Projects must begin within 60 days of permitting and completed within 180 days.
- D. The scope of work as approved and agreed upon may not change without approval from the Enhancement Committee.
- E. The façade must be repaired, restored, renovated, and/or improved in accordance with the plans and specifications approved by Newton Falls city officials.
- F. Applicant agrees to maintain the façade improvements at a similar or higher level/quality for a minimum of five years after the completion of the work.
- G. Building exteriors, including the façade enhancements, must be maintained in accordance with City building codes.

- H. Any sales or lease of the property awarded Enhancement funding within five years after completion will include deed or lease language requiring prior approval by the Newton Falls CIC of any subsequent alteration to facades.
- I. Buildings renovated under this program must be occupied by or made available for sale or occupancy at all times during the five-year period after completion and acceptance of the project improvements.
- J. If, for any reason, the Façade shall be damaged or destroyed, either in whole or in part, the Applicant will, without cost to the City or CIC, promptly repair or rebuild the façade in accordance with the approved architectural façade design. Repair or reconstruction must be commenced within three months of the date of the damage and completed within the time period established by the CIC.
- K. Applicant agrees to maintain sufficient insurance coverage for the building on the Enhanced property throughout the five (5) year period after completion and acceptance by the CIC of the project improvements and provide updated copies of certificates evidencing such coverage throughout such period.
- L. Applicant agrees to provide information to the CIC allowing comparisons in business activity “before” and “after” the project is completed, for up to five years. The CIC intends to use this information for internal review only and only for the purpose of evaluating the success of the program and calculating the ROI for the program.

IX. Program Description

Newton Falls will provide façade improvement assistance to applicants for improvements to facades of eligible buildings as approved by the Newton Falls CIC and the Downtown Enhancement Committee. These façade improvement grants will be in the form of reimbursable funds after Enhancement project is completed to the agreed upon terms and specifications.

- A. After application and design approval, Newton Falls CIC will fund up to 50% of an Enhancement project that meets the eligibility criteria.
- B. Newton Falls CIC will provide grant funding as a reimbursement to the applicant after satisfying the following criteria:
 - i. Third-party receipts for Enhancement project work are submitted to the appropriate CIC official.
 - ii. The Enhancement project has been inspected by the Newton Falls CIC and/or appropriate building official to verify work is completed as contractually agreed upon.
 - iii. The property owner has not incurred any delinquencies to taxes or code violations in the time between application approval and completion of the Enhancement. If the applicant has code violations or tax delinquencies upon Enhancement completion, those issues must be rectified prior to grant disbursement by the Newton Falls CIC.

- X. The Newton Falls CIC reserves the right to award grants it deems to be in the best interest of the City of Newton Falls and the Downtown Enhancement Program. The Downtown Enhancement Committee, the CIC, and the City of Newton Falls reserve the right to nullify assistance awards which are found to be noncompliant with the conditions of the program.

Downtown Newton Falls Enhancement Program Application

Date of Application: _____

Applicant Name(s): _____

Applicant Phone Number: _____

Project Address: _____

Business/Tenant Name: _____

Lease Expiration Date (if applicable): _____

Applicant is (Check one): Business Owner Building Owner

(Applicants who are tenants, please provide a letter from the building owner granting permission for undertaking proposed improvements to the building.)

Project Scope *(Describe the façade improvements you would like to make. Attach additional pages as needed.)*

Total Anticipated Budget: \$ _____

I hereby make application to the Newton Falls CIC Downtown Enhancement Program for an Enhancement Program facade improvement grant. I understand that my proposal must first be approved by the CIC Downtown Enhancement committee and that it must conform to established design guidelines as well as specific design recommendations of the Newton Falls CIC. I understand that I am responsible for ensuring that all work meets applicable building codes and requirements.

Applicant Signature

Date

Return this completed form with exhibits (see following page) and two photos of the current facade to:

Newton Falls City Manager
19 N. Canal Street
Newton Falls, Ohio

If you have any questions, please call the City Manager at (330) 872-0806.

