

# VILLAGE OF WEEDSPORT MAIN STREET PROGRAM GUIDELINES

The Village of Weedsport Main Street Program was created to support residential and commercial development projects within the mixed-use downtown core area of the village. The mission of the program is to stimulate reinvestment in properties, increase occupancy rates, and generate economic activity.

## PROGRAM PRIORITIES

**The Village of Weedsport sets the following priorities for its local Main Street Program:**

- Restore historic structures and improve the appearance of prominent or visually important buildings in the Target Area (see page 5 for a map of the Target Area)
- Improve the functionality of Target Area buildings, including adding ADA accessibility and improving energy efficiency
- Create interior spaces that improve area vitality and character
- Realize the economic stabilization or expansion of Main Street businesses and create new permanent jobs
- Create new upper story residential units and rehabilitate existing ones to provide quality affordable housing, and reduce residential vacancy rates in Target Area
- Stabilize the integrity of buildings with structural problems, especially those at risk of being demolished

## PROJECT ELIGIBILITY

- Property must be located within the program's designated Target Area
- Property must be current on all village payments such as water and sewer bills, and current on all taxes such as village, town, county and school taxes.
- Property must be commercial, multi-family residential, or mixed-use. Single family homes are not eligible.
- Property must be covered by comprehensive property insurance as well as any specialty insurance that may be needed, such as flood insurance. Insurance must be sufficient to cover any outstanding loans on the property and the total amount of program funds provided.
- Applicant must demonstrate sufficient available financial resources to complete the entire project. At least 30% of the total project cost must be provided by the property owner as a non-reimbursable match of cash, loans or other awarded state or federal grant funds. **This is a reimbursement program**; all expenses must be paid by the property owner prior to reimbursement by the state.
- Project must not permanently displace low-to-moderate income tenants.

## FINANCIAL REQUIREMENTS

- Building owner must be able to document available construction financing or cash to complete the entire renovation project. **This is a reimbursement program**. Each building renovation project must be completed and paid for by the building owner before requesting reimbursement through the Village of Weedsport Main Street Program.

- A minimum of 30% of the total cost of each eligible project must be financed by the building owner with matching funds. Personal labor costs (in-kind) incurred by the property owner are not an eligible match, but payments for labor costs incurred by a paid contractor are eligible.
- An eligible project may include interior and/or exterior building (façade) renovations using up to \$50,000, not to exceed 70% of the total project eligible expenses.
- Renovation projects that provide direct assistance to residential units may be awarded an additional \$10,000 per residential unit, up to a per-building maximum of \$100,000, not to exceed 70% of the total project eligible expenses. The additional \$10,000 per residential unit can only be received if improvements are done to the interior of the unit; roof and window renovations alone generally do not qualify a project for this additional funding.
- Projects must comply with the design guidelines and streetscape standards adopted by the village board.

### **ELIGIBLE USE OF FUNDS**

- Health and safety improvements such as mitigating radon and lead-based paint hazards; repairing or installing fire alarms, sprinklers or fire escapes; and addressing codes violations
- Americans with Disabilities Act (ADA) accessibility compliance
- Façade restoration such as preservation projects, reopening storefronts, removing security gates, installing signs or awnings, re-pointing brick, repairing windows
- Residential improvements such as converting vacant upper stories into apartments and updating existing apartments
- Preparing commercial spaces for tenants such as installing drywall, electrical and plumbing
- Professional service costs that are reasonable and necessary for the completion of the project

### **INELIGIBLE USE OF FUNDS**

- Acquisition costs
- New construction, including in-fill
- **Non-permanent fixtures such as furnishings, appliances, electronics, and business equipment**
- Demolition of an entire structure, however, necessary interior demolition may be permitted
- Site work or ancillary activities on a property such as septic systems or laterals, grading, parking lots, sidewalks, landscaping, fences, free standing signs, or general maintenance
- General operational expenses or planning activities
- Improvements to single family homes
- Alterations that do not comply with the Village of Weedsport Downtown Development Design Guidelines, including vinyl or aluminum siding. Wooden window treatments should not be replaced with vinyl or aluminum treatments. Window replacements should match original/historical window openings.
- Sales taxes

## OTHER PROJECT REQUIREMENTS

- **Residential units renovated with grant funds must be marketed to and affordable to households with incomes at or below 90% of the area median income.** Based on the Cayuga County median income of \$62,600 for 2014, maximum rent for an efficiency unit is \$986; for a 1-bedroom unit is \$1,056 and for a 2-bedroom unit is \$1,268. These rates are amended annually by the NYS Main Street Program.
- **Property owners are obligated to maintain the properties and affordable rental units for 5 years from the date of project completion and to sign a Property Maintenance Declaration that will remain on file with the Cayuga County Clerk's Office.** If the property is transferred during this period the new owner must agree to assume the responsibility of maintaining the asset. If the asset is not properly maintained, repayment of New York State Main Street Program (NYSMSP) funds is required according to a predetermined repayment schedule.

