



FACADE & UPSTAIRS IMPROVEMENT PROGRAMS

Wilmington, Delaware | *A Main Street Community*

PARTNERS

Bank of America



ING DIRECT



CS COLE SCHOTZ
COLE, SCHOTZ, MEISEL, FORMAN & LEONARD, P.A.
Attorneys at Law A Professional Corporation



DELAWARE
ECONOMIC DEVELOPMENT OFFICE
Right Place. Right Size.



**FIRST STATE
COMMUNITY
LOAN FUND**
Breaking down barriers, building up communities.



Delaware
HISTORICAL SOCIETY



INTRODUCTION	5
THE FACADE IMPROVEMENT PROGRAM	7
OVERVIEW	9
OBJECTIVES & ELIGIBILITY	10
PROGRAM BOUNDARIES	12
GRANT PROCESS	13
APPLICATION REQUIREMENTS AND SAMPLE	14
FUNDING	16
DESIGN GUIDELINES	18
Facades	19
Storefronts	22
Windows	24
Awnings	26
Signage	28
Lighting	29
TEAR OUT APPLICATION	31

THE UPSTAIRS FUND	33
OVERVIEW & OBJECTIVES	34
ELIGIBILITY	35
APPLICATION REQUIREMENTS	36
PROGRAM BOUNDARIES	37
APPLICATION PROCESS	38
FUNDING	39
BEFORE & AFTER	40
OTHER RESOURCES	42

Effective August 3rd, 2011

MSW BOARD OF DIRECTORS

Norman Pernick, Chair	COLE, SCHOTZ, MEISEL, FORMAN & LEONARD, P.A.
Joe DiPinto	CITY OF WILMINGTON, OFFICE OF ECONOMIC DEVELOPMENT
Jeff Flynn	CITY OF WILMINGTON, OFFICE OF ECONOMIC DEVELOPMENT
Hanifa Shabazz	WILMINGTON CITY COUNCIL
Steve Martelli	WILMINGTON CITY COUNCIL
Julia Han	DOWNTOWN BUSINESS ASSOCIATION
Stuart Baron	DELAWARE COLLEGE OF ART & DESIGN
Tad Hershey	THE BUCCINI/POLLIN GROUP

EX-OFFICIO

Diane Laird	DELAWARE ECONOMIC DEVELOPMENT OFFICE
Martin Hageman	DOWNTOWN VISIONS

PROGRAM MANAGER

Will Minster	MAIN STREET WILMINGTON C/O DOWNTOWN VISIONS P.O. BOX 2000 WILMINGTON DE, 19899 PHONE: 302-425-4564 FAX: 302-425-4178
--------------	---

DESIGN COMMITTEE

Jim Nelson, Chair	STUDIO JAED
Stuart Baron	DELAWARE COLLEGE OF ART & DESIGN
Philip Conte	STUDIO JAED
Tad Hershey	THE BUCCINI/POLLIN GROUP
Eldon Du P. Homsey	HOMSEY ARCHITECTS
Patricia A. Maley	CITY OF WILMINGTON, PLANNING DEPARTMENT
Nancy Payne	AIA DELAWARE
Cheryl Payne	INTERIOR DESIGN CONSULTANT
Louis Rosenberg	MITCHELL ASSOC. ARCHITECTS
Scott Loehr	DELAWARE HISTORICAL SOCIETY
Lani Schweiger	DOWNTOWN VISIONS

DOWNTOWN REVITALIZATION



The appearance of a commercial or retail building is critical to attracting potential customers. Statistics from the National Trust for Historic Preservation Main Street Center show that **every dollar spent by local programs produces \$27 in private investment into the community.**

The business improvement district of Wilmington is home to **700 commercial buildings.** A block-by-block inventory completed by Downtown Visions (DTV) in 2011 shows that **78% of those businesses would benefit from façade treatments** in order to improve their appeal.

To encourage façade improvements, ground floor businesses and upper floor residential units, DTV offers two grant programs to participating businesses and property owners.

Over the coming years, DTV seeks to enable building improvements at some 276 downtown commercial buildings, at a matching cost to DTV of **\$7 million which will produce \$189 million in re-investment** by individual property owners and developers. Many of these properties will undergo complete restoration to include residential space on the upper floors, creating 276 new apartments on Market Street alone.

Because up to **70% of the total outlay will be for labor**, façade improvements will result in a significant boost to the local workforce as well as strengthen small independent businesses, where 60% of every dollar spent remains in the local economy.

In every respect, the Façade Improvement and Upstairs Fund programs are a win-win for downtown Wilmington.

IMPORTANT TERMS

DTV: DOWNTOWN VISIONS

DOWNTOWN VISIONS (DTV) is a non-profit organization chartered by the State of Delaware and the City of Wilmington in 1994 to manage a “business improvement district” (BID) and help keep downtown Wilmington clean, safe and attractive.

MSW: MAIN STREET WILMINGTON

MAIN STREET WILMINGTON (MSW) is a non-profit partnership initiated in 2006 that follows the Four-Point Approach to downtown revitalization promoted by the National Trust for Historic Preservation’s Main Street initiative.

BID: BUSINESS IMPROVEMENT DISTRICT

A BUSINESS IMPROVEMENT DISTRICT (BID) is a geographically defined area in which property owners agree to pay an assessment in addition to property taxes to fund privately-operated cleaning, security and marketin services. These services supplement those provided by City government.



FACADE IMPROVEMENT PROGRAM

POTENTIAL STREETSCAPE

BEFORE



AFTER



PHOTOGRAPHY AND RENDERINGS COURTESY OF BRIAN TRUONO

FACADE IMPROVEMENT PROGRAM

DTV's Façade Improvement Program offers matching grants of up to \$25,000 per facade (or \$50,000 for corner buildings facing two streets, and up to \$75,000 for buildings facing three or more streets) to facilitate upgrades to buildings and storefronts.

