PROGRAM SUMMARY:
The Village of Tinley Park established a Façade Improvement Grant Program to assist owners of existing buildings, or businesses within them in upgrading their building facades. The goal of the Façade Grant is to improve the appearance of existing buildings.

The Façade Improvement Grant Program provides a matching grant of 50% or a maximum of $35,000 per tax paying business. Funding is provided on a per business basis; if located within a multi-tenant center each business is eligible to apply. One site can use up to $70,000 in matching grants per year. A site is not eligible for grants if they received an incentive over the past 10 years.

Grants will be awarded on a first-come, first-served basis contingent on available funds and eligibility. Property owners/tenants receiving grants must meet the Downtown Tinley Design Guidelines and the Village’s Legacy Code. A written agreement (Façade Improvement Grant Program Agreement) between the business owner/property owner (if tenant is leasing) and Village is required; tenants must provide an executed lease; the grant application is reviewed by the Economic Commercial Commission and the Economic Development & Marketing Committee prior to Village Board approval. This program is not eligible for non-property tax paying entities.

The Village will determine the appropriate level of funding available for the Façade Improvement Grant Program during the annual budget process; applications will be accepted by the Community Development Department beginning May 1 each year. The grant will be paid on a reimbursement basis once the proposed project has been completed and receipts for eligible expenditures have been verified.

ELIGIBILITY:
The Applicant must be located along a public street within the Legacy District. The primary facade of a building is the entire linear exposed exterior surface that fronts a publicly dedicated street right of way and extends from exterior grade to the roofline. (This is the face of the building used for its primary mailing address). Any other facade of the structure exposed to public view may also be authorized for inclusion in the Facade Improvement Program, upon review by the Village of Tinley Park and are considered secondary facades.
Construction of an addition that increases square footage of building and improves the buildings relationship to the front lot line will be considered, including the improvement of patio areas and outdoor dining may be considered. A grant may not be awarded to any business, individual or property which is currently in violation of Village codes or ordinances or is overdue in any payments to the Village.

ELIGIBLE EXPENSES:
Repair or replacement of damaged structural and decorative elements or additional new construction of structural and decorative elements include but are not limited to:

- Siding
- Painting
- Exterior lighting
- Windows and doors
- Canopies and awnings
- Landscaping
- Outdoor dining and open public space
- Various facade treatments (i.e. cornices, latticework, shutters etc.)

INELIGIBLE EXPENSES:

- Sandblasting
- Routine Maintenance
- Architectural design costs
- Permit fees, building fees
- Additional architectural work
- Construction review fees
- Cleaning/replacing masonry
- Tuckpointing
PROCESS:
The applicant must submit a completed application to the Community Development Department. The following steps will occur after staff has reviewed a completed application:

1. **Pre-Application Meeting**
The applicant is encouraged to meet with Community Development Staff to discuss the feasibility of the proposal.

2. **Submittal of Complete Application**
   - Completed application (attached)
     - Tax Identification Numbers
     - Property owner and business owner contact information
   - Proposed Plans shall be folded not to exceed 8 ½” x 14” in area
   - Amount of assistance requested
   - Itemized list of eligible expenditures
   - Applicant Affidavit of ownership or proposed lease agreement terms
   - Business Plan (if start up)

3. **Staff Review**
   Once Staff verifies the application is complete, an inspection of the subject property will be scheduled to ensure the property/structure is in compliance with Village Codes. After all deficiencies have been identified the Staff Review Committee will evaluate the application based on the following criteria:
   - Applications will be reviewed on a first come, first served. If requests exceed the amount of available funds, priority will be given to applications from businesses that best complement targeted business categories. Preference will be given to businesses that fill a particular niche and do not compete directly with existing Tinley Park businesses.
   - Applicant demonstrates preparedness to move forward with the proposal by providing proof of lease or purchase; preparation of a business plan, sign proposal, and all non-conforming zoning and building issues addressed.
   - The proposed sign(s) meets the standards of the Downtown Tinley Design Guidelines.
   - Property owner/tenant has verified that there is no outstanding debt due to the Village.

4. **Commission/Committee Review**
   Upon Commission/Committee review, revisions to the application may be requested. Please note that the Commission/Committee is advisory and only the Village Board has the final authority to approve or deny an application. When the required revisions have been made, the application will be forwarded to the Village Board.

5. **Village Board Action**
   The Village Board will conduct a public review of the application. Upon the conclusion of the public review, the Village Board will make a determination on the grant amount and authorize the execution of the Façade Improvement Grant Program Agreement.

