

# City of Brodhead

## Building Improvement Program

### Introduction

The City of Brodhead is offering grants to business and property owners for improvements to buildings and storefronts in Downtown Brodhead (see attached map). This Building Improvement Program has been created to enhance the quality of Brodhead's downtown structures, foster working relationships between the public and private sectors, and increase the City's downtown business base.

### Building Improvement Program

Property owners and businesses within Tax Increment Districts (TIDs) No. 5 and No. 7 of the City of Brodhead are eligible for matching grant funds for improvements made to their building. As a matching grant program, the City will reimburse the property owner or business for up to 50% of the expense, to a maximum match of \$5,000. Each parcel with an existing building, as delineated in the attached map, is eligible for up to \$5,000. Grants will be awarded to eligible applicants while funds are available. Business Improvement District (BID) funds may not be used as matching funds to the Building Improvement Program, however, participants in this program may be eligible for other grants and incentives. For example, the Brodhead Water & Light participates in the Focus on Energy program, which can provide financial incentives and technical assistance to businesses and property owners for a variety of energy efficiency upgrades. Applicants who secure funds from other non-BID grant programs may use those funds as a match for the Building Improvement Program.

### Eligibility

The Business Improvement Program is available to any Brodhead property owner or business located within the TID No. 5 or No. 7 boundary (see attached map). Businesses that lease their space must provide written permission from their landlord to participate. Applications will be reviewed by the Community Development Authority (CDA) on a first-come, first-serve basis. The program funds eligible activities for existing structures only – new construction is not eligible. Tax-exempt properties are not eligible. All work must be completed within twelve months of the date of the agreement signed under #6 below.

### Eligible Activities

- Architectural/Engineering services
- Trim work
- Painting & siding
- Signs & awnings
- Correction of code violations (interior or exterior)
- Facade repairs/improvements
- Door and window replacement
- Rehabilitation & historic preservation
- Exterior lighting
- Site amenities (such as fences, permanent benches, etc.)
- Interior remodeling

### Process

1. Review this packet for Building Improvement Program Requirements.
2. Solicit proposals and select a contractor to prepare a preliminary design concept and cost estimate.
3. Submit completed application form, with necessary attachments, to the City Clerk. The CDA will act on **complete** applications within thirty-five (35) days. Depending upon the project, the applicant may need to also seek Plan Commission design review concurrent with CDA review (the bodies meet at the same time). A separate application form must be completed if design review is necessary for a project. Applications that include exterior work must apply for a Certificate of Appropriateness from the Historic Preservation Commission (HPC). The City Clerk or Building Inspector may be consulted to determine whether design review and/or a Certificate of Appropriateness is required.
4. Upon CDA and HPC approval, contractor prepares final plans, cost estimates and construction schedule, which must be submitted to the Building Inspector for review and issuance of a building permit. Business applicants must include a statement of approval from the property owner. All applicants must submit a signed statement (available as a separate form) certifying availability and

source of matching funds and stating that design principles (listed below) will be followed. If final plans are not substantially similar to plans approved by the CDA and HPC, further review will be required.

5. The Building Inspector will send a signed letter to the applicant upon approval of final plans.
6. Upon commitment of the applicant's matching funds the business/property owner enters into an agreement with the contractor to do the work and the contractor obtains the necessary permits (application approval does not release applicant from obtaining all relevant building permits).
7. Appropriate documentation, such as invoices, must be submitted to the City Clerk and approved by the CDA for fund reimbursement. The City will disburse grant funds upon completion of work and final inspection.

### **Changes/Amendments to Approved Plans**

Projects must proceed consistent with approved plans. Projects that deviate from approved plans may not be eligible for reimbursement under the Program at the CDA's discretion. Changes or amendments to any approved plans must be submitted to the Building Inspector for review prior to proceeding, and may require CDA and/or HPC review and approval if substantial changes are made.

### **Design Principles**

All Program applicants shall utilize the design standards set forth below.

#### **1. PURPOSE & INTENT**

It is the general intent of the CDA to assist renovation, preservation and maintenance of properties within the TID No. 5 and No. 7 area of the City of Brodhead through a process of design review in order to:

- Encourage urban design excellence.
- Integrate urban design and preservation of Brodhead's heritage into the process of revitalization.
- Enhance the character of the Brodhead business community.