These matching funds are most often used for improvements to facades, signs, awnings and display windows. They help pay for the removal of security gates and the installation of shatter-proof glass. Grants are also used to illuminate facades and improve pedestrian level lighting. Special consideration is given to projects that

incorporate sustainable design and the use of energy efficient lighting such as LED.

Often, improvements involve restoring the original historic design elements of older buildings, which have a much longer life-span than new construction and are ideal for small, independent businesses.

Any new designs in Historic Districts must be approved by the City's Design Review and Preservation Commission. DTV also works with the Delaware Historical Society and other local groups to research the history of targeted buildings, thereby ensuring authentic restorations.

BENEFITS TO LOCAL BUSINESS

- MATCHING GRANTS FOR FACADE IMPROVEMENTS, UP TO 50% OF PROJECT COST OR \$25,000 PER FACADE UP TO \$75,000 FOR A BUILDING FACING 3+ STREETS
- FULL REIMBURSEMENT UP TO \$5,000 FOR AWNINGS AND SIGNS
- ASSISTANCE WITH FINANCING
- ASSISTANCE WITH BUILDING DESIGN, MATERIALS AND COLOR SELECTION
- ASSISTANCE WITH PROJECT BIDDING AND CONTRACTOR SELECTION
- ASSISTANCE WITH NEW BUSINESS RECRUITMENT
- ASSISTANCE WITH INTERIOR DESIGN & MERCHANDISING

OBJECTIVES & ELIGIBILITY

OBJECTIVES

THROUGH THIS PROGRAM, WE SEEK TO:

- Preserve and restore properties within the Wilmington Business Improvement District (BID)
- Encourage and support economic development and leverage additional private investment
- Improve the pedestrian environment of the central business district
- Improve the external appearance of our commercial and mixed use buildings
- Create an aesthetically pleasing shopping, working, and living environment

WHO IS ELIGIBLE?

- Owners of buildings with ground floor commercial use within BID boundaries (see page 12)
- Ground floor tenants within the program boundaries with written authorization of their property owner(s)
- Tenants who have a lease of no less than 5 years

WHO IS **NOT** ELIGIBLE?

- Exclusively residential buildings
- Buildings whose owners owe charges or taxes to the Business Improvement District (Downtown Visions) or to the City of Wilmington
- Projects that are post-permit, unless approved/referred by DRPC

