

MUNFORD

Downtown Improvement Grant

2023

—

City of Munford

version 2.0

—



welcome



grant overview

The Munford façade Design Program Grant

Offers building design assistance to property owners within the city of Munford Central Business District B-3 as dictated by the City of Munford zoning map. This design assistance will suggest building façade improvements to building owners, i.e, architectural design services for exterior improvements to building facades, awnings, and sidewalk improvements.

This program is offered by the City of Munford to help incentivize and leverage private improvements that will contribute to the overall redevelopment goals of the Central Business District B-3.

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Grant Overview

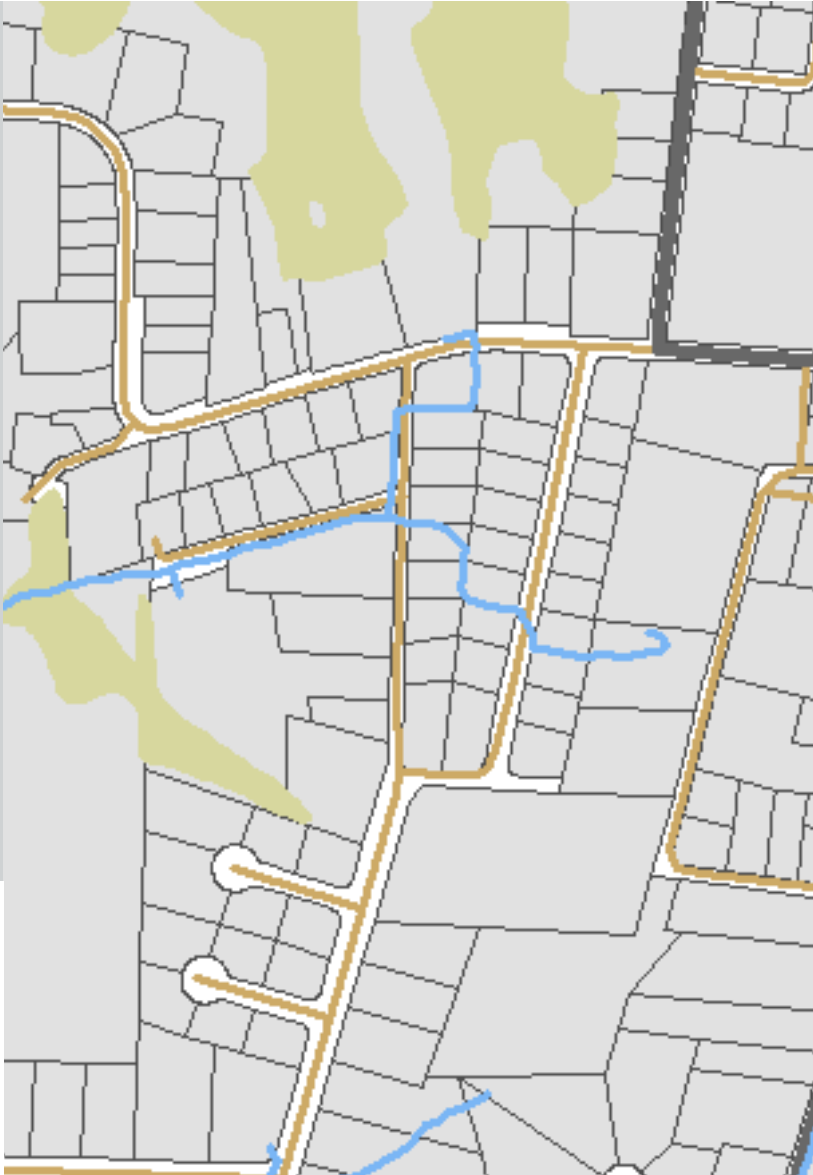
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Purpose

This program is offered by the City of Munford to help incentivize and leverage private improvements that will contribute to the overall redevelopment goals of the Central Business District.



Grant Goal

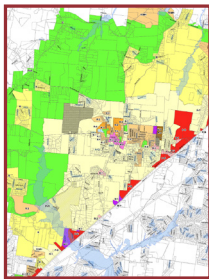
Offer financial assistance to property owners and or tenants who seek to make exterior improvements to their buildings, landscaping, and interior improvements for New Business Start-Ups.

When to Use This Document

1 Start Here

Do you own a property or operate a business within the B-3 zoning district?

