

# CITY OF FAIRFIELD

## HEART OF FAIRFIELD PLAN AREA FAÇADE, OUTDOOR SEATING, AND SIGNAGE IMPROVEMENT PROGRAM

Administrative Guidelines and Application



APPLICANT NAME: \_\_\_\_\_

PROJECT ADDRESS: \_\_\_\_\_

PROPOSED PROJECT (SELECT ONE): FAÇADE  OUTDOOR SEATING  SIGNAGE



# HEART OF FAIRFIELD PLAN AREA FAÇADE, OURDOOR SEATING, AND SIGNAGE IMPROVEMENT PROGRAM



## Introduction

The Façade, Outdoor Seating, and Signage Improvement Program (the “Program”) is, as its public purpose, intended to encourage business owners and/or commercial property owners to enhance the appearance of properties through improvements of the exterior facades of commercial buildings, the addition of outdoor seating, and/or the installation of non-temporary business building signage in commercial areas. Façade, outdoor seating, and signage improvements can have a significant impact on appearance, community pride, economic setting, and marketability of the properties and businesses located in the City of Fairfield’s Heart of Fairfield Plan Area.

The Program will provide for City of Fairfield funding assistance of up to fifty percent (50%) of the overall cost of an improvement project. Funding assistance provided shall not exceed \$20,000 for building façade improvements, \$10,000 for the addition of outdoor seating improvements, and \$5,000 for non-temporary business building signage improvements. The Program shall be administered by the Community Development Department. The Director of Community Development will make the determination as to the eligibility of applicants and projects to participate in the Program based on qualifying and eligibility measures as outlined in these guidelines.

These guidelines and financial terms are in effect until June 30, 2019, or until such time as the Program funds are expended, whichever date occurs first. In the event that the Program funds have not been fully expended by June 30, 2019, the Director of Community Development shall have the option to extend the term of the Program for one (1) year increments until Program funds have been fully expended.

## Program Elements

### A. Goals and Objectives

1. To encourage business owners and/or commercial property owners to improve the exterior appearance of buildings, create new outdoor seating areas, and add or improve non-temporary business building signage within the Heart of Fairfield Plan area.
2. To enhance the appearance of the streetscape, revitalize and reenergize the business climate in the Heart of Fairfield Plan Area.
3. To create a more attractive commercial environment in order to strengthen economic vitality in the Heart of Fairfield Plan Area.

### B. Eligibility Requirements

#### 1. Applicant Eligibility

- i. Property owners and tenants of commercial buildings
- ii. All tenants must provide to the City written consent from the property owner where the proposed improvements are to occur.
- iii. Tenants must provide written evidence that they have a minimum two (2) years lease term remaining after the projected completion of improvements

- iv. Property owners who have completed eligible improvements after December 1, 2016 may qualify for assistance, subject to these guidelines.
- v. Applicants must have a current Business License to conduct business at the address where improvements are to occur and must not be delinquent or past due on any Downtown Business Improvement District fees, where applicable, for the term of the Façade Easement.
- vi. Property owners and tenants of legal non-conforming uses are not eligible for program funds.

2. Property Eligibility

- i. The property must have an address within the Heart of Fairfield Plan Area and downtown core (see attached map designating area of eligibility).
- ii. Businesses such as casual dining restaurants and retail will be given preference in the application process to achieve the program’s goals more efficiently.

3. Exclusions The following will not be included within this program:

- i. Improvements not visible from a public right of way or neighboring property.
- ii. Interior improvements within a building.
- iii. Structural improvements not related to exterior improvements, including seismic upgrades.
- iv. Improvements necessitated by vandalism.
- v. Any building used exclusively for residential or industrial occupancy.
- vi. The use of materials and fixtures that are unreasonably opulent e.g. gold plating, as determined by the Director of Community Development.

C. Eligible Improvements. Eligible applicants may only qualify for funding assistance for one (1) eligible improvement in each aforementioned category per one year term of the Program.

