CORRIDOR IMPROVEMENT GRANT PROGRAM DESCRIPTION

MAY 2019

COMMUNITY & ECONOMIC DEVELOPMENT DEPARTMENT — CITY OF ST. CHARLES

Program Purpose

The purpose of the St. Charles Corridor Improvement Program is to provide opportunities for property owners to improve the aesthetics of major arterial streets and the downtown area through grant funds.

The intent of the Corridor Improvement Program is to promote:

1. The general enhancement of the overall economic vitality and character of the City through improvement of private property and the public right of way.
2. The protection of the general welfare by aesthetically enhancing property in the defined City corridors.
3. The creation and maintenance of physical characteristics that enhance community character by providing unique and familiar visual features.

Eligible Properties

To be eligible for a Corridor Improvement Program reimbursement grant, a property must meet the following criteria:

1. The property must have frontage on Main St., Randall Rd., Lincoln Hwy., Kirk Rd, *or be located within one of the Key Gateway Areas as identified in this Exhibit.* The property may also be located in the Downtown Special Services Area (SSA1B). Landscaping may be installed within the public right-of-way adjoining an eligible property if approved by the City Council.
2. Only projects that include improvements considered "above and beyond" any improvements required by the Zoning Ordinance (Title 17 of the City Code) are eligible for reimbursement.

Properties that are subject to an approved Planned Unit Development (PUD), and meet eligibility criterion 1, are eligible for a Corridor Improvement Grant. The proposed landscaping must be an increase from the approved landscaping shown on the approved PUD landscape plan. Corridor Improvement Grants cannot be used to pay for any materials or associated costs required by the approved PUD landscape plan.

Types of Grants available

Three types of Grants are available and each is described on the following pages:

- Corridor Improvement Grants
- Downtown Improvement Grants
- Four Season Grants

Each type of grant lists what improvements are eligible for imbursement. Improvements not specifically listed as eligible or ineligible are subject to review as to eligibility by the St. Charles City Council.

The following are not eligible for reimbursement:

- Building Permit Fees and related costs
- Sweat Equity

Corridor Improvement Grants

Matching funds for up to 50% of plant and other approved materials, labor, and soil preparation costs will be available. The matching funds requirement may be waived for non-profit 501(c)(3) organizations by approval of the City Council. Grants will provide funding for up to 75% of the design cost based on the following chart:

Grant Funding for Design of Corridor Grants		
Linear Footage of Property on a Corridor Roadway (Main, Kirk, Randall)	**Owner Pays**	**Grant Will Pay**
< 200 feet	First 25% of Total Design Cost	Up to $2,000
201 – 500 feet	First 25% of Total Design Cost	Up to $3,000
501 > feet	First 25% of Total Design Cost	Up to $4,000

Design Guidelines

<u>Guideline 1</u>
Corridor Grants should create an interesting visual mix of landscape features along the area abutting the right-of-way of the eligible property. If the building foundation landscaping and front buffer yards fall within the area abutting the right-of-way these areas are also eligible.

<u>Guideline 2</u>
Corridor Grants should create a generous mix of colors and textures. Plant Species can be determined utilizing the Corridor Improvement Plant Palette.

<u>Guideline 3</u>
Corridor Grants can incorporate a variety of perennials, ground covers, bushes, ornamental trees, shade trees, mulch, improvements that provide vehicular screening for parking lots, (walkways/sidewalks, pavers, stamped concrete, plazas, other permanent improvements designed primarily for pedestrian use), and walls.

Downtown Improvements Grants

Funding will provide matching funds for up to 50% of plant materials, labor, and soil preparation costs. The matching funds requirement may be waived for non-profit 501(c)(3) organizations by approval of the City Council. Grants will provide funding for up to 75% of the design cost based on the following chart:

Grant Funding for Design of Downtown Grants		
Linear Footage of Property on a Public Street Located within the SSA1B District	**Owner Pays**	**Grant Will Pay**
< 200 feet	First 25% of Total Design Cost	Up to $2,000
201 – 500 feet	First 25% of Total Design Cost	Up to $3,000
501 + feet	First 25% of Total Design Cost	Up to $4,000

Design Guidelines

<u>Guideline 1</u>
Downtown Grants should create an interesting visual mix of landscape features along the area abutting the right-of-way of the eligible property. If the building foundation landscaping and front buffer yards fall within the area abutting the right-of-way these areas are also eligible.

<u>Guideline 2</u>
Downtown Grants can incorporate plants and other landscape materials to create interesting landscaped vistas. Plant Species can be determined utilizing the Corridor Improvement Plant Palette.