#### **2. APPLICABILITY**

- *Building Context:* The building project is designed in a manner that is mindful of and complementary to the existing building and surrounding context. All buildings shall be designed with attention and sensitivity to the historical, architectural and physical context in which they are located. The facility should be compatible with nearby buildings' architectural scale, color, rhythm and proportions.
- *Materials:* The building project uses materials that are appropriate to both the specific building and the surrounding context. Generally speaking, modern façade materials such as vinyl/aluminum siding and EIFS will not be permitted, while historically appropriate materials such as brick, stone, and wood will be permitted.
- *Facades:* Facades should exhibit rhythms similar to those found in adjacent structures. Color selection of exterior surfaces, materials and equipment should not detract from the surrounding area. Neon and fluorescent tones shall not be used.
- *Awnings:* Awnings and canopies are encouraged. If provided, they shall be designed as an integral component of the building façade.
- *Signage:* Placement of signs shall not be unduly obscure or interfere with sight lines to other properties. Signs should be architecturally compatible and contribute to the character of the area through the incorporation of tasteful presentations.
- *Historic preservation:* Preservation of unique historic or architectural landmarks is required. Approval by the Historic Preservation Commission is required for all proposals that include exterior building work. Applicants must apply for a Certificate of Appropriateness from the HPC. A Certificate is judged by the criteria under sec. 13-4-5(b)(2) and (3) of Brodhead ordinances.

*Note:* All improvements, including signage, awnings, and lighting, must comply with all zoning requirements.

# • City of Brodhead • Building Improvement Program Application •

Owner/Applicant Name:		
Owner/Applicant Address:		
Phone:	Fax:	Email:
Name of Business/Property:		
Property Address:		
Property Use:		

### Design Consultant Information

Company Name:		
Company Representative:		
Company Address:		
Phone:	Fax:	Email:
Item	Total Cost	
1) Architectural/Engineering Services	\$	▶
2) Correction of Code Violations	\$	
3) Painting & Siding	\$	
4) Signs & Awnings	\$	
5) Trim Work	\$	
6) Exterior Lighting	\$	
7) Façade Repairs/Improvements	\$	
8) Door & Window Replacement	\$	
9) Rehabilitation & Historic Preservation	\$	
10) Site Amenities	\$	
11) Interior remodeling	\$	
12) Other (specify in box at right) ▶	\$	
<b>TOTAL PROJECT BUDGET</b>	<b>\$0</b>	

**Required application attachments:** Applications missing any information will be returned for completion.

- Letter of Intent, addressed to the CDA which briefly outlines the **scope** (what renovations will be undertaken), **objectives**, and **timeline** of the project in question.
- Documentation of available funds for match.
- Letter from property owner approving of proposed plans (for businesses that lease space)
- Digital photo of property (resolution of at least 1920x1080). May be submitted on CD or emailed to: [cityclerk@cityofbrodheadwi.us](mailto:cityclerk@cityofbrodheadwi.us).
- Project plan(s) drawn to 1/4 inch scale.
- Paint color(s) or material sample(s), if applicable.

I hereby grant the City of Brodhead permission to share all application materials with CDA members and City staff who will be reviewing my application. I acknowledge that information provided to the CDA may be used to promote the building improvement program and/or released upon request in accordance with open record requirements. I certify that, to the best of my knowledge and belief, the content of this application is true and correct.

Applicant Signature: \_\_\_\_\_ Date: \_\_\_\_\_

<b>Drop off applications at:</b> Brodhead City Hall 1111 W. Second Avenue Brodhead, WI	<b>Or mail applications to:</b> City of Brodhead Building Improvement Program PO Box 168 Brodhead, WI 53520-0168	<b>FOR CITY USE ONLY</b>	
		Date Received:	Application #:

**AGREEMENT FOR IMPROVEMENTS BETWEEN CITY AND APPLICANT**  
**Brodhead, Wisconsin Community Development Authority**  
**Façade Improvement Program**  
PO Box 168  
Brodhead, WI 53520

**Certification:**

By signing this form, the applicant and the Community Development Authority (CDA) certify that all information is correct. The applicant understands that all minor or major amendments to initial application plans must be approved by the CDA.