6. **Reimbursement**
   The grant will be paid on a reimbursement basis once the proposed project has been completed, all outstanding violations have been corrected and receipts for eligible expenditures have been verified.
Further Information: For more information regarding the Amplify Tinley Park Retail Grant Program, please contact:

Patrick Hoban  
Economic Development Manager  
(708) 444-5110  
phoban@tinleypark.org
Façade Improvement Program

Application Form

A. Applicant Information
If Applicant is not the owner of the subject property the owner must sign this application (below) signifying they are aware of the improvements proposed as part of this grant application.

Name: ____________________________________________
Mailing Address: ____________________________________
City, State, Zip: ____________________________________
Phone Number: ____________________________________
Fax Number: ______________________________________
Email Address: _____________________________________

B. Property Information
Property Owner(s): __________________________________
Mailing Address: ____________________________________
City, State Zip: _____________________________________
Property Address: ___________________________________
Permanent Index No. (PINs): ___________________________
Existing land use: ___________________________________
Zoning District: _____________________________________
Lot dimensions and area: _______________________________

C. Application Information
Description of proposed project (use additional sheets or attach a Project Narrative if necessary):

__________________________________________________________________________________________

Is the applicant aware of any Variances required from the terms of the Zoning Ordinances? □Yes □No
If yes, explain (note that a separate Variation application will be required to be submitted):

__________________________________________________________________________________________

Is the applicant aware of any Village Code deficiencies of the property or structure? □Yes □No
If yes, explain:

__________________________________________________________________________________________

The Applicant certifies that all of the above statements and other information submitted as part of this application are true and correct to the best of his or her knowledge.

_________________________________________    ___________________________
Signature of Applicant                        Date
By signing below, the owner of the property, (if not the Applicant) is aware of the Applicant’s proposed improvements and approves of the Applicant’s request for funding under the Village of Tinley Park’s Façade Improvement Grant Program.

_________________________________________ Date
Signature of Owner

Application Requirements

A complete application for approval consists of the following items submitted in a comprehensive package:

1. The application form, completed and signed by the Applicant and/or property owner(s) of record.

2. A written project narrative describing the general nature of the project and outlining specific aspects of the proposal and matching grant funds requested.

3. A recent Plat of Survey of the subject property. This survey must have been prepared by a registered Illinois Land Surveyor, and include all existing structures and improvements on the subject property.

4. Plans and any other information pursuant to the Submission Checklist (below).

An application will not be accepted or processed until all of the items above have been submitted.

Checklist for Facade Improvement Grant Submission

Plan Submission for Staff Review requires _____ copies (11” x 17”) of the following plans:

☐ Plat of Survey of existing conditions.

☐ Building elevations of all four sides of all buildings; also include trash enclosure. Note that the elevations should be fully dimensioned including height, width and depth of all major building elements and components, as well as identification of all building materials.

☐ Colored rendering of proposed site improvement.

☐ Samples of all exterior building materials including, but not limited to, bricks (include model and color ID numbers); light fixtures; windows and moldings; shutters; awnings, etc. Material samples may be submitted after initial staff review but prior to placement on Economic and Commercial Commission agenda.

In the case of extensive exterior modification and/or additions, please submit the following:

☐ Site Plan of proposed condition, including:
  • Fully dimensioned property boundaries;
  • All building elements and physical improvements;
  • Setbacks from all property lines, measured at right angle to property line at closest points; and
  • Identification as to whether all elements are “Existing” or “Proposed.”

☐ If application dimension floor plans of all building levels even if conceptual in nature at this preliminary state. Submission of a floor plan will laid in the calculation of minimum parking requirement, etc.
Architectural Design Guidelines-Legacy Districts

The adoption of the Oak Park Play Book Grant Programs provides the opportunity for existing and new structures in the Legacy District to preserve and enhance an aesthetic that is unique to downtown Tinley Park. There is historic relevance with many of the existing structures that must be preserved as well as a design quality that has been established with new construction creating a design standard for all future development. Tinley Park’s downtown represents the ‘heart’ of the community and as such establishes the pulse and vitality for the rest of the community. By establishing these guidelines, the Village can be assured of protecting its legacy for future residents to enjoy.