BEFORE



OBJECTIVES & ELIGIBILITY

AFTER

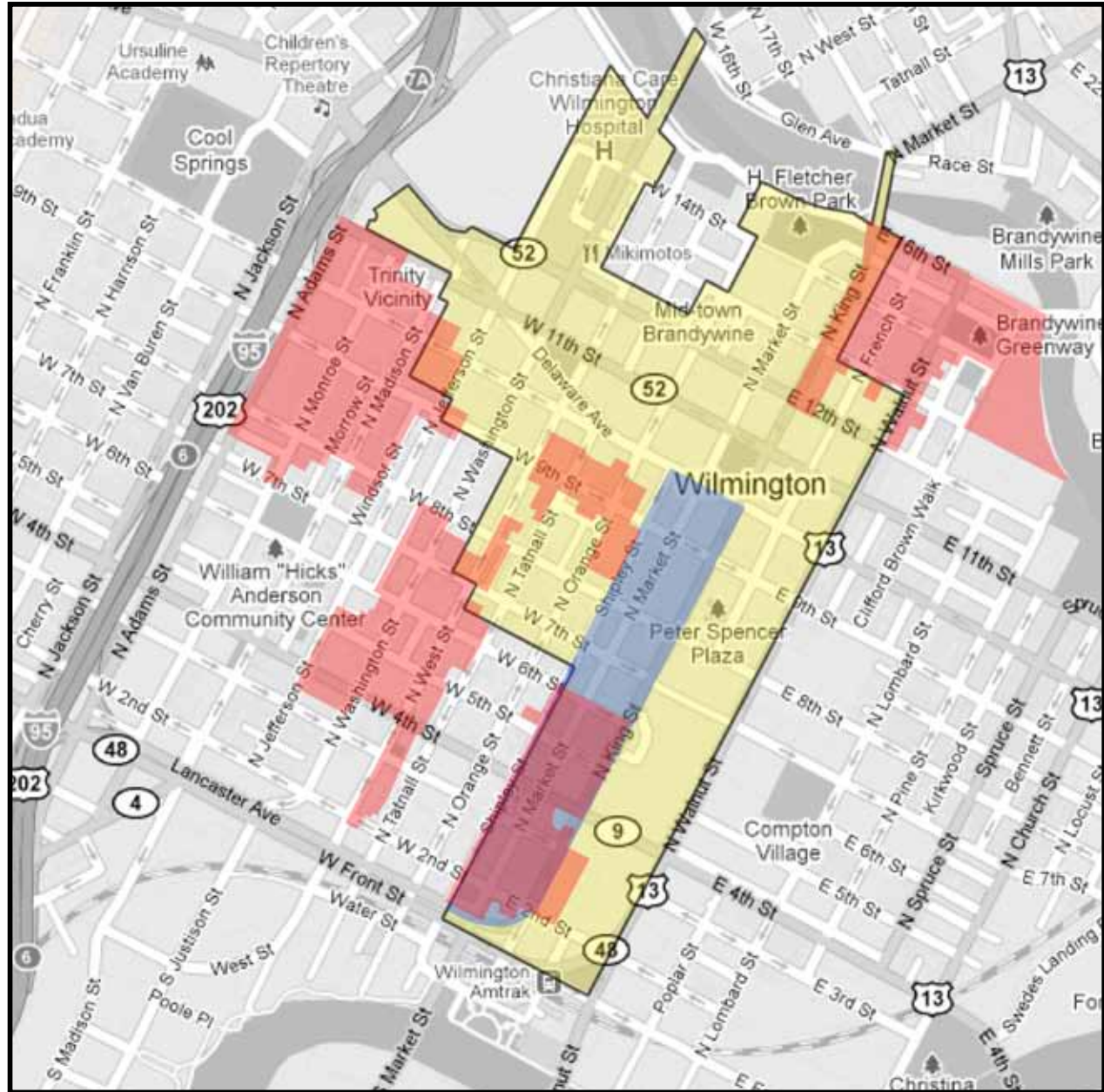


ELIGIBLE FACADE IMPROVEMENTS

- Demolition and removal of outdated or inappropriate materials or signs
- New signs and awnings that identify businesses
- Repair and restoration of existing storefronts, including repair of masonry, metal or wood, storefront systems, repair or replacement of windows, improvements to display area, trim work, and painting
- Installation of new, pedestrian-level commercial facades appropriate to the architectural style, age and character of the individual buildings
- Costs of bringing storefront into compliance with the Americans with Disabilities Act
- Repairing and restoring upper level facade of mixed-use buildings, including masonry repairs, window and shutter improvements, trim work, and painting
- Architectural lighting that enhances the building's facade and promotes goals of sustainability

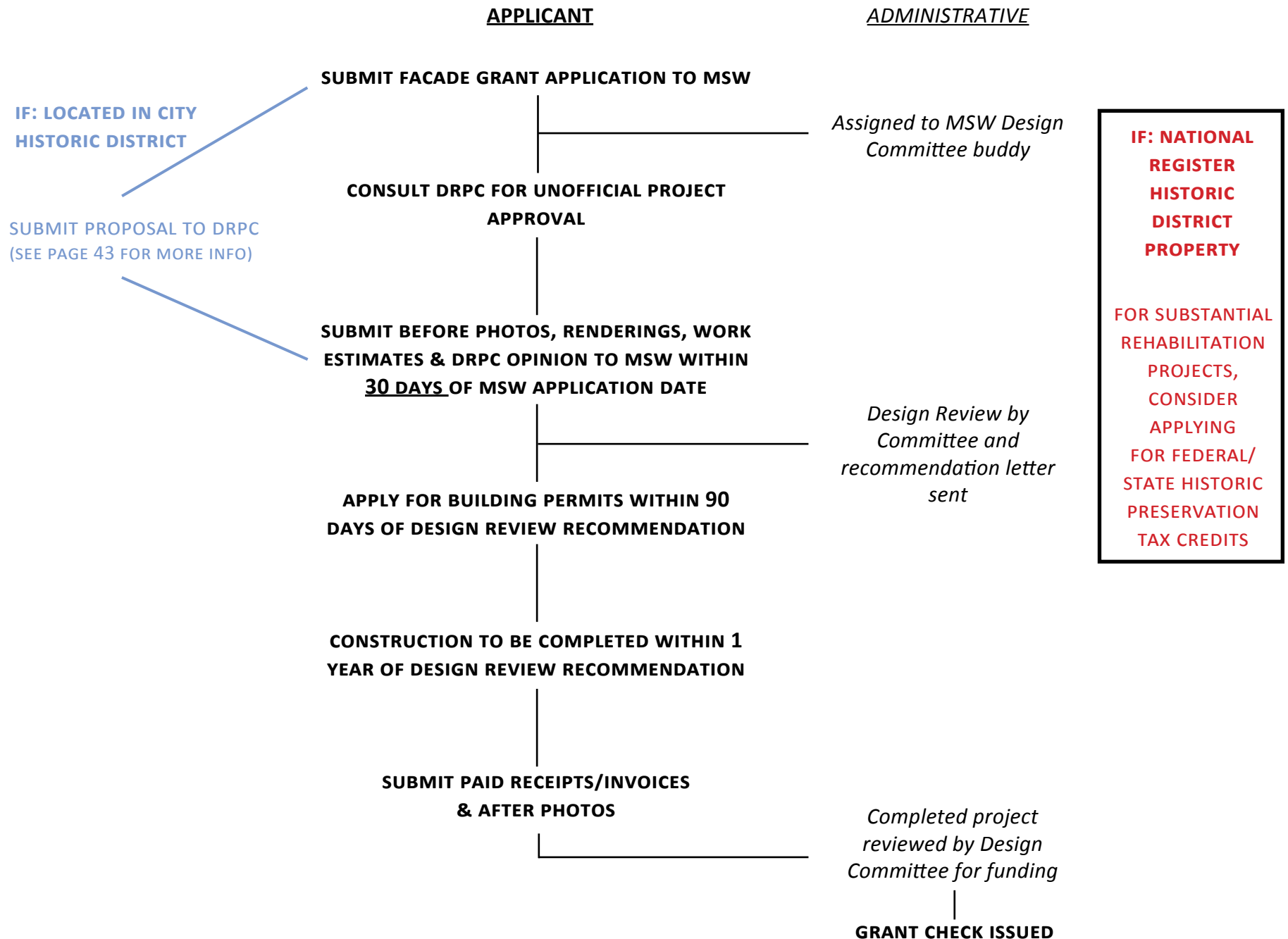
PROGRAM BOUNDARIES

	<p>BUSINESS IMPROVEMENT DISTRICT <i>Eligible for Facade Improvement Grants</i></p>
	<p>CITY HISTORIC DISTRICT <i>Additionally eligible for City Tax Credit Abatement for Historic Properties</i></p>
	<p>NTL REGISTER HISTORIC DISTRICT <i>Additionally eligible for State and Federal Historic Preservation Tax Credits</i></p>