Zoning Map

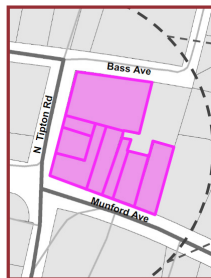


Press image to follow link

YES

Is your property located within phase 1 of downtown improvement grant program ?

Zoning Phase 1



NO

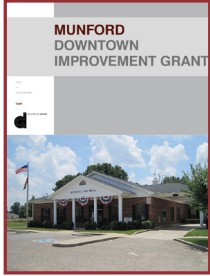
If no, please feel free to reference the design guidelines for best practices in future planned phases as funding is available.

YES

If yes, review the downtown improvements grant application for process

Engage with a architect qualified to determine scope of work based on Munford Design Guidelines for B-3

Once, application is submitted



MDDC reviews applications for compliance with Munford Design Guidelines for B-3

Downtown Improvement Grant

DOWNTOWN IMPROVEMENT GRANT APPLICATION



The City of Munford's Downtown Development Committee (MDDC) is committed to promoting the aesthetic enhancement and beautification of the Central Business District (B-3). The Downtown Improvement Grant Program is a grant program designed to offer financial assistance to property owners and/or commercial tenants who seek to make exterior improvements to their buildings, landscaping, and interior improvements for New Business Start-Ups. Grants are funded by the Munford Industrial Development Board.

ELIGIBILITY REQUIREMENTS

Available to property owners and/or commercial tenants located within the City of Munford's Central Business (CBD) District (reference how to use this guide for links to zoning info) and within the Phase 1 scope of the grant program.

GRANT PROGRAM

The MDDC reserves the right to approve or reject applications based in accordance with program guidelines and availability of funding. Funding is projected to be available for 3 consecutive years beginning in 2023. Submission of application does not guarantee funding.

INCENTIVES

Each grant is made available by reimbursement only; no funds will be distributed prior to project completion. Total grant awards may not exceed \$35,000 per applicant. This maximum amount of disbursement can be used in one or more of the categories below. One or more of the following incentives may be available for eligible projects:

Facade Design Grant. (Required for funding for each of the following renovation categories) Up to \$2000 maximum of the actual cost for exterior building design assistance (Separate application). This grant is 35k maximum project reimbursement.

Facade/Exterior Improvement. Up to 75% (no maximum outside of the overall grant maximum) of the actual cost(s) and/or related exterior rehabilitation cost. All applicants seeking construction grants must provide conceptual drawings. Grant will reimburse 75% of the actual cost up to the limit of \$35,000. Examples of grant reimbursement are as follows:

Final Project Cost	75% of the final cost	Grant Limit Reimbursement
100,000	75,000	35,000 or <
45,000	33,750	33,750 or <

Sign Program. Up to 50% (maximum of \$10,000) of the actual cost(s) associated with the fabrication and construction of replacement signage. New signage must adhere to the criteria of the facade improvement guidelines. All signage must be designed by a certified design professional (i.e., graphic designer from the signage vendor or architect) Funding is not available for signs that require a zoning variance to install. Examples of reimbursement chart are as follows:

Final Project Cost	50% of the final cost	Grant Limit Reimbursement
30,000	15,000	10,000 or <
10,000	5,000	5,000 or <

New Business Start-Up. Up to 75% (no maximum outside of the overall grant maximum) of the actual costs related to interior replacement of wiring, plumbing, and other permanent interior improvements. Removable fixtures excluded from grant coverage. See the reimbursement chart example under façade in the exterior improvement section.

PROCEDURE

Set up a pre-application meeting to discuss your initial ideas and desires with the City of Munford Downtown Development Committee contact noted at the end of this application document. If you would like to proceed with the application for grant funding, follow the steps outlined below:

To receive assistance:

1. Munford Downtown Development Committee (MDDC) must approve all project applications. Applications submitted must be complete and include
 - A. *Property Deed,*
 - B. *Current Statement of Property Taxes,*
 - C. *Current Photo of Property Façade or Proposed Project Area,*
 - D. *Documentation of Financing Plan (if personal funding, provide proof of funds),*
 - E. *Copy of Lease and Ownership Letter of Approval (if tenant is requesting grant)*
 - F. *Architectural Drawings representing proposed scope of work (funding for this professional service provided by the City of Munford under the Façade design Grant program. See separate document for more information)*
 - G. *Cost Estimate (if utilizing façade design grant, this will be provided by architect).*
2. The design must follow appropriate MDDC design guidelines, zoning codes, and Munford Ordinances.
3. The applicant and property owner must be in compliance with all city zoning regulations and ordinances.
4. An agreement must be properly executed between the owner and the Downtown Development Committee prior to work being started.

