

DOWNTOWN FAÇADE IMPROVEMENT GRANT PROGRAM POLICY

EFFECTIVE DATE: May 13th, 2026

APPROVAL BY:

REVIEWED:

1. Purpose

The Downtown Façade Improvement Grant Program is established to encourage reinvestment, beautification, and economic vitality within the City of Melville's downtown district. This program provides financial assistance to eligible property and business owners to improve the exterior appearance of commercial buildings, enhance streetscape appeal, and preserve the character of the downtown area.

2. Funding Availability

- Grants are available for **up to \$5,000 per business or property, per approved project.**
 - No matching funds are required.
 - Grants will reimburse **up to 100% of eligible project costs**, not to exceed \$5,000.
 - Grants are awarded on a reimbursement basis.
 - Funding is subject to annual budget allocation and availability.
 - The City reserves the right to approve partial funding.
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3. Eligible Applicants

Applicants must meet the following criteria:

- Be the **owner of record** of a commercial property located within the designated Downtown District; or
- Be a business tenant located within the Downtown District with **written consent from the property owner.**

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- Property must be current on all City taxes, utilities, and assessments.
 - Applicant must not have outstanding code violations.
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4. Eligible Properties

- Commercial or mixed-use buildings located within the officially designated Downtown District boundaries.
 - The building façade must be visible from a public street or right-of-way.
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5. Eligible Improvements

Eligible improvements must enhance the exterior façade and may include, but are not limited to, **Mixed-style designs** that blend historic and modern architectural elements, incorporating features such as:

- Exterior painting
- Masonry repair and restoration
- Replacement or restoration of windows and doors
- Awning installation or replacement
- Signage (per City sign ordinance)
- Exterior lighting improvements
- Decorative architectural features
- Storefront restoration
- Removal of non-historic façade coverings

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- Accessibility improvements related to façade entry

All improvements must comply with City codes, zoning regulations, and design standards.

6. Ineligible Improvements

The following are not eligible:

- Interior renovations
 - Routine maintenance (unless part of an approved façade improvement)
 - Roof repairs (unless a visible façade component)
 - New building construction
 - Landscaping not directly tied to façade enhancement
 - Improvements started prior to grant approval
 - Work completed by the applicant unless pre-approved by the City
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7. Grant Terms

- Maximum award: **\$5,000 per approved project.**
- No matching funds are required.
- Reimbursement will not exceed actual eligible costs.
- All work must be completed within **180 days of approval**, unless an extension is granted in writing.
- Each property/business may receive one grant per fiscal year, unless otherwise approved by the City Council.

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8. Application Process

Applicants must submit:

1. Completed application form
2. Project description and scope of work
3. Itemized cost estimates from contractors (if applicable)
4. Before photos of the façade
5. Concept drawings or product specifications (if applicable)
6. Written property owner authorization (if tenant applying)

Applications will be reviewed by City staff and/or a designated review committee. Approval will be based on:

- Overall visual impact and enhancement to downtown
- Consistency with downtown character
- Project readiness and feasibility
- Budget availability

The City reserves the right to approve, deny, or request modifications to any application.

9. Project Approval & Agreement

Approved applicants must:

- Sign a Grant Agreement with the City

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- Obtain all required permits prior to beginning work
- Complete the project as approved

No work may begin until written approval is issued by the City.

10. Payment & Reimbursement

Upon completion of the project, applicants must submit:

- After photos
- Paid invoices and proof of payment
- Final inspection approval (if required)

Reimbursement will be issued after verification that the project was completed in accordance with the approved application.

11. Maintenance Requirement

The improved façade must be maintained in good condition for a minimum of **five (5) years** following project completion. Failure to maintain the improvements may result in repayment of grant funds.

12. Program Administration

The Downtown Façade Improvement Grant Program shall be administered by the City of Melville. The City reserves the right to amend, suspend, or terminate this program at any time.

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Designated Downtown Façade Area