SEE PAGE 42 FOR INFORMATION ON ADDITIONAL INCENTIVE PROGRAMS

FACADE GRANT PROCESS



APPLICATION REQUIREMENTS

In order to process your application and make recommendations for funding, the Design Review Committee must be able to see and understand the proposed project. Thus, the following items are required before design review can take place:

- WRITTEN DESCRIPTION OF PROJECT
- BEFORE PHOTOS
- RENDERINGS (WHERE APPLICABLE) OR ANNOTATED PHOTOS OF CURRENT CONDITIONS
- WORK ESTIMATES
- TECHNICAL SPECIFICATIONS FOR PROPOSED MATERIALS
- COPY OF CONTRACTOR DELAWARE/WILMINGTON LICENSES

BEFORE PHOTO



RENDERINGS



SAMPLE APPLICATION MATERIALS

TECHNICAL & MATERIAL SPECIFICATIONS

Letters Cut From 3" High Density #18 Urethane Foam

Zaikka

- 3/8" Recess Rout Inside Body Of Letters To Provide Depth and Contrast Through Shadowing
- 3" Block Style Letters Designed To Provide A Harmony Between A New, Younger Generation Design Without Offending The Historic Feel Of The Brick Architecture
- 2 Points Of Illumination Will Be Provided By The Preexisting Lamps Already In Place. Light Will Shine On The Sign From The Front

Letters Cut From 3/4" High Density #18 Urethane Foam

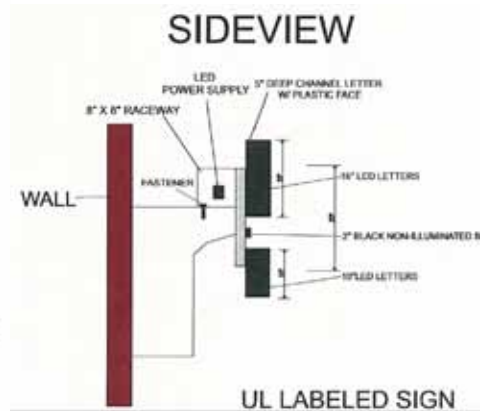
INDIAN GRILL

The Facade Letters Will Be Attached Flush, Using Stainless Hardware

Stainless Steel Frame Imbedded in Letters



- 3/8" #316 Stainless Rod Welded
- 3/4" #316 Stainless Square Tube Uprights
- 1/16" x 1" #316 Stainless Flat Stock For Feet To Attach To Building



WORK ESTIMATES

\$3,700.00 Total Price Includes The Following:

1. Design Services
2. Attendance At Appropriate Council Meetings
3. Completing Application For Appropriate Permits
4. Manufacture Of Stainless Frame To Hold Zaikka Letters
5. Assembly Of Zaikka Sign To Frame
6. Painting Of "Zaikka" & "Indian Grill" Letters
7. Assembly And Installation On Site.

The Following Is Not Included

1. Application Fees Assessed By City For Sign Permit
2. Any Extraordinary Requirements By City Such As An Engineers Stamp, Or Special Licensed Surveying Requirements
3. Any Application For Permit Or Expenses Involving An Electrician Modifying Or Moving The Preexisting Lights (This action is necessary but must be carried out by a licensed electrician and would be most efficiently handled by the electrician currently under permit working on the property.)

OWNER PERMISSION/DESCRIPTION

I, Don Meginley approve the signage for Zaikka Indian Grill, 209 N Market Street, Wilmington DE 19801 for their logo to be created into individual letters signage but not illuminated from back. The lighting from front via goose-neck lighting is approved. This approval is for signage for both front of the building i.e. Market Street as well as back of the building i.e. Shipley Street.

FUNDING STIPULATIONS

PLEASE NOTE:

The Facade Improvement Program is a discretionary program, as determined by the Board of Directors. Funding for proposed projects is contingent upon incoming grants to DTV/MSW and is distributed on a reimbursement basis only, at the sole discretion of the Board of Directors.

AMOUNT OF FUNDING

- DTV offers matching grants of \$25,000 per facade; \$50,000 for corner buildings facing two streets, and up to \$75,000 for buildings with three facades
- 100% up to \$5,000 for replacement of awnings and signs

TIMING

- Funding is made available based on the date of projection completion

SOURCES OF FUNDING

In many cases, the owners of downtown buildings and small businesses do not have the funds immediately available for their matching amounts.

- To help take advantage of this program, DTV is collaborating with **First State Community Loan Fund**, which provides financing at reasonable rates so that façade improvements can get underway.
- The funding for DTV's match comes largely from donations by local banks and corporations who understand the positive impact that façade improvements have in so many ways on the health and vitality of downtown Wilmington.

FIRST STATE COMMUNITY LOAN FUND

First State Community Loan Fund (FSCLF) is a not-for-profit Community Development Financial Institution that specializes in supporting microenterprises, small businesses, and affordable housing throughout the State of Delaware. FSCLF leverages funds from investors and contributors to lend for the start-up and expansion of businesses, the construction and renovation of affordable housing and the provision of essential community services. FSCLF was established in 1993 and is organized as a 501 (c) (3) corporation.

First State Community Loan Fund (FSCLF) will make matching loans of 50% of project costs of the building facade. All businesses that apply for financing will be evaluated based on their merit, their ability to repay, and other sound underwriting criteria. Funding may also be available for purposes above the facade improvement costs such as working capital and inventory.