To receive payment:

1. Project must be completed in accordance with the agreement.
2. All required building permits must be obtained prior to any work being done.
3. Pre-inspection must be completed by the Chief Building Inspector.

- 4. Final inspection and confirmation of full compliance of applicable Agreements with the MDDC, City, State, and Local Codes and Ordinance, Building Codes, and applicable local, State, and Federal requirements for the project are met, by the Chief Building Inspector.
- 5. A signed Contractor's Unconditional Waiver.
- 6. Work must be completed by licensed contractors.
- 7. Final costs must be documented and proof of minimum 2 bids per category of work must accompany this information.

INSTRUCTIONS:

- 1. Fill in the blanks and check boxes on this form. If some items do not apply, write "not applicable."
- 2. Attach additional pages if needed.
- 3. Submit application and documents to the Munford Downtown Development Committee.
(Address provided on page 4)

Once all materials are received, the Munford Downtown Development Committee will review applications. This is an ongoing program and applicants will be considered pursuant to project validity and available MDDC funding.

I. APPLICANT INFORMATION

BUSINESS _____ OWNER NAME _____
 ADDRESS: _____
 FEDERAL TAX IDENTIFICATION #: _____
 PHONE (W): _____ PHONE (C): _____ PHONE (H): _____
 EMAIL: _____

II. PROPERTY OWNER INFORMATION: (If different from above)

NAME: _____
 ADDRESS: _____
 FEDERAL TAX IDENTIFICATION#: _____
 PHONE (W): _____ PHONE (C): _____ PHONE (H) : _____
 EMAIL: _____ BUS. WEBSITE: _____

III. PROPERTY/BUILDING INFORMATION:

BUSINESS/PROPERTY _____
 ADDRESS: _____
 DATE BUILDING WAS CONSTRUCTED: _____
 CURRENT BUILDING USE:
 RETAIL FOOD SERVICE PROFESSIONAL SERVICES OTHER _____

IS THE PROPERTY/BUILDING LISTED ON THE STATE OR NATIONAL REGISTER OF HISTORIC PLACES?

YES NO

IV. PROPOSED IMPROVEMENTS:

- FRONT FACADE RESTORATION/RENOVATION
- STOREFRONT RESTORATION/RENOVATION
- WINDOW REPAIR/REPLACEMENT
- OTHER EXTERIOR REPAIR/REPLACEMENT
- OTHER *(please specify)*
- AWNING REPLACEMENT/RESTORATION
- SIGNAGE REPLACEMENT/RESTORATION
- DOOR/ENTRYWAY
- LANDSCAPING IMPROVEMENT/ADDITION
- EXTERIOR PAINTING
- INTERIOR WIRING/PLUMBING

All improvement/repair/renovation/restoration project proposals for this grant program must include two (2) quotes, bids, or estimates from contractor(s) being considered for the project.

DESCRIPTION OF PROPOSED IMPROVEMENTS:

ESTIMATED PROJECT START DATE _____

ESTIMATED PROJECT COMPLETION DATE: _____

V. PROJECT FINANCIAL DESCRIPTION: _____

ESTIMATED FINANCIAL BUDGET : _____

WHAT IS YOUR PLAN FOR FINANCING THE FACADE IMPROVEMENTS?

LOAN FINANCING PERSONAL FINANCING OTHER (please specify): _____

IV. REQUIRED SUPPLEMENTAL INFORMATION (information check list):

- PROOF OF OWNERSHIP (Property Deed)
- PHOTO OF PROPERTY
- COPY OF LEASE - SIGNED LETTER FROM OWNER
- CURRENT COUNTY AND CITY TAXES
- PROPOSED FINANCING PLAN
- CONSTRUCTION/ARCHITECTURAL DRAWINGS**

**Letter of Support from Property Owner with signature stating that they approve of project.*

***Construction/Architectural Drawings must include overhead and side elevations showing existing and proposed features of affected property or business.*

VII. APPLICANT SIGNATURE:

I have reviewed/prepared this application and understand that submission of an application does not guarantee funding. I certify that the information provided is true and accurate to the best of my knowledge, and if approved, work will be completed in accordance with the agreement.