<u>Guideline 3</u>
Downtown Grants should incorporate a variety of perennials, ground covers, bushes, ornamental trees, mulch, and shade trees. These grants may also incorporate additional features such as, wrought iron fencing, decorative clocks, flower boxes, murals on blank walls, and decorative walls.

Four Season Grants

Each year the City may award up to five grants of $1000 each. No cost match is required. All properties eligible for a Corridor or Downtown Improvement Grants may apply for a Four Season Grant. Any individual property can only apply for one grant.

Design Guidelines

Guideline 1
Four Season Grants should create an interesting visual mix of landscape features along the area immediately abutting the right-of-way of the eligible property. If the building foundation landscaping and front buffer yards fall within the area abutting the right-of-way these areas are also eligible. Grants should create a sense of continuity and design. Grants should create attractive, eye-catching additions of colorful perennial plantings

Guideline 2
Four Season Grants can incorporate plants and other landscape materials to create unique landscape aesthetics. Plant Species can be determined utilizing the Corridor Improvement Plant Palette. Plants should be hardy perennial, hardy woody plants or bulbs. Native plants are encouraged. Elements Chosen should vary in height and specie. No annuals.

Guideline 3
Four Season Grants should incorporate a variety of perennials, ground covers, bushes, ornamental trees, and shade trees. Each planting should offer bloom of some kind from April through October. Winter interest is encouraged (e.g. ornamental grass foliage). Mass plantings for commercial impact are allowed.

Terms/Conditions applicable to all grants:

- **Application Submittal and Review**

  The Community Development Department accepts applications for Corridor Improvement Grants throughout the calendar year. Applications are processed and considered in the order in which they are received. Applications are presented to City Council for review and approval based upon budget availability within the City's current fiscal year.

- **Commencement of Work:**

  Only after the Corridor Improvement Agreement is approved by the City Council, can work commence. DO NOT START BEFORE -- YOU WILL NOT BE REIMBURSED FOR WORK DONE PRIOR TO CITY COUNCIL APPROVAL OF THE CORRIDOR IMPROVEMENT AGREEMENT.

- **Completion of Work:**

  All improvements must be completed within 270 calendar days of Corridor Improvement Agreement approval, unless otherwise authorized by the City for a maximum of a one (270) day extension. If the work is not complete by the end of the extension the City's remaining obligation to reimburse the owner or tenant for the project terminates.

- **Reimbursement Payments:**

  Upon completion of the work, the owner or tenant must submit copies of all design invoices, contractor's statements, other invoices, proof of payment, and notarized final lien waivers to the Director of Community Development, as evidence that the owner or tenant has paid the architect and contractor(s). You should use the attached forms for the contractor's statement and final lien waivers. Payment will be authorized upon completion of all work items as originally approved and receipt of all of the required documents.

  The Director of Community Development may authorize reimbursement to be made in two payments, if all of the following conditions are present: 1) The first partial payment may be made upon completion of work representing at least forty percent (40%) of the amount specified in the Corridor Improvement Agreement; 2) The architect's invoices, contractor's statements, invoices, notarized final lien waivers and proof of payment for the completed work have been submitted; 3) The remaining work is expected to be delayed for thirty days or more following completion of the initial work due to weather, availability of materials, or other circumstances beyond the control of the owner or tenant.

  Reimbursement for design services will be made at the same time reimbursement is made for improvements, and only if a Corridor Improvement Agreement has been approved by the City Council.

  All Improvements shall be installed in accordance with the approved plan. The Director of Community Development may approve minor revisions due to availability of landscape plants, field conditions not known at the time of design, and similar circumstances beyond the Applicant's control. THIS IS A REIMBURSEMENT PROGRAM -- YOU MUST PAY YOUR ARCHITECT, CONTRACTORS AND SUPPLIERS BEFORE YOU RECEIVE PAYMENT FROM THE CITY.

  Reimbursement grants are subject to Federal and State taxes, and are reported to the Internal Revenue Service on Form 1099. You are required to provide your taxpayer ID number or social security number as part of the Corridor Improvement Agreement. Property owners and tenants should consult their tax advisor for tax liability information.

- **Maintenance Period:**

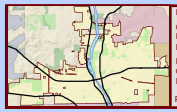
  The property owner and tenant shall be responsible for maintaining the improvements without alteration for five (5) years. A restrictive covenant limiting alterations may be required by the City Council at the time of approval of the Corridor Improvement Agreement.