LOAN GUIDELINES

- Loan Amount: Up to \$150,000
- Terms: Up to 5 years
- Rate: 8.5%
- Fees: Loans > \$35,000 -- \$100 fee
Loans < \$35,000 -- 2% of loan amount
- Applicants are responsible for all closing costs and all out-of-pocket expenses

PRE-LOAN

- Assistance strengthening and fine-tuning business plan and financial projections
- Assistance completing the necessary forms and paperwork required with the application package

POST-LOAN

- Assessment of the borrower's:
 - Accounting/bookkeeping systems
 - Marketing Strategy
 - Operations
 - Human Resources
 - Insurance/Regulatory
- Development of an action plan to address any issues or concerns identified in the assessment

DESIGN GUIDELINES

HOW ARE PROJECTS EVALUATED?

The MSW Design Committee meets monthly to review proposed designs. They will evaluate designs based on the guidelines listed on the following pages.

Projects are considered with respect to the compatibility, arrangement, materials and colors to the building itself, the adjacent buildings and overall streetscape.

Special consideration is given to projects that incorporate sustainable materials and energy efficient lighting such as LED.



GENERAL RECOMMENDATIONS

- Hire experienced consultants and contractors
- Retain & restore historic elements when possible
- Keep the design simple
- Use durable materials
- Keep your storefront, awnings and signage clean and in good condition



FACADE ELEMENTS

WINDOWS

Preserve existing details. Do not fill or block original window openings. Avoid locating signage here; provide a conspicuous directory at ground floor entry instead.

SIGNAGE BAND

Locate signage within this distinctive band.

TRANSOM

If possible, do not fill with air conditioning unit. It can drip and make the entrance to your store unsightly.

BELOW-SILL PANEL

Select durable materials compatible with storefront & facade elements.



CORNICE

Important decorative and unifying element of the facade. Preserve and do not cover with signage.

STOREFRONT

LIGHTING

Highlight architectural features, signage and interior.

AWNINGS

Use quality materials such as canvas; avoid vinyl/hard plastic.

STREET NUMBER

Locate street number at entry door in conspicuous location for easy visibility.

DISPLAY WINDOWS

Let your merchandise speak for itself by minimizing window signs.

FACADES: BEFORE & AFTER

BEFORE

EXTERIOR FIRE ESCAPES
DISRUPT THE FACADE &
POSE LIFE/SAFETY ISSUES

BLANK, NON-HISTORIC
STUCCO WALL & BOARDED
WINDOWS OBSTRUCT
STOREFRONTS



AFTER

CONTRASTING PAINT
COLORS ACCENTUATE
ARCHITECTURAL DETAILS

HISTORIC LEADED
AND STAINED GLASS
TRANSOM WINDOWS
RESTORED



FACADE RECOMMENDATIONS



ENCOURAGED

- Utilizing materials consistent with those in use at the time the building was constructed
- Using paint colors that are historically appropriate
- Leaving previously unpainted surfaces unpainted
- Maintaining access door for upper stories on primary façade
- Concealing mechanical systems and locating them in unobtrusive locations

DISCOURAGED

- Painting brick or stone that is not painted
- Covering brick or stone with vinyl, aluminum or wood siding



STOREFRONT: BEFORE & AFTER

BEFORE

NON-HISTORIC
ALUMINUM
PANELING COVERS
HISTORIC CORNICE
AND TRANSOM
WINDOWS, LIMITING
WINDOW SPACE FOR
MERCHANDISE



AFTER

LIMITED SIGNAGE
ALLOWS THE PRODUCT
TO SPEAK FOR ITSELF

CLEAR, SHATTER-
PROOF SECURITY GLASS
ELIMINATES NEED FOR
METAL GRATES



STOREFRONT RECOMMENDATIONS



RETENTION OF ORIGINAL DETAILS

CONTRASTING PAINT COLORS

EXTERIOR LIGHTING TO ACCENTUATE ARCHITECTURE & SIGNAGE

SIGNAGE TEXT IN BAND ABOVE STOREFRONT

WELL-LIT STOREFRONT DISPLAY HIGHLIGHTING PRODUCT

ENCOURAGED

- Maintaining a transparent storefront to ensure natural surveillance and create an inviting pedestrian experience (windows should comprise approximately 75% of the groundfloor façade)
- Creating a storefront compatible with the overall style, size, scale and color of the existing building and/or streetscape
- Retaining original storefront features such as woodwork & window placement

DISCOURAGED

- Large, blank walls facing main streets or walkways
- Cluttering storefronts with signage

WINDOWS: BEFORE & AFTER

BEFORE

MANY WINDOWS ARE FILLED IN, BROKEN OR MISSING

DULL COLORS & PAINT LOSS DETRACT FROM ARCHITECTURAL DETAILS

GROUND FLOOR WINDOWS COVERED WITH SIGNAGE



AFTER

TRIM PAINTED CONTRASTING BUT COMPLEMENTARY COLORS

HISTORIC WINDOW SHAPE & GLAZING RETAINED & RESTORED

CONSISTENT INTERIOR WINDOW TREATMENTS CREATE A SEAMLESS EXTERIOR IMAGE



WINDOW RECOMMENDATIONS



ENCOURAGED

- Retaining original window pattern whenever possible
- Opening up filled-in or boarded windows
- Using clear glass to allow views into and out of the business
- Painting window frames a contrasting but complementary color



DISCOURAGED

- Reducing or changing the original window size or shape to accommodate standard replacement windows
- Boarding windows of vacant floors
- Painting glass to prevent transparency