I also acknowledge that upon execution of the agreement, the Munford Downtown Development Committee and/or its affiliates maintain the rights to promote (including the right to copy, transmit, display and distribute) images and textual containing aforementioned property and/or business name for the use of "Promotional Material" (as described below) on website(s) or other media means for the purpose of promotion and advertisement related to the Munford Downtown Development Committee and it's Fm;ade/Exterior Improvement Program. "Promotional Material" shall mean brochures, publications and websites, media promotion, advertising copy and other related textual and graphic material made available by the Munford Downtown Development Committee and/or its affiliates.

APPLICANT SIGNATURE: _____ DATE: _____

OWNER'S SIGNATURE: (if different): _____ DATE: _____

VIII. SUBMIT APPLICATION (digital submission preferred via email, hard copy applications also accepted):

FORWARD APPLICATION WITH ATTACHMENTS AND/OR QUESTIONS TO:

Munford Downtown Development Committee
Submit to MDDC@munford.com or deliver hard copy to Munford City Hall
1397 Munford Avenue
Munford, TN 38058

901-837-0171

Facade Design Grant

CITY OF MUNFORD
 FAÇADE DESIGN GRANT
 PROGRAM OVERVIEW & APPLICATION



I. PROGRAM OVERVIEW

The Munford Facade Design Grant Program offers exterior building design assistance in support of the Downtown Improvement Grant Program. This design assistance will suggest building facade improvements to building owners, i.e., architectural design services for exterior improvements to building facades, awnings, lighting, signage, and sidewalk activation.

This program is offered by the City of Munford to help incentivize and leverage private improvements that will contribute to the overall redevelopment goals of the Central Business District.

The program offers architectural design services not to exceed \$2,000 per property (hourly principal rate maximum of \$165/hour and an hourly maximum draftsman rate of \$90/hour and reimbursable expenses).

Professional Design Assistance Grant Scope of Services:

1. Existing conditions assessment and measured base drawings
2. Architectural Design and advisory services to improve exterior elevations; storefront details; canopies, etc. Should be represented with a minimum amount of drawings to effectively portray the scope of work for review by the City of Munford and for bidding purposes. Example drawings include site plan, front exterior elevation, building section to show canopy dimensions
3. Selective demolition drawings as needed, and can be represented by annotated photographs.
4. Professional design assistance to help applicants maximize investment in facade improvements.
5. Cost estimate for the scope represented (Applicant will be responsible for receiving bids after design has been approved by the City of Munford, the business owner has the authority to elect the bid of choice.)

Grants are awarded based on available funds and application of the property owner meeting all requirements.

II. QUALIFIED APPLICANT

Any property owner located in the *Munford Central Business District and within the Phase 1 scope* can apply for the design grant program. Eligible properties can be

commercial or mixed use as long as the project and property owner adhere to the Central Business District Zoning and Codes.

III. FUND DISBURSEMENT TO THE DESIGN STUDIO

Grant funds are disbursed directly to the qualified consultant the City of Munford has contracted once the property facade design is completed and final design is submitted to both the property owner and the City of Munford's dedicated MDDC.

Facade design work completed prior to the award letter will not be eligible for funding. No funds will be received by the property owner.

IV. PROJECT CRITERIA AND SELECTION

Applications will be evaluated by the Munford Downtown Development Committee to confirm alignment with the Downtown Munford Design Guidelines. If discussion needs to take place on the submitted information, the MDDC will contact applicant for meeting with representatives from the MDDC to review and collaborate prior to resubmission. The grant is limited to one grant application per property address per year. Final approval is determined by the City of Munford Administrator. Grant applications are processed as quickly as staff review resources allow.

The evaluation criteria are as follows:

Cost/Schedule

Consultation fee and reimbursable expenses as defined in the scope of the grant are not to exceed a combined total of \$2,000 per property address.

V. Applicant Process

1. Contact the MDDC at MDDC@munford.com. A member of the committee will contact you and set up a meeting where your questions can be asked and answered, regarding services offered.
2. Complete grant application. Complete applications will include:
 - a) Application form
 - b) Photos of the front facade and its relationship to adjoining sites
3. The total budget the property owner is willing to spend for any upgrades proposed by the consultant when/if moving forward.
4. Affidavit of legal ownership of subject property or if leasing property, same and letter of approval from property owner.
5. Property Taxes, Special Assessments: No grant will be provided from the City of Munford if property taxes or special assessments are in arrears.
6. Applications are desired to be received electronically and hard copies may be submitted to City Hall within normal operating hours.
7. Grants applicants will be notified when the completed application is approved. An agreement will be drawn to memorialize the grant approval terms and Conditions and include a notice to proceed.