Downtown Enhancement Program – Required Exhibits/Documentation

Exhibits required at time of application

- Current and (where available) historic photos of the structure;
- 2 sets of conceptual drawings of the proposed work, to scale;
- For signs – color rendering of the design, specifications as to size and how the sign will be attached to the building and where;
- For awnings – color, size, material and style of awning; where it will be placed, and how;
- For painting – color scheme for the overall facade

Exhibits required prior to execution of the agreement

- Project schedule/timeline;
- 3 bona fide bids for work to be completed;
- 2 sets of drawings illustrating proposed work and/or photos with project description outlines;
- For major façade alterations – building and construction details, and signed and sealed engineering or architectural drawings as appropriate;
- Cost summary, listing each component of your budget (e.g., painting, awning, architect's fees);

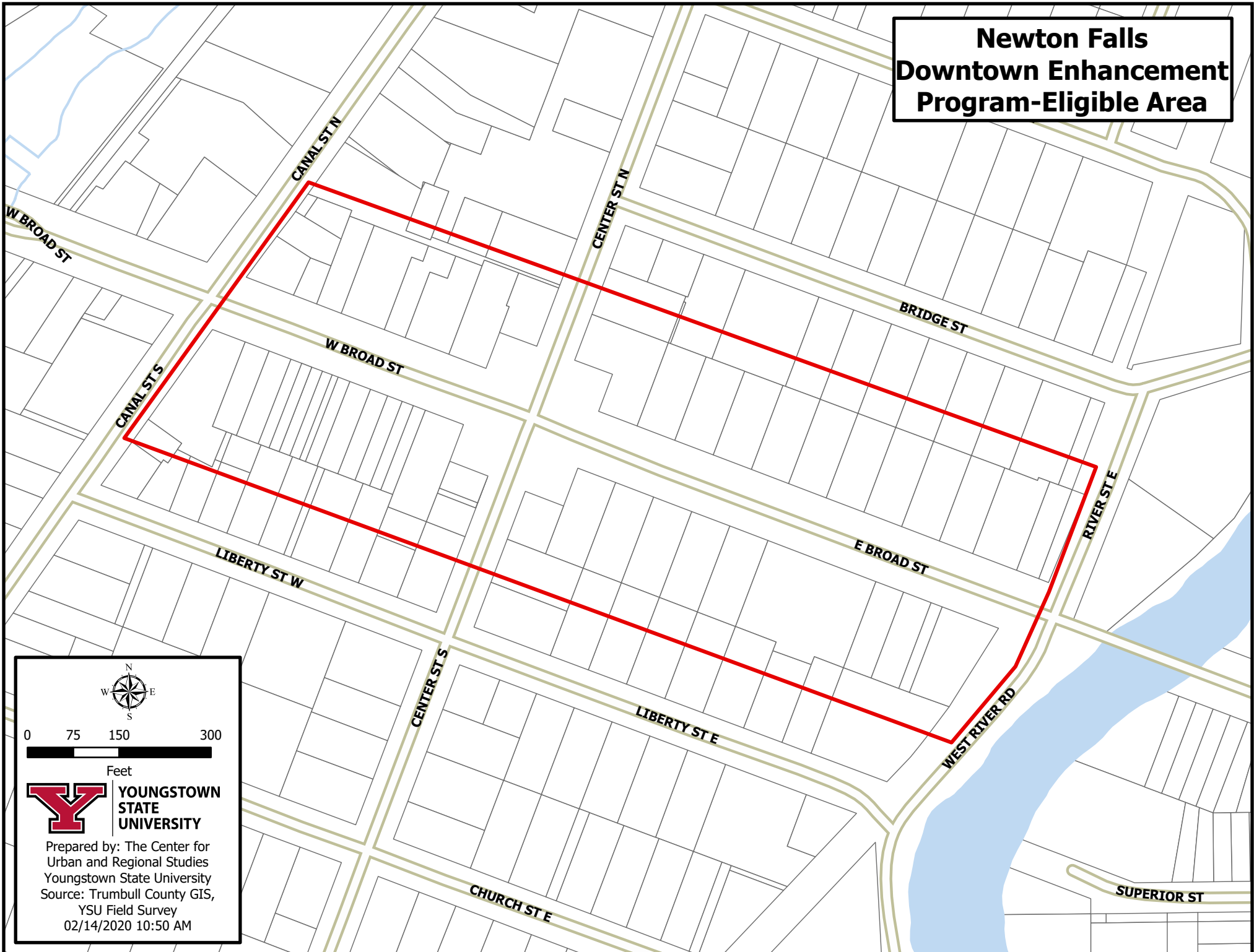
Exhibits/requirements prior to starting work

- Final approval from permitting departments;
- Evidence of building permits and, up-to-date tax payments
- Assurance that alterations to the building incorporate federal requirements of the Architectural Barriers Act and the Americans with Disabilities Act of 1990, when applicable.

Exhibits/requirements for payment at project completion

- Copy of all contracts;
- Copy of all invoices and evidence of payment;
- Final building inspection and approval.

Newton Falls Downtown Enhancement Program-Eligible Area



0 75 150 300



Feet



**YOUNGSTOWN
STATE
UNIVERSITY**

Prepared by: The Center for
Urban and Regional Studies
Youngstown State University
Source: Trumbull County GIS,
YSU Field Survey
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