- 1. Building facades Eligible façade improvements must be integrated into a comprehensive architectural theme and may include, but are not limited to, such items as improvements to front entrances and storefronts; signage; display windows and glazing; painting/stucco; wood treatments; artistic murals; exterior lighting, awnings, and visible roof repairs.
- 2. Outdoor Seating Eligible outdoor seating improvements must be consistent with the Program’s set concepts (see attached concept drawing) and may include such items as fencing and dividers, seating and tables, moveable landscaping, canopies, lighting, and outdoor heaters.
- 3. Signage Eligible signage improvements must be non-temporary building sign cabinets or fascia elements that are integrated into building facades.

All property improvements made under this program must be consistent with the City’s Zoning Ordinance, General Plan, and the Heart of Fairfield Plan. As with any other project, the property improvements under this program must also adhere to all applicable building codes, sign ordinances, and development/design standards for the City of Fairfield. Any code violations must be corrected before funding is released. Should any code violations occur related to any improvements made using funding from this Program and remain uncured for a period of time as outlined in a code enforcement citation, the participant may be required to reimburse the City for any unamortized funding over a 5 year period from the date funding is released.

## Program Requirements

A. **Funding Availability.** Any and all funding assistance is strictly subject to availability of Program funds. All approved payments made by the City under the terms of the Program shall represent payments or reimbursements of a portion of the actual costs incurred by the applicant.

1. Building Façade Improvements The City of Fairfield will provide business owner or commercial property owner funding assistance of up to 50% of a project's total cost, not to exceed \$20,000 for improvements to the façade. The Director of Community Development may consider special circumstances for buildings with more than one prominent façade to provide assistance over and above the \$20,000 limit.
2. Outdoor Seating Improvements The City of Fairfield will provide business owners or commercial property owners funding of up to 50% of the total cost of new outdoor seating area improvements, not to exceed \$10,000.
3. Signage Improvements The City of Fairfield will provide the business owner funding of up to 50% of the total cost of the creation and/or installation of non-temporary business building signage, not to exceed \$5,000.

B. **Eligibility of Soft Costs**

The "soft costs" eligible under this section include:

1. Architectural design review, plan check, boundary survey
2. Architect services to the property or business tenant; e.g. preparation of bids, preparation and filing of plans, construction monitoring, progress payments, lien releases, or change orders.
3. Costs of current title report for the property.
4. Such other costs, fees, and exterior improvements approved by the Director of Community Development, which are consistent with the objectives of the program.

C. **Prevailing Wages, Bids, Selection of Contractor**

1. Under all program components, participants who apply for and are awarded at least \$1,000 of City funds are required to ensure that all workers employed pursuant to this program shall be paid not less than the applicable prevailing wage published for Solano County and otherwise comply with the provisions of the California Law and Labor Code with regard to the payment of prevailing wages. (Labor Code Section 1720 et. seq.)
2. Written evidence of no less than two (2) bids (including soft costs, if applicable) from contractors registered with the Department of Industrial Relations in accordance with Labor Code Section 1725.5 are to be submitted to the Community Development Department for review along with proof of registration.
3. For participants who apply and are awarded less than \$1,000 of City funds, written evidence of no less than two (2) bids (including soft costs, if applicable) from contractors are to be submitted to the Community Development Department for review.
4. Participants must select the lowest qualified bidder who meets the job requirements and is responsive to the written bid proposal, and inform the Director of Community Development or designee of their decision. (Because unforeseen contingencies commonly occur during rehabilitation, 10% should be added to the bid to provide for such if not already included.)

5. Participants must submit proof to the Director of Community Development or designee that the selected contractor (and his or her subcontractors) has the following:
  - i. A State of California Contractor's License.
  - ii. A City of Fairfield Business License.
  - iii. Worker's Compensation and Liability insurance to the satisfaction of the City Attorney of the City of Fairfield.