Facade Design Grant

- 8. If an application is denied, it may be reconsidered if amended to address application deficiencies.
- 9. The City of Munford reserves the right to reject an application for any reason (i.e., application does not meet the criteria, funding is not available).

The City of Munford will review the applications, and once approved will submit approved application directly to the consultant, property owner and applicant, if different than the property owner.

The City of Munford has final authority to approve or reject the application based on the criteria listed above. Note: City of Munford reserves the right to amend the conditions of the Facade Design Grant Program as warranted.

The following agreements and conditions will be part of the final funding agreement if the application is approved.

- 1. The property owner is in good standing by payment of taxes and assessments to the City of Munford and Tipton County.
- 2. I understand that any project derived of this design consultation must meet and conform to all applicable codes, ordinances, and regulations.
- 3. I understand that if any project derived of this design consultation, the implementation and/or construction of the project: presented by the consultant must first be reviewed and approved by the designated authority of the City of Munford before beginning the project.
- 4. Once approved, all applicable permits will be obtained for the project and all accompanying inspections will be successfully completed.
- 5. The applicant and the City of Munford's qualified consultant acknowledges that all expenses will require prior approval by the City of Munford prior to any consultation and reimbursement. No work performed on the project: prior to formal approval is eligible for reimbursement.
- 6. The consultant must submit copies of each finalized property project design and an itemized opinion of the probable cost of the project and share all work completed for property recipient to MDDC for final review. MDDC will then submit invoice to the City for reimbursement.
- 7. The applicant shall indemnify, protect, defend, and hold harmless the City of Munford and its agents and employees from all claims, damages, lawsuits, costs and expenses for any property damage, personal injury, or other loss relating to the MUNFORD FAÇADE DESIGN GRANT PROGRAM.

MUNFORD FACADE DESIGN GRANT PROGRAM APPLICATION

PROPOSED PROPERTY ADDRESS : _____

Facade Design Grant

Phone: _____

Email _____

Mailing Address: _____

Property Owner's Mailing Address: _____

Property Owners Overall Budget for Proposed Design Upgrades _____

Occupant Name _____

Business Name _____

Phone _____

Email _____ Mailing Address _____

Preferred Method of Contact Phone Call _____ Email _____
All correspondence will be sent to both applicant and property owner.

8x10 photo(s) or emailed photos of proposed property

Proof of Ownership

Property Owner Authorization/Certification

I have read the accompanying guidelines and attest that the information included in this application is accurate to the best of my knowledge. I understand that City of Munford is not liable for any costs associated with the preparation of this request and that grants are considered on a case-by-case basis based upon their merits, redevelopment criteria met, and fund availability as solely determined by the City of Munford

All applications must be emailed to MDDC@munford.com.
or delivered to City Hall, 1397 Munford Ave. Munford TN 38058

Property Owner Signature

Date

Business Owner

Date

MUNFORD

Design

Guidelines

2023

—

Design Guidelines

version 2.0

—



“overarching intent:

Preserve then Renovate

”



Purpose

Improve the existing facades of district B-3 focusing on preserving and renovating the buildings with functional and historical values



Strategies

01

Facilitate

Improvements to encourage community life to thrive while maintaining the valuable qualities of each individual building

02

Create

Sense of place
Opportunities for increasing revenue growth with the implementation of the guidelines

03

Foster

A thematic architectural palette

04

Set groundwork

For future public improvements (Veterans Plaza)

Guidelines

1 Invisible Infrastructure

Intent

Creates a welcoming pedestrian environment where human comfort is prioritized

Implementation Strategies

- Relocating or shielding HVAC from the pedestrian-oriented elevations
- Relocating or shielding electrical and gas meters from view
- Cable entry and internet boxes to be located in back of house areas
- Interior lighting inside of buildings at front facade to remain lit in early evening hours.