AWNINGS: BEFORE & AFTER

BEFORE

BUSY, DISTRACTING
SIGNAGE BREAKS UP
FACADE & CREATES AN
UNINVITING BUSINESS
ENTRANCE



AFTER

SIMPLE TEXT ON AWNING
FEATURES BUSINESS NAME

LONG AWNING PROTECTS
CUSTOMERS AND
PASSERSBY

BRIGHT COLOR
ATTRACTS THE EYE BUT
COMPLEMENTS THE REST
OF THE BUILDING



AWNING RECOMMENDATIONS



ENCOURAGED

- Limiting to first floor
- Choosing a durable natural or synthetic fiber rather than hard plastic
- Using awnings that follow the shape of the windows
- Using awnings with open sides (this enables better visibility of storefront displays)
- Considering retractable awnings (during the winter, awnings may limit sunlight)
- Integrating signage into awnings & limiting text to store name.
- Selecting neutral colors. Light colored lettering upon a dark background is recommended.



DISCOURAGED

- Using hard plastic or vinyl “waterfall” awnings
- Including slogans, product brand names or lists of available services on signage

SIGNAGE RECOMMENDATIONS

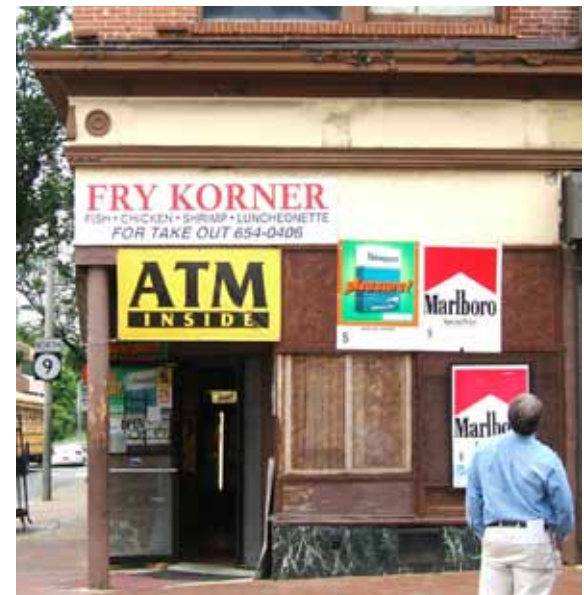
ENCOURAGED

- Restricting signage text to band immediately above storefront
- Allowing signage band to stretch the width of the building façade
- Limiting signage text in band to the store name. Provide street number on main façade near entry door
- Keeping signage flat to building or printed on awnings
- Preserving original historic signs and signposts in CHD where applicable
- Using wood and metal materials if possible
- Illuminating signs with indirect light



DISCOURAGED

- Use of blinking, flashing or revolving signs
- Signage lit internally



LIGHTING RECOMMENDATIONS



ENCOURAGED

- Using distinctive, diffuse lighting
- Illuminating merchandise in storefront windows
- Light fixtures that complement the entire façade
- Using energy-saving light bulbs/fixtures, especially LED
- Lighting recessed entries to make customers and passersby feel safe



DISCOURAGED

- Lights that are too bright and cause glare
- Lights directed towards streets or sidewalks
- Lights that cast deep shadows



MAIN STREET WILMINGTON FAÇADE IMPROVEMENT PROGRAM APPLICATION

PROPERTY ADDRESS:	_____		
Tax Parcel #:	_____	_____	_____
Improvement Type:	(Circle all that apply)	Façade	Signage / Awning
BUSINESS NAME:	_____		
Contact Name:	_____		
Business Address:	_____		
Mailing Address:	(If different) _____		
Telephone:	_____	Fax:	_____
E-mail Address:	_____		
OWNER'S NAME:	_____		
Mailing Address:	_____		
Telephone:	_____	Fax:	_____
E-mail Address:	_____		
Taxes:	Are taxes currently owed to the City of Wilmington or the Business Improvement District? (Check one) <input type="checkbox"/> Yes <input type="checkbox"/> No		
CONSTRUCTION DATE:	_____	(Anticipated)	_____
Est. Project Cost:	Facade \$ _____	Signage/Awning \$ _____	_____
Describe Other Funding Being Sought After	_____ Continue on back of Application if needed.		
ACKNOWLEDGEMENT:	I hereby certify that all of the information provided above is true and correct to the best of my knowledge and belief. By signing below, I certify that I have read and understand, and shall remain in compliance with, the Main Street Wilmington Façade Improvement Program and that I acknowledge and agree that it is a discretionary program, as determined by the Board of Directors. I further acknowledge and agree that I have no entitlement to receive approval or funding for a proposed project or any other purpose except at the sole discretion of the Board of Directors.		
	Applicant Signature: _____	Date: _____/_____/_____	
	Property Owner Signature: _____	Date: _____/_____/_____	
SUPPORTING INFO: <i>Application must have these documents attached.</i>	<input type="checkbox"/> Property Owner's Written Approval <input type="checkbox"/> Written description of project <input type="checkbox"/> Three (3) different "before" photographs showing the building as it exists. Photographs should include existing ground conditions around the site and adjacent buildings. <input type="checkbox"/> Sketch/rendering (image showing the attributes of a proposed project design) OR "before" photographs annotated with proposed design <input type="checkbox"/> Written cost estimates (minimum of 2) with one estimate from Approved Contractor list provided by MSW <input type="checkbox"/> Technical specifications for materials being proposed on the project. (Example: Window, Pella Model #YX456, color chips, paint swatches and material samples) <input type="checkbox"/> Sign/Awning design with lettering and attachment details <input type="checkbox"/> Copy of Contractor Delaware/Wilmington licenses		
SUBMIT TO:	Send completed with Supporting Documents to: Main Street Wilmington, c/o Downtown Visions, PO Box 2000, Wilmington, DE 19899. Phone: (302) 425-4564		



UPSTAIRS FUND PROGRAM

PURPOSE & OBJECTIVES

Main Street Wilmington/Downtown Visions is collaborating with the City of Wilmington's Upstairs Program to provide incentives for the comprehensive renovation of existing buildings with vacant or under-utilized upper floors throughout the Business Improvement District. The program encourages the conversion of upper story space into affordable and market-rate housing units, giving preference to residential projects over other types of use.