## PROJECT EVALUATION CRITERIA

- Property owners who provide more than 30% in matching funds will score higher than those that meet the minimum 30% match set by the Weedsport Main Street Program.
- Projects will be selected to ensure an overall balanced mix of interior and façade renovations, and of commercial and residential projects supported by the program. This is necessary to achieve the NYSMSP's primary goal of economic revitalization in mixed-use districts. Similarly, comprehensive renovation projects will receive higher priority than projects that address only one of several needs of a building.
- See score sheet for a detailed breakdown.

**Application Score Sheet**

**Property Address:** \_\_\_\_\_

**This project involves (check all that apply):**

- \_\_\_\_\_ Exterior improvements
- \_\_\_\_\_ Commercial interior improvements
- \_\_\_\_\_ Residential interior improvements

**EXTERIOR (maximum 30 points)**

- \_\_\_\_\_ **1-10 points. Extent to which proposed project embodies the intent of the Village Design Guidelines by correcting building features or blight that do not comply with the guidelines such as windows that do not fit window openings; vinyl, asphalt or aluminum siding; non-historic color palette; poor lighting and signage; etc.**  
*1-3 does not correct most non-compliant features, 4-6 somewhat corrects features, 7-10 addresses most or all non-compliant features*
- \_\_\_\_\_ **1-10 points. Façade improvements would effectively enhance a visually prominent or "anchor" building that would have a large positive visual impact on the target area**  
*1-3 small visual impact, 4-6 some visual impact, 7-10 major visual impact*
- \_\_\_\_\_ **1-10 points. Restore or replace architectural detail elements that exist or used to exist on building façade**  
*1-3 does not really preserve or restore detail elements, 4-6 restores or preserves some detail elements, 7-10 preserves or restores many or most detail elements*

**INVESTMENT/COMMERCIAL (maximum 30 points)**

- \_\_\_\_\_ **5 points. Project will attract a new business that is deemed a draw to the community, or supports retention of existing businesses**
- \_\_\_\_\_ **5 points per unit, up to 10 points. Project will improve an existing interior commercial space or create a new one**
- \_\_\_\_\_ **1 point per permanent job, up to 5 points. Project will create new permanent jobs**
- \_\_\_\_\_ **1-10 points. Other improvements/investments beyond those funded by the Main Street Program are planned for the property**  
*1-3 \$5,000-\$10,000 in additional investment; 4-6 \$10,001-\$20,000 in additional investment; 7-10 over \$20,000 in additional investment*

**RESIDENTIAL (maximum 35 points)**

- \_\_\_\_\_ **10 points per unit, up to 30 points. Residential units will be created or improved**
- \_\_\_\_\_ **1-5 points. Extent to which existing interior historic features will be preserved or restored such as original woodwork, trim, tin ceilings and hardware**  
*1-2 does not really preserve or restore historic features, 3 restores or preserves some features, 4-5 preserves or restores many or most historic features*

**OTHER (maximum 20 points)**

- \_\_\_\_\_ **1-10 points. Degree to which project comprehensively addresses work that needs to be done to the building in order to restore it to an overall good or excellent condition such as structural work, energy efficiency upgrades, improvements to building systems, ADA compliance, building code compliance, etc.**  
*1-3 only addresses superficial or cosmetic problems but does not address serious structural or other needs, 4-6 has addressed some but not all needed renovations, 7-10 comprehensively addresses the entire building's renovation needs*
- \_\_\_\_\_ **1-5 points. Additional applicant funding provided beyond the required 30% match**  
*1 a 30.1%-35% match, 2 a 35.1%-40% match, 3 a 40.1%-45% match, 4 a 45.1%-50% match, 5 a 50.1% match or greater*
- \_\_\_\_\_ **5 points. Applicant previously expressed an interest in participating in the NY Main Street Grant Program and is referenced in the 2014 grant application which assisted the Village in securing NY Main Street funding**

\_\_\_\_\_ **TOTAL SCORE out of 115 points**

# Weedsport Main Street Program Area