Existing Building



Source: Silo Square, Southaven, MI

Guidelines

1 Invisible Infrastructure

Technical Details

- All light wall sconces could have a consistent soft light temperature of 3000kw



Source: cnct, Memphis, TN



Source: cnct, Memphis, TN

2 Materials

Intent

Consistent material quality and coloration compliment one another creating a cohesive environment

Implementation Strategies

- Prioritize the maintenance, function, and code compliance of the building, then focus on decorative renovation
- Preserve original features; renovate without excessively altering the building
- Storefronts should be constructed of high-quality, durable materials, similar in type and scale to traditional materials, such as wood, cast iron, structural metal, and glass.
- Materials should be kept in their original format. Brick to remain unpainted.



Existing Building

Paint

- Paint colors to be of earthtone quality (reference palette)
- Contrasting paint colors to highlight architectural elements



Technical Details

- Paint to be satin finish



Source: cnct, Memphis, TN

3 Overhead Plane

Intent

Reinforce the human scale by introducing horizontal elements above first level storefront

Implementation Strategies

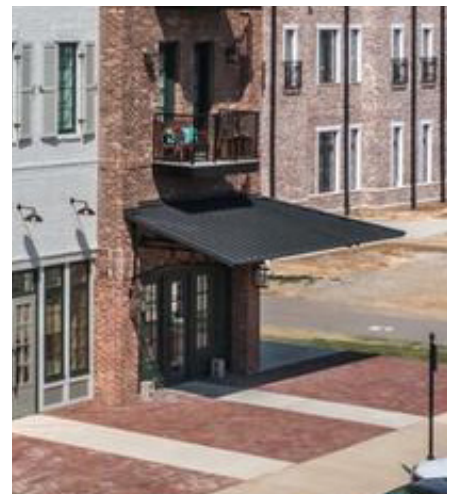
Awnings or overhead planes:

- If multiple businesses are located within one building each bay should have a separate yet similar awning
- Durable and fade-resistant material within the color palette represented under the materials guideline.
- Awning height to correspond to individual datum lines of the building
- If Awnings are flat in nature direct drainage away from the entry door and the adjacent property line
- Awning material to not be traditional roofing product: no asphalt shingles or membrane roofing

Light fixture elements



Existing Building



Source: Silo Square, Southaven, MI

3 Overhead Plane



Source: San Marco, Texas



Source: Cairo, Georgia

Technical Details

- Awning to project 2/3rds or more over the adjacent sidewalk.
- Element to follow datum line within the building/adjacent buildings.

4 Transparency

Intent

Connect the community with the business interior adding to the relational experience of place.

Implementation Strategies

Window treatments

- No vertical or horizontal blinds in visible street storefronts

Street Level Windows

- The viewing zone of the storefront should be made up of at least 75% glass
- Reflective glass, mirror, and opaque glass should be avoided in the viewing storefront area for visibility of internal activity
- Window frames to follow earth tone palette. Clear anodized aluminum to be avoided
- Windows in the front facade that have been closed or enlarged should be rebuilt to return to their original size

Technical Details



Existing Building



Source: Southamptton, NY

5 Signage

Intent

Promote identity of space/place at a range of scales.

Implementation Strategies

- Automobile-oriented signage to be placed above the overhead plane. Billboard type information not allowed; business name only with letter height of 8" minimum
- Pedestrian-oriented signage to be located below the overhead plane and in a blade format. Additional sidewalk signage permitted 1 per business.
- Separate light fixtures above or below a sign are to be used; no interior illuminated signage
- No full-color graphics within the signage, the graphics should be limited to linework only
- Signage should relate to the building's architectural characteristics opposed to an unrelated item
- No awning signage
- No sign may be placed in such a way as to obscure any architectural feature or ornament.
- No signs should be located on the roof of the building, nor should the supports for any sign extend above the cornice of the building.
- Only business and identification signs will be permitted; advertising signs shall not exceed 20 % of coverage for signage in the storefront.



Existing Building



Source: George and Willy

5 Signage



Source: George and Willy



Source: George and Willy

6 Sidewalk Activation

Intent

Enhance the community and business experience allowing for interaction and activity

Implementation Strategies

- Planters
- Benches
- Trees
- Tables | Chairs
- Lighting attached to the building



Existing Building

Technical Details

- Planter type TBD
- Bench type TBD



*Source: Silo Square Master Plan
Southaven, MI*

6 SideWalk Activation



Source: Silo Square, Southaven, MI



Source: Silo Square, Southaven, MI



Company Name:

daily design GROUP

www.dailydesigngroup.com

65 Union Avenue, Ste.820
Memphis, TN 38103

