

# Universal City Storefront Improvement Program

To encourage the enhancement of storefronts on commercial, professional, and retail buildings in Universal City.



Grant  
Funds  
Available



Painting  
Doors  
Windows



Landscaping  
Irrigation  
Storefronts



Facades  
Signage  
Awnings



July 2013

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## Program Purpose

The primary goal of the Storefront Improvement Program is to encourage the enhancement of storefronts on commercial, professional, and retail buildings in Universal City.

## Program Overview

The program affects only building exteriors and does not include interior spaces, except for window display areas which are on public view. The design standards are meant to be flexible enough to allow business or property owners to be creative and design storefronts that market their establishments effectively. At the same time, aspects of the program will help to avoid poor quality design decisions that detract from the aesthetics of the business districts. The program also provides an objective basis by which to evaluate projects that come up for review. Ultimately, the design, renovation, and repair projects will enhance the economic success of Universal City by making it a more inviting place for shoppers and businesses.

## Program Funding

Funding available is based on a dollar for dollar reimbursement up to a maximum of \$10,000 per building. The cumulative amount awarded by the Universal City Industrial Development Corporation (UCIDC) for 2013 will not exceed \$70,000. The program has been in effect since fiscal year 2005.

## Eligibility

Either the property owner (corporation, joint venture, partnership, etc.) or the business owner (tenant) is eligible for funding. Property owners with multiple buildings, or tenants with multiple operating locations, may be limited to one building or location per funding cycle.

**Tenant:** Tenant requests for consideration are limited to existing businesses that have been established in Universal City for at least 12 months. Establishment is based upon the date the business received its permanent Certificate of Occupancy. Tenants must have written authorization by property owner(s) to make the indicated improvements.

**Property Owners:** Property owner requests for consideration do not have a time/ownership limitation, but property owner must show proof of ownership.

## Selection Criteria

Projects are reviewed on a competitive basis. Tab A outlines the rating criteria by which each submitted project is assessed. Those projects with the highest weighted average will be granted funding.

## Reimbursable Expenditures

Applicant is responsible for paying all charges incurred on behalf of the project. **No partially completed projects will receive reimbursement; project must be completed in its entirety as reflected on the application submitted for consideration to the UCIDC.** All projects must start construction within 90 days of being awarded funding, and all projects must be complete within one year of being selected.

Once the project is complete, a Final Inspection Report must be obtained through the City's Development Services Department. Applicant shall then submit a copy of all project receipts to the UCIDC, confirming that all contractors and vendors have been paid in full. Within thirty days of receiving these copies, the UCIDC will verify payments to all contractors and vendors. Upon verification of payments and a final inspection by the Development Services Department, the UCIDC will reimburse applicant on a dollar for dollar match, up to a maximum of \$10,000.

## Dollar for Dollar Match Calculation

Example:

Total Qualifying Project Cost	UCIDC Reimbursement Match
\$3,000.00	\$1,500.00
\$5,000.00	\$2,250.00
\$10,000.00	\$5,000.00
\$17,000.00	\$8,500.00
\$20,000.00	\$10,000.00
\$30,000.00	\$10,000.00

## Qualifying Expenditures

Expenditures qualifying for reimbursement are limited to exterior building façades, except for window display areas that are on public view. Below is a priority listing of the qualifying expenditures that are taken into consideration, along with the evaluation criteria outlined on the Evaluation Form on page 5. The prioritized exterior components include, but are not limited to the following areas:

Masonry Facades (excluding hardy plank)

Awnings

Entrance upgrades/Doors

Windows

Painting (limited colors, no day glow)

Landscaping

Signage (if part of a larger project)

Correction of Code Violations

Other renovations may qualify, as determined by the Universal City Industrial Development Corporation Board of Directors. **All** walls visible from a public street or alley must be enhanced with masonry or paint to be eligible for consideration and/or reimbursement. **No partially completed projects will be eligible for reimbursement.**

## Permits and Inspections

The Development Services Department is responsible for issuance of building permits, construction plan review and inspections. Contractor licenses relative to all phases of construction are required and will be enforced by the Development Services Department. This includes general contractor licenses, electrical contractor licenses and sign contractor licenses. Registration of plumbers, irrigators, mechanical contractors, and fire alarm and fire suppression installers is also required.

Staff is available to offer assistance with all types of applications herein described, to offer guidance in submitting plans for review, and to provide information related to building codes and ordinances.

## Application and Permitting Assistance

Prior to submitting an application, all interested parties are strongly encouraged to make an appointment with Kim Turner, Development Services Director. This meeting is designed to provide both additional information about the program and assistance in completing the application, as well as familiarize you with building codes, ordinances, licensing, permits, and inspection requirements.

## Application Process

Applications for the 2013 program are currently being accepted. **Completed applications, including attachments, must be returned to the Development Services office no later than 3:00 p.m. on Friday, September 6th, 2013 to be eligible for consideration.** The UCIDC Board will review all submissions and provide a tentative selection list to the City Council for approval on Tuesday, October 1st, 2013.