THROUGH THIS PROGRAM, WE SEEK TO:

- Stimulate economic revitalization of Wilmington's downtown
- Facilitate development to attract a diverse residential population
- Contribute to a vibrant community with retail, entertainment and beverage establishments

THE PURPOSE OF FUNDING IS TO:

- Cover the extraordinary costs of historic renovation and life/safety modernization
- Finance the "gap" between rehabilitation costs and post-development market value and revenue

BEFORE



AFTER



BEFORE



AFTER



IMAGES COURTESY OF BUCCINI/POLLIN GROUP

TYPES OF PROJECTS

THE PROGRAM PROVIDES ASSISTANCE FOR PROJECTS THAT:

- Convert vacant upper floors of existing buildings into residential units
- Renovate ground floor spaces in support of certain targeted commercial uses

WHO IS ELIGIBLE?

- Legal or equitable owners of a building within Wilmington's Business Improvement District (BID)

WHO IS **NOT** ELIGIBLE?

- Properties over 5 stories
- Buildings whose owners owe charges or taxes to the Business Improvement District (Downtown Visions) or to the City of Wilmington
- Applicants delinquent or in default on federal, state, or local taxes or existing private or publicly financed loans

UPSTAIRS FUND REQUIREMENTS

APPLICATION REQUIREMENTS

APPLICANTS MUST SUBMIT:

- A proposal for comprehensive interior and exterior redevelopment of the building that will result in 100% of the floors (excluding basements)
 1. being brought into compliance with current building and life/safety codes,
 2. being returned “in-service” for commercial, residential and/or office uses within the building; and
 3. meeting the intent of the Main Street Wilmington program and the City Department of Planning’s Design Review & Preservation Commission
- A marketing plan for all commercial and retail spaces and demonstrate its congruence with the goals and objectives of Main Street Wilmington
- A list of all contractors and subcontractors, copies of the Wilmington Business License for each contractor and subcontractor on the project, and a reporting sheet describing the total wages paid to each respective contractor and subcontractor