D. Façade Improvement Assistance: Recordation of a Façade Easement

In order to receive funding assistance for façade improvements, the property owner of the participating building must grant the City of Fairfield an easement over the building façade for a period of five years. Said easement shall include the following provisions:

1. The easement shall cover the façade of the building, including all improvements/installations funded by this Program.
2. The building owner may request the City terminate and release the easement at any time, subject to payment of an early termination and release fee in an amount equal to the value of all funding assistance received for the improvements for which the easement was granted. Said value shall be discounted by 20% for each calendar year subsequent to the completion of the improvements, the disbursement of funds by the City, and recordation of the Façade Easement.
3. The building owner shall be obligated to maintain the building in accordance with the maintenance provisions of the Façade Easement Agreement.

E. Inspection, Release of Funding

1. Progress inspections by City staff may be conducted to ensure that the improvements are being constructed in accordance with the approved plans and the City's Codes.
2. A final inspection by City staff shall be conducted to determine that the improvements have been completed in accordance with the plans, and with the City's Codes.
3. Upon completion of the proposed improvements, the City will reimburse applicant for project related invoices (direct expenses) for up to the maximum amount allowed under these guidelines. Applicants shall be responsible for any and all costs, including soft costs in excess of the funding assistance received or the maximum amount allowed as stated above in the Program Policies Subsection A of these guidelines.



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## Steps In Process

### 1. Step One: Application Submittal and Evaluation

Qualifying Applicants must submit a completed application with the required attachments to:

City of Fairfield  
Attention: Economic Development Division  
1000 Webster Street, 2nd Floor  
Fairfield, CA 94533  
OR  
Send via email to: [econdev@fairfield.ca.gov](mailto:econdev@fairfield.ca.gov)

Applications will be deemed complete if a submittal includes, but is not limited to, the following:

- A. Fully completed application form;
- B. Detailed description of the proposed improvements;
- C. Photographs of the current condition of the area where the improvements are to occur;
- D. Drawings or plans showing the proposed improvements;
- E. A minimum of two (2) bids, subject to the terms of the program, showing total cost for the proposed improvements;
- F. Description of the source of private investment to be used for all project costs that exceed the amount of funding assistance from this Program;
- G. Written consent from the building owner where the improvements are to occur (if applicable).

Applications are considered incomplete if all required documents are not included upon application submission. Incomplete applications are not eligible for grant funding.

Applications will be evaluated for eligibility and how effectively the proposed improvements fulfill the Program's purpose, including, but not limited to:

- A. Extent to which improvements will enhance a building façade or streetscape;
- B. Extent to which improvements will contribute to the revitalization and activation of the area immediately surrounding the building;
- C. Total amount of funding assistance requested relative to the type of proposed improvement(s);
- D. Visual prominence of the building and its location within the area of eligibility;
- E. Projected schedule to completion of proposed improvements.

### 2. Step Two: Conditional Notification of Approval or Notice of Denial

The City will notify applicants of conditional approval or denial of funding assistance by either mailed or emailed written correspondence.

**3. Step Three: Notice of Approval and Notice to Proceed**

The City will provide conditionally approved applicants a Notice to Proceed upon the satisfactory fulfillment of the provisions outlined in these guidelines.

A. Time Limit Requirements

- i. Bids must be obtained and a contractor selected within 60 days from the date the Notice to Proceed is issued.
- ii. The following improvements must be completed within the corresponding days from the date the Notice to Proceed is issued:

<b>Structural Façade Improvements</b>	270 Days
<b>Façade Painting Improvements</b>	90 Days
<b>Outdoor Seating Improvements</b>	180 Days
<b>Signage Improvements</b>	180 Days

B. Time Extension Requests

- i. A request for a time extension must be made in writing to the Director of Community Development.
- ii. The request must state in detail the reasons for the request.
- iii. The request must be received by the Director of Community Development prior to the deadline for selection of a contractor and/or the deadline for the completion of the project, above.