I, \_\_\_\_\_, hereby understand that if project improvements stated in the initial application and approved by the CDA are:

- 1, not completed,
- 2, not consistent with what was approved by the CDA, Historic Preservation Commission, and/or the Building Inspector, or
- 3, the appropriate forms are not completed,

the Brodhead CDA reserves the right to deny a reimbursement funding request. These situations will be dealt with on a case-by-case basis by the CDA, and funds will be withheld until improvements are made according to what was approved or has been officially amended. I acknowledge that I have twelve (12) months from the date this form is executed to complete stated improvements, at which point the CDA will reimburse me in the amount of \$ \_\_\_\_\_, as approved by the Brodhead CDA on \_\_\_\_/\_\_\_\_/\_\_\_\_. All improvements will be made consistent with design plans approved by the CDA on \_\_\_\_/\_\_\_\_/\_\_\_\_, the Building Inspector on \_\_\_\_/\_\_\_\_/\_\_\_\_, and the Historic Preservation Commission on \_\_\_\_/\_\_\_\_/\_\_\_\_ (HPC approval is only needed for exterior work). Furthermore, I confirm that matching funds have been secured from \_\_\_\_\_.

Name of applicant (please print): \_\_\_\_\_

Signature of applicant: \_\_\_\_\_

Date signed: \_\_\_\_\_

City Clerk (please print): \_\_\_\_\_

Signature: \_\_\_\_\_

Date signed: \_\_\_\_\_

<p><b>For Administrative Use Only:</b></p> <p>Date of amendment approval: _____</p> <p>Type of amendment: _____</p>
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# CITY OF BRODHEAD

1111W. 2<sup>ND</sup> Avenue

897.4018

Fax 608.897.3035

## CERTIFICATE OF APPROPRIATENESS APPLICATION

**Address of Property:** \_\_\_\_\_.

**Name of Applicant:** \_\_\_\_\_.

**Address of Applicant:** \_\_\_\_\_.

**Business Name:** \_\_\_\_\_.

**Name of Property Owner:** \_\_\_\_\_.

**Address of Owner:** \_\_\_\_\_ **PH#** \_\_\_\_\_.

### The Following Approval is Requested:

- Roof repair/replacement**
- Gutter repair/replacement with like materials & styles**
- Private sidewalk & Driveway repair/replacement with like materials**
- Window repair/replacement with like materials**
- Stair & Stoop repair/replacement with like materials**
- Columns, awnings, & railings/replacement with like materials**
- Chimney repair & tuck pointing in like color & design**
- Painting**
- Exterior Siding**
- Storm window/storm door repair/replacement**
- Soffitt, fascia, façade, or trim work repair/replacement**
- Lighting**
- Signage**
- Demolition**
- Other** \_\_\_\_\_.

**Description of Project:** Describe each item of the project separately.  
**Project Item:** Include existing condition(s) when describing item. Also describe the proposed work, material(s) to be used, and the impact the item would have on existing historic or architectural features of the property. (Attach additional sheets if necessary).

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**Attachments:**

- \_\_\_\_\_ **Site plan of the lot (please indicated direction of north, dimensions, adjoining structures, etc)**
- \_\_\_\_\_ **Sketches, drawings, building & streetscape elevations**
- \_\_\_\_\_ **Exterior Photos**
- \_\_\_\_\_ **Specifications (materials) for the project**
- \_\_\_\_\_ **Phased development plan for the project (if proposed in phases)**
- \_\_\_\_\_ **Inspection report (required for demolition requests only)**
- \_\_\_\_\_ **Other (please explain):** \_\_\_\_\_

**NOTE:** The Brodhead Historic Preservation Commission meets on the 4<sup>th</sup> Thursday of the month. A Special Meeting will be called if time is of the essence. Please contact Chairperson Barbara Krattiger with notice of application @ 608.897.4848.

**If you have questions or need assistance in completing this form, contact Brodhead Building Inspector or any BHPC member.**

\_\_\_\_\_ **signature of applicant** \_\_\_\_\_ **date**

**THIS PLAN IS:** **APPROVED** **DISAPPROVED**

**Compliance with Certificate of Appropriateness shall be started within 12 months of issuance** \_\_\_\_\_  
**date**

\_\_\_\_\_ **chairperson** \_\_\_\_\_ **secretary**