The Legacy Code outlines regulations in a form-based approach based on the vision established in the Legacy Plan. The Architectural Guidelines shall serve to reinforce both the Legacy Plan and Legacy Code. New and renovated buildings are encouraged to incorporate the traditional components of Historic Storefronts, yet provide an opportunity to establish a design quality consistent with some of the principles established by the Legacy Plan:

- *Preserve Tinley Park’s unique historic heritage.*
- *Ensure that new development respects the historic scale and character of downtown.*
- *Encourage building mass to peak at the downtown core.*
- *Create a walkable downtown where pedestrians come first.*
- *Create a connected roadway framework with small walkable blocks.*

Design Guidelines serve as a tool to encourage good design that complements the development standards already established in the Legacy Code. These Guidelines are intended to maintain and enhance the physical character of the downtown area by encouraging development proposals that strive for high-quality design. They are designed to enhance Tinley Park’s downtown character by:

- *Ensuring an articulation of the building façade through the incorporation of detailed fenestration, unique and creative signage, appropriate scaled base or crown cornices, three dimensional roof forms and special architectural details that make a building unique;*
• Avoiding architectural monotony by modulating building facades through the use of building projections and recesses; incorporating the use of quality materials and employing a variety in building materials and roof styles/slopes; utilizing cornices, brackets, pilasters, and other architectural elements;
• Promote a “built over time” aesthetic to the building scheme that distinguishes a storefront and provides the perception that the buildings evolved over a period of time;
• Encourage diversity in architectural styles that celebrate the richness of various architectural vocabularies that emphasize quality building materials and an attention to detail.

Village Staff will work with Applicants and their designers to create the best possible improvements to existing structures and new construction. Staff will strive to create a unique, high quality architectural environment for Tinley Park by promoting designs and building materials that create a sense of permanence and long term value to the Village. The following guidelines are inherently flexible with the hope they will influence designers in the appropriate manner to achieve architectural success.

Like many Main Streets of small towns in Illinois, Downtown Tinley Park showcases two to three story mixed use buildings with storefronts at the street level. New commercial and mixed use buildings are encouraged to incorporate the traditional components of Historic Storefronts, including the following:

A. ARTICULATED CORNICES
Typical articulated cornices are horizontal molded projections that crown or complete a building facade. Cornices are typically made of stone or brick and can be articulated with details like ornamental brackets, decorative brickwork, and dentils. The intent of
articulating a façade is to create a sense of depth and texture to the façade by creating shadows and architectural interest without excessive ornamentation or fake architectural elements. The articulation of the façade should express a vertical rhythm that relates to such things as structural columns, supports or bays. Flat front, unarticulated facades that are all-glass or all metal buildings must be avoided. The base of the building, the middle and the crown or top must be distinct and strongly segmented through the use of building materials, changes in the plane of the wall, the employment of architectural details and the stepping back of higher floors or the use of balconies on upper floors.

B. UPPER LEVEL BAND OF WINDOWS

Smaller residential scaled windows and doors are encouraged for upper floor residential uses to distinguish from the large storefront windows at the street level. At least 25% of the upper floor shall be fenestrated in appropriate scale with the rest of the façade. Reflective glass is prohibited.

A parapet can also be employed to provide a fitting ‘crown’ to a building façade and assist with screening rooftop mechanical equipment. A parapet should be in scale with the height and rhythm of the floors and not exceed more than 15% of the height of a typical floor.

C. BASE CORNICE AND SIGNAGE AREA

An articulated Base Cornice is required to distinguish the storefront base from the upper floors; it should be distinct in form and material from the rest of the building mass. Entrances and corners must be articulated and clearly defined. Recessed entries are encouraged to provide cover from the weather and improved accessibility. They help to create an identity for a building and add interest to the mass of the building. Through the use of creative entryways, the street face is activated adding energy to the pedestrian experience.

A consistent Signage Area between the base cornice and the street level windows must be provided for the placement of signs of all commercial tenants.
D. AWNING PLACEMENT

Awnings and canopies provide additional visual interest and the opportunity to add a color accent to a façade that enhances the pedestrian experience. Awnings should be authentic and provide utility as well as architectural interest and be located over real windows, doorways or openings. They should not be used over blank walls or imply some opening that is not there. The shape, design, and color of awning and canopies should be consistent with the architectural aesthetic of the building. When there are multiple awnings, the design and color should be consistent. Awnings cannot be used for signage and cannot be backlit. Awning should be made of canvas unless the use of metal is consistent with the overall architectural theme of the building.

E. STOREFRONT WINDOWS

Blank, windowless walls along the street frontage are not allowed; transparent glass of ‘glazing’ breaks up the monotony of the façade and activates the streetscape in both daylight and evening hours. During the day it allows natural light and views into the building, and in the evening it enlivens the pedestrian experience along the street face.

A minimum of 50% of the street level facade must be transparent to allow pedestrian views and daylight into the building. Opaque, tinted, reflective or spandrel glass are prohibited.

F. KICK PANEL

A kick panel below the window area was a typical feature of traditional storefronts and is encouraged for storefronts. Panels or knee walls must be at least 10 inches in height and not more than 2 feet 6 inches in height.