Notwithstanding anything to the contrary contained herein, if any improvements are not completed within the number of days following issuance of the Notice to Proceed outlined in Step 3(A) above, and no time extensions have been granted, participation in this program may be canceled at the sole discretion of the City. In such event, the participant would be required to reimburse the City for the City’s costs for services provided.

**4. Step Four: Façade Easement**

Prior to release of funding for building façade improvements, the building owner of the participating building must grant the City of Fairfield an easement over the building façade for a period of five years.

The easement shall be in the form determined by the City and shall use the documentation provided by the City.

**5. Step Five: Permits**

Applicant or his/her authorized agent shall obtain any and all applicable permits for proposed Façade, Outdoor Seating, and/or Signage improvements/installations prior to any work beginning.

**6. Step Six: Inspection**

City staff will visit participating building to verify proposed improvements were completed as approved and all provisions of these guidelines have been satisfied.

**7. Step Seven: Release of Funding**

Applicant shall submit invoices to City for costs associated with eligible improvements made. Upon final inspection of improvements by City staff, and verification that the provisions of these guidelines have been fully satisfied, the Director of Community Development may authorize the release of funding in the form of a check to Applicant. (Checks usually issued within three (3) weeks after invoice is received).



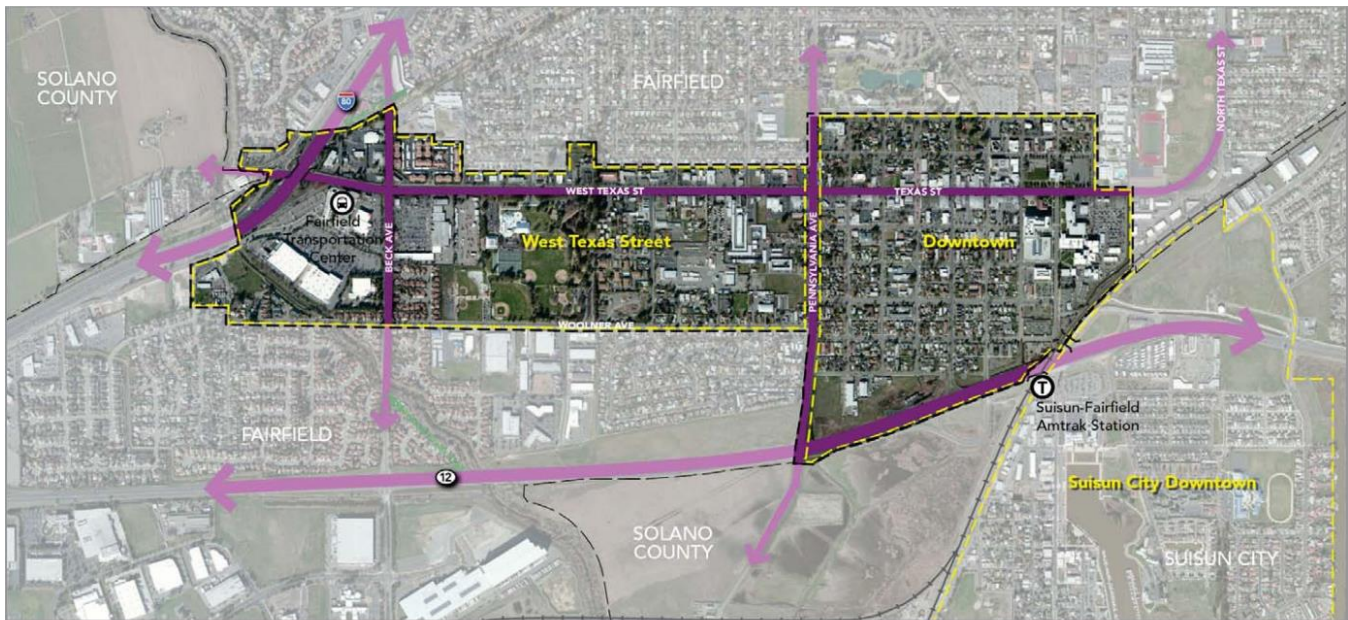


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## Program Target Area

The program eligible boundaries mirror the boundaries of the Heart of Fairfield Plan which includes commercial properties roughly bounded by I-80 on the west, the Union Avenue on the east, Kentucky Street on the north, and Illinois Street on the south.

