

purpose

The City of Commerce City Commercial Catalyst Program is intended to enhance commercial properties located in the Derby District through exterior façade renovation, or new or improved signage and landscaping. This public—private partnership provides financial support for exterior improvements that benefit the District and public realm by making it safer and more attractive. The goal of the Commercial Catalyst Program is to improve existing businesses, while attracting more economic development to Derby.

how it works

The City of Commerce City provides reimbursement for façade, landscaping, and signage improvements. Projects are evaluated for conformance with the Derby Design Guidelines. Commercial catalyst fund requests must be approved by the Derby Review Board (DRB). The city and the DRB reserve the right to distribute funds to projects that will have the most impact in the Derby District and to reserve a percentage of funds for targeted areas. Criteria and priorities are based on the Derby Master Plan and Derby Design Guidelines.

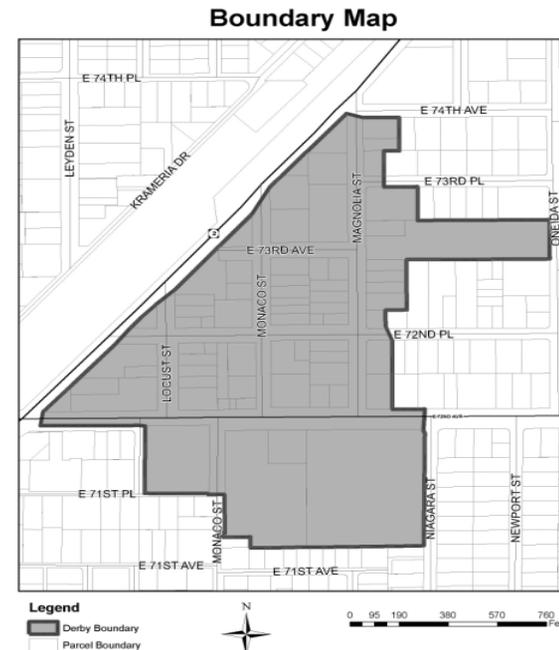
eligibility

The Commercial Catalyst Program is open to property owners, business owners and/or tenants with legally conforming commercial uses located within the Derby District as designated in the Derby Master Plan. City staff determines eligibility of proposed projects and the Derby Review Board grants approval of catalyst fund requests.

The Derby Review Board may approve catalyst funds for a maximum of 50% of the final project cost up to \$25,000 per applicant, per year.

eligible front façade improvements:

- Exterior paint
- Material upgrades
- Awnings – including structural
- Exterior lights
- Window & door replacements/improvements
- Additions



eligible sign improvements:

Commerce City requires that all new signs in the Derby District conform to the sign regulations of the Land Development Code. Only signs designed in conformance with the Derby Design Guidelines are eligible for commercial catalyst funds. The Derby District encourages the following unique sign types:

- Monument signs
- Wall-mounted signs
- Sign kiosks
- Projecting signs

Please note that the commercial catalyst fund program does not provide funds to replace sign faces of existing signs.

eligible landscape Improvements:

Landscaping must comply with the requirements of the Land Development Code. Eligible landscape improvements include installation or upgrades where adjacent to a public right-of-way and/or public space:

- Trees, shrubs, groundcover, and ornamental grasses
- Concrete/flatwork related to landscaping
- Tree grates and/or ornamental ironwork

The applicant and/or property owner will be responsible for all maintenance of the landscaping and any improvements in perpetuity. An in-ground irrigation system will be required for all landscaping, except for potted flowers and shrubs.

timeline

The Derby Review Board process usually takes about one to three months for complete staff review and Board decision. However, this timeframe is based on the requested application materials having been submitted to the city in a timely manner.

All catalyst requests will be processed along with the Derby Review process. The applicant will contact the Commerce City Planning Division for a pre-application meeting. Planning staff will determine if the proposal requires review by the Derby Review Board. If the project does not require DRB review, the applicant may apply for the appropriate permits. If the project requires review the following steps would apply.



submittal requirements

1. One copy of the land use application.
2. One copy of general warranty deed, with a complete legal description (often times in the form of Exhibit "A," attached to the warranty deed) for the property or properties for which the application is made.
3. Three copies of a site plan that shows the location of all existing and proposed buildings, including their distance to the property lines and from buildings on adjacent properties; other structural features; proposed or existing signs; and proposed or existing improvements and landscaping. The site plan shall be drawn on 8 ½" by 11" paper, to scale (e.g., 1" = 20') with a straight edge (ruler), using a dark ink pen. An example of a site plan may be obtained from the Community Development Department. Oversized plans shall be folded to a standard size. Non-folded, oversized plans will not be accepted.
4. One copy of a material/color board for any building being constructed. The material/color board is intended to provide a fair representation of the major exterior materials to be used on the project, together with colors and stains. The color and material board shall be used in conjunction with the schedule on the elevations, in order to determine specific location and use of colors and materials. The board should be constructed of rigid materials (foam board, not wood) and contain small samples or photographs of the materials. Color samples should be accompanied with manufacturer's name and identification number and should correspond to the materials. At the applicant's request, material boards will be returned after final approval of the project.
5. Three copies of an operations narrative letter that describes the following aspects of the project:
 - a. Use and scope of project;
 - b. Budget for the proposed project; and
 - c. Timeline for completion.
6. Commercial Catalyst Program request form.
7. Two cost estimates for the proposed project.
8. City staff may require additional information or technical studies. To assure that your application is complete, please check with city staff prior to submitting your application.



additional information

1. The Derby Review Board may approve, approve with conditions, or deny the request. If catalyst funds are requested, the DRB may approve the requested amount, approve a lesser amount than requested, or deny the request.
2. If the project is approved, or approved with conditions by the DRB, appropriate permits shall be acquired from the city.
3. If catalyst funds are approved, the Catalyst Fund Reimbursement Process applies.

catalyst fund reimbursement payment process:

Approved funds will be reimbursed to the applicant upon project completion. The project must conform to the requirements outlined in the Funding Commitment Agreement. The applicant is responsible for direct payment to their contractor during construction or for services rendered. To arrange for payment, the following must be completed:

- a. The applicant shall submit to the planner all paid invoices for the eligible, completed work.
- b. The applicant must provide the planner with a request-for-reimbursement letter that contains a detailed breakdown of incurred costs, in order to validate eligibility of the catalyst fund program.
- c. The applicant shall schedule with planning staff an inspection of the completed work.

Upon completion of these items, planning staff will ensure that all requirements have been met and upon such finding, process the payment through the city's Finance Department. Within three weeks of the applicant's submittal of the reimbursement request, a check will be mailed to the applicant.