EXAMPLES OF PREVIOUS APPLICATIONS ARE AVAILABLE
AT THE CITY OFFICE OF ECONOMIC DEVELOPMENT


BEFORE

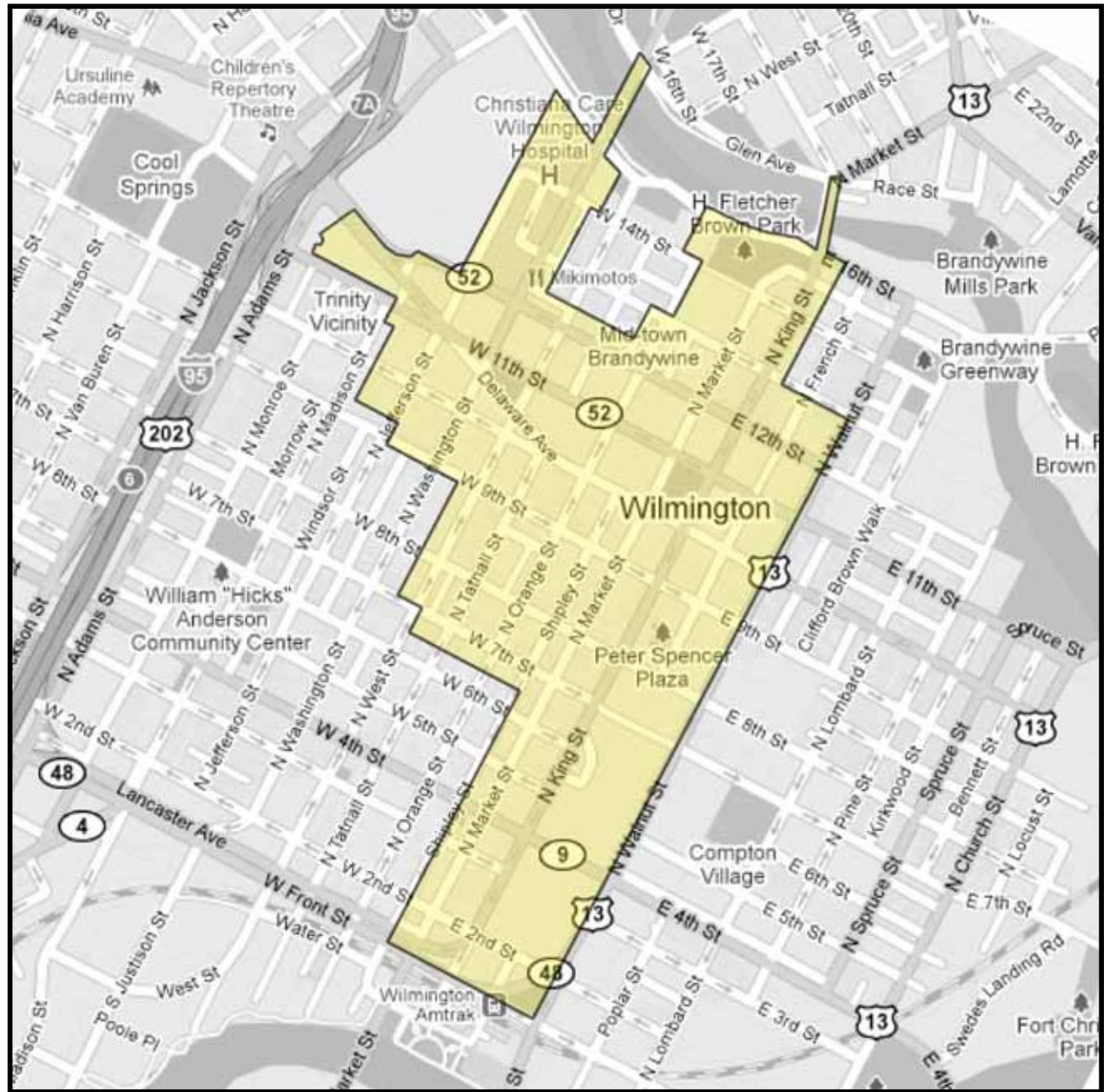


AFTER



PROGRAM BOUNDARIES

 BUSINESS IMPROVEMENT DISTRICT
Eligible for Upstairs Fund Grant



APPLICATION PROCESS

REVIEW

- Staff reviews project applicaiton
- Staff meets with applicant to understand project scope
- Staff identifies missing data or if additional information is needed

ANALYZE

- Staff reviews pro-forma to determine net operating income, debt affordability, and funding gap
- Staff identifies potential risks and benefits
- Staff engages a 3rd-party consultant for independent review

RECOMMEND

- Staff develops recommendation of general terms of loan
- Staff meets with applicant regarding general terms
- staff presents recommended general terms to review committee

DECIDE

- Committee approves, rejects or modifies recommended terms
- Committee authorizes staff to draft loan documents & negotiate details
- Committee approves final loan documents

FUNDING RESTRICTIONS

BEFORE



AFTER



- Limited to “gap” financing only
- Amount will be determined in context of the difference between redevelopment costs and the sum of owner equity and commercial debt
- Will have a not-to-exceed number and require a minimum equity contribution by the owner based upon overall redevelopment costs and approved sources/uses
- May NOT be used to refinance existing debts or for distribution or payment to the owners, partners, shareholders or beneficiaries of the applicant or members of their families
- Does not cover acquisition costs

811 MARKET ST: BEFORE & AFTER

BEFORE



IMAGE COURTESY OF BUCCINI/POLLIN GROUP

AFTER



811 MARKET ST: BEFORE & AFTER

BEFORE



AFTER



IMAGES COURTESY OF BUCCINI/POLLIN GROUP

OTHER RESOURCES

ADDITIONAL INCENTIVE PROGRAMS

HISTORIC PRESERVATION

STATE OF DELAWARE TAX CREDIT

20% for income-producing buildings; 30% for owner-occupied residential; additional 10% for projects with low-income housing; Available in addition to Federal Rehabilitation Credit

Web: <http://history.delaware.gov/preservation/taxcredit.shtml>

Phone: (302) 736-7400

FEDERAL REHABILITATION TAX CREDIT (National Park Service; Delaware Division of Historical & Cultural Affairs)

20% income tax credit for certified historic income-producing structures; 10% credit for older, non-historic buildings

Web: <http://www.nps.gov/hps/tps/tax/incentives/index.htm>

Phone: (302) 736-7400

DELAWARE PRESERVATION FUND (Preservation Delaware)

Financial assistance to owners of historic properties listed on or eligible for the National Register or historic district

Web: <http://www.preservationde.org/delaware-preservation-fund/>

Phone: (302) 322-7100

CITY OF WILMINGTON TAX ABATEMENT

Available for commercial properties located within a City Historic District (see page 12)

Web: http://www.wilmingtonde.gov/departments/planning_brochures.htm

Phone: Wilmington Division of Revenue (302) 571-4320 Wilmington Department of Planning (302) 576-3100

LIGHTING

ENERGIZEDELAWARE EFFICIENCY PLUS BUSINESS PROGRAM

Loans up to \$1,000,000/facility; Incentives up to \$20,000/facility; Co-funding for Energy Audits up to \$2,000

Web: <http://www.energizedelaware.org/institutions-non-profit/efficiency-plus-program>

Email: EnergizeDelaware@saic.com

Phone: (877) 624-4448, select option 3

CITY HISTORIC DISTRICT PROPERTIES

DESIGN REVIEW

Properties located within a City Historic District are subject to review by the city's Design Review and Planning Commission (DRPC) through the Wilmington Department of Planning

Web: <http://www.wilmingtonde.gov/government/designreview>

Phone: (302) 576-3100

HISTORICAL RESEARCH

DELAWARE HISTORICAL SOCIETY

Research library located at 505 Market Street, Wilmington. Collections include books, newspapers, serials, maps, manuscripts and photographs related to the history of Delaware and its people.

Web: <http://hsd.org/> Online Collection: www.hsd.org/AskCaesar.htm

Email: deinfo@dehistory.org

Phone: (302) 655-7161

COMMERCIAL DESIGN GUIDELINES

DELAWARE HISTORIC COMMERCIAL DISTRICT DESIGN GUIDELINES

Web: <http://www.downtownvisions.org/>

Contact your Design Committee buddy for more information

RECOMMENDED PRODUCTS

DUPONT™ SENTRYGLAS®

Laminated glass interlayer products eliminate the need for security grates

Web: http://www2.dupont.com/SafetyGlass/en_US/products/sentryglas-benefits.html



Produced by Downtown Visions & Main Street Wilmington
2011