Key Gateway Areas

City of St. Charles, Illinois
Two East Main Street St. Charles, IL 60174-1984
Phone: 630-377-4400 Fax: 630-377-4440 - www.stcharlesil.gov

Precision GIS

RAYMOND ROGINA *Mayor*
MARK KOENEN *City Administrator*



Data Source:
City of St. Charles, Illinois
Kane County, Illinois
DuPage County, Illinois

Projection: Transverse Mercator
Coordinate System: Illinois State Plane East
North American Datum 1983

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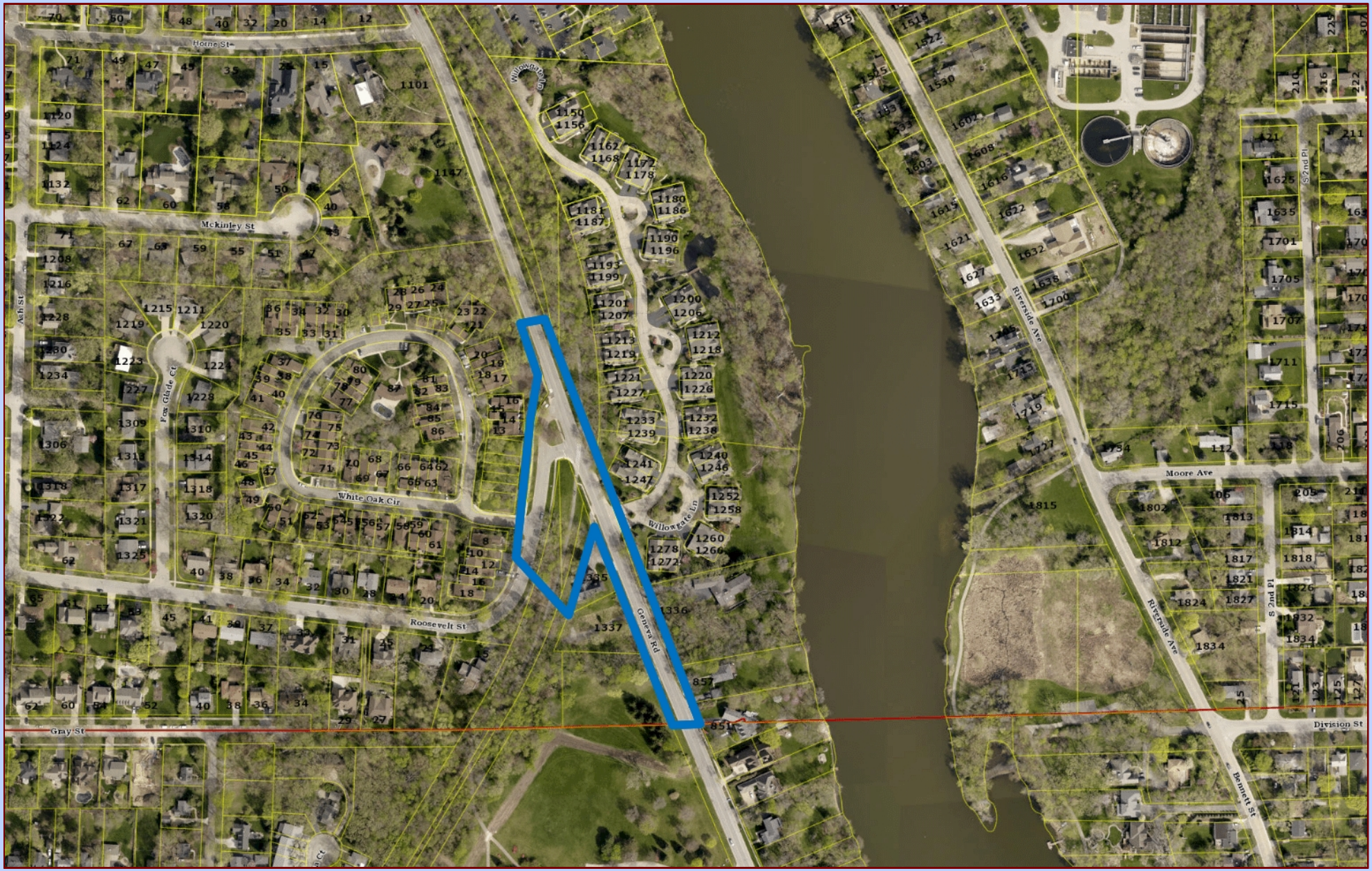

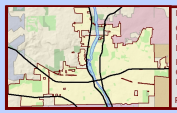

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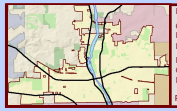

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