Documents can be hand delivered, or mailed to:

The City of Universal City  
ATTN: UCIDC Storefront Improvement Program  
2150 Universal City Blvd  
Universal City, TX 78148

## Related Parties

This program is not open for participation to any Universal City council member, board or commission member, city employee, or immediate family members of an employee or council/board/commission member.

## No Contract

The Parties hereto agree and understand that this program does not create any type of contractual relationship between the UCIDC and any of the participants or proposed participants in this program. Each Party making application understands that the funding of this program is the sole discretion of the UCIDC, and that funding thereof may be revoked at any time.

## Evaluation Form

Below is the evaluation criteria and point system that will be used to judge each of the submitted projects.

Evaluation Factor	Possible Points	Score
Professional Quality of Design	10	
Consistency of design with business activity	20	
Proposed improvements are sufficient to improve the aesthetics of the building	30	
Improvement of property will significantly impact the revitalization efforts of the City	40	
TOTAL SCORE RECEIVED	100	

## Storefront Improvement Program Checklist

- ü Attend Pre-Application Meeting with City Staff
- ü Complete Storefront Improvement Program Application
- ü Submit an Outline and/or Illustration of Proposed Improvements
- ü Property Owners: Show Certificate of Ownership
- ü Tenants: Obtain Property Owner's Letter of Authorization
- ü Proof of Insurance (Contractor's responsibility when permits are obtained)
- ü Proof of Contractor's License (Contractor's responsibility when permits are obtained)
- ü Provide Two 4 x6 Photos of existing Storefront

## Contact Information

Universal City Industrial Development Corporation	(210) 659-0333 ext 720
Development Services Department	(210) 659-0333 ext 720
Permit Questions, Contractor Registration, Etc.	(201) 659-0333 ext 723
Inspections	(210) 659-0333 ext 444

# Application

## PARTICIPANT

Name \_\_\_\_\_

Building Owner (s)	_____	Tenant	_____
	_____		_____
	_____		_____

Daytime Phone # \_\_\_\_\_

Email \_\_\_\_\_

Business Name \_\_\_\_\_

Business/Building Address \_\_\_\_\_

Is the building owner interested in making improvements?    Yes                  No

\_\_\_\_\_

## BUILDING OWNER

Name \_\_\_\_\_  
(if partnership, corporation, etc, list each officer name and title)

Address \_\_\_\_\_

\_\_\_\_\_

Daytime Phone # \_\_\_\_\_

Does building owner have a business in the building?    Yes                  No

If yes, what is the business name? \_\_\_\_\_

\_\_\_\_\_

## OTHER BUSINESSES IN BUILDING

Please list other businesses in building and check those interested in participating in the Storefront Improvement Program:

	Name of Business	Name of Owner
q	_____	_____

q \_\_\_\_\_

## PROJECT DESCRIPTION

Please describe the improvements you will complete as specifically as possible. If available, provide an illustration of the work to be completed or sample materials to be used. Attach a separate page if more room is needed. Attach contractor's bids.

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## FUNDING STRUCTURE

Please check only one:

- I am interested in applying for a one-for-one dollar match Storefront Improvement Grant, up to a maximum of \$10,000 in grant funds.
- I am interested in applying for a one-for-one dollar Storefront Improvement Grant for an amount less than the allowable maximum of \$10,000.

What is your estimated TOTAL PROJECT COST to complete all of the work specified above? \$ \_\_\_\_\_

## PROJECT TIME FRAME

Estimated start date \_\_\_\_\_

Estimated completion date \_\_\_\_\_

## Signatures

I have read and agree to the terms and conditions set forth above. I understand that my project will be evaluated and recommendations made as to the scope of work to be included in the Storefront Improvement Program. I understand that the submittal of this application in no way guarantees me a grant from the Universal City Industrial Development Corporation. I understand that additional information may be requested as needed. The Universal City Industrial Development Corporation reserves the right to reject any and all applications at its sole discretion.

If property is owned by a corporation, partnership, or joint venture, an individual legally authorized to represent the entity must sign below on behalf of the entity.

_____ Signature of Applicant	_____ Date	_____ Signature of Building Owner	_____ Date
_____ Signature of Applicant	_____ Date	_____ Building Owner	_____ Title

### Attachments:

- ü Certificate of Ownership (If Property Owner)
- ü Property Owner's Letter of Authorization (If Business Tenant)
- ü Project Outline and/or Illustration, sample materials
- ü Proof on Insurance (Contractor's responsibility)
- ü Proof of Contractor's License(Contractor's responsibility)
- ü 4x6 Photos (2) of existing storefront

**Return the completed application, attachments, photos, and related materials by 3:00 p.m. on Friday, September 6th, 2013, to:**

**The City of Universal City  
Attn: UCIDC Storefront Improvement Program  
2150 Universal City Blvd  
Universal City, TX 78148**

EVALUATION OF REQUEST (for office use only)

1. Date of site visit \_\_\_\_\_
2. Photographs taken \_\_\_\_\_
3. Orientation of property    N        S        E        W
4. Condition of structure    Excellent        Good        Fair        Poor
5. Number of stories \_\_\_\_\_
6. Exterior building materials \_\_\_\_\_
7. Pre-Application Meeting    Yes        No
8. Other information \_\_\_\_\_