The Heart of Fairfield Plan Area encompasses two important neighborhoods in Fairfield: Downtown and West Texas Street. The Program Target Area map below further illustrates the general eligible area.



### Legend

- Plan Area
- Major Highway and Roads
- Rail
- Fairfield Transportation Center
- Suisun-Fairfield Amtrak Station



## Contact Information

For additional information about this program or to schedule a meeting with City staff to discuss your project, please contact the Economic Development Division at: 707-428-7462 or email [ecodev@fairfield.ca.gov](mailto:ecodev@fairfield.ca.gov).





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## Application Checklist

The application must include the following components:

- Fully Completed Application Form**
  - Must include property owner signature, if the applicant is not also the owner. A hard copy of all signatures is required.
- Detailed Description of the Proposed Improvements**
  - A complete scope of work for the proposed improvements. The scope of work must include: an itemized list of all proposed improvements, a description of all proposed improvements, must include colors and/or material choices, and an estimated cost for each proposed improvement
- Graphic representation of proposed changes**
  - This should illustrate the proposed façade improvement. Acceptable formats include: conceptual sketch, schematic drawings, photo representation, plans and/or graphic mock-up.
- Written consent from the building owner where the improvements are to occur (if applicable)**
  - If applicant is not the building owner, written consent from building owner must be provided
- Photographs of the current condition of the area where the improvements are to occur**
  - Close-up photographs of the storefront in its current condition, and another photo of the entire building façade including the adjacent building storefronts
- A description of the source of private investment to be used for all project costs that exceed the amount of funding assistance from this program**
  - For example, an applicant's cash on-hand and/or a bank loan
- Written evidence that tenants have a minimum of two (2) years lease term remaining after the projected completion of improvements**
- Minimum of two (2) bids showing total cost of proposed improvements**
  - A written estimate from a minimum of 2 vendors for the work to be completed. If prevailing wages apply, proof of contractor's DIR registration as well. If the grantee plans to complete the work themselves, then a written estimate of material costs.

**Submit completed applications with the required attachments to:**

City of Fairfield

Attention: Economic Development Division

1000 Webster Street, 2<sup>nd</sup> Floor

Fairfield, CA 94533

Or

Send via email to: [econdev@fairfield.ca.gov](mailto:econdev@fairfield.ca.gov)

**For questions, please contact the Economic Development Division at:**

707-428-7462 or email [econdev@fairfield.ca.gov](mailto:econdev@fairfield.ca.gov)



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## Project Information

Date Submitted: \_\_\_\_\_ **Amount of City Grant Request:** \_\_\_\_\_

Project Start Date: \_\_\_\_\_ Applicant's Funding Match: \_\_\_\_\_

Project Completion Date: \_\_\_\_\_ Total Estimated Project Cost: \_\_\_\_\_

Business Information	
Name of Applicant:	
Contact #:	Email:
Name of Business:	
Business Address:	
Mailing Address:	
Property APN:	
Length of Lease (if applicable):	
Property Owner Information	
Property Owner's Name:	
Property Owner Contact #:	Property Owner Email:
Property Owner Address:	
<b>Detailed Project Description &amp; Goal</b>	
<input type="checkbox"/> Attach separate sheet if needed	
Proposed Project (select one): Façade _____ Outdoor Seating _____ Signage _____	
What Is The Source of Private Match Funding?: Cash On-Hand _____ Financing _____	





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## Scope of Work Template

Façade Property Address:

Business or Property Owner Name:

Business Name (if applicable):

Improvement	Description	Estimated Cost
		TOTAL COST: