



STAFF REPORT

To: DDA Board of Directors

Subject: CIG Request Winters Griffith Architects 211 E. 19 St.

Date: September 19, 2024

Staff Contact: Irene Parsons, DDA Manager
Kylie Dorr, DDA Administrator

Background:

Winters Griffith Architects have completed significant improvements on their building over the past two years. To enhance these improvements, they have designed a new steel projecting sign, as well as two steel shade awnings for the front of their building. Jamie Winters, Principal Architect of Winters Griffith, submitted a CIG application for fabrication and installation of the sign at the corner of the building and the steel decorative awnings over the two entry doors to the building. The CIG application requests a 50% match of the total amount of the project. The total contract amount is approximately \$14,783, with a CIG match of \$7,391.

The CIG application was submitted in OpenGov on September 5, 2024, and includes required estimates, renderings for the signage and awnings, and plan view. Photos of the building before sign installation were also added to the CIG application on OpenGov. A Pre-Application meeting was not necessary, because Jamie Winters is familiar with DDA CIG process and the City of Cheyenne building and signage processes, so he will ensure appropriate permits and requirements are met.

Availability of Funding:

This is the first CIG request for Fiscal Year 2025. There are currently six outstanding CIG grants committed from FY2024, totaling \$147,379.63. With the budgeted amount for (736) Capital Improvement Grants CIG at \$250,000, this leaves an uncommitted amount of \$102,620.37 prior to approval of this CIG request.

Recommendation:

Move to approve CIG application for Winters Griffith Architects for signage and exterior awnings on building, subject to staff's recommended conditions and authorize the DDA President to execute any necessary agreements, subject to the following conditions:

1. The grant recipient shall provide to the DDA a complete and accurate IRS Form W-9 prior to reimbursement.
2. Improvements shall conform to the plans shown in the application and shall not be altered without Board approval.
3. The signage must be adequately maintained and kept in place for a minimum of five years from the date reimbursement is issued. Failure to maintain the sign and its appurtenances for the specified period will result in the forfeiture of the full grant award and repayment shall be required on a pro rata basis for the

remainder of the time period, within 30 days of sign removal. The DDA Board may waive the repayment requirement in the cases of acts of God, natural disasters, change in business name, or a hardship is proven that results in business closure, subject to Board approval upon request by the applicant.

4. The building exterior work must be adequately maintained and kept in place for a minimum of five years from the date reimbursement is issued. Failure to maintain the work for the specified period will result in the forfeiture of the full grant award and repayment shall be required on a pro rata basis for the remainder of the time period within 30 days of sign removal. The DDA Board may waive the repayment requirement in the cases of acts of God, natural disasters, or modification due to City development in the right-of-way, subject to Board approval upon request by the applicant.
5. The applicant shall enter into a façade easement agreement prior to the award of any funds. Said easement document shall reflect conditions 2, 3, and 4, above, and establish a DDA interest in the façade for a period of five years.

Attachments:

1. CIG Application on OpenGov (5 pages)
2. Estimates for signage and exterior walls (8 pages)
3. Renderings signage and awnings (4 pages)
4. Plan View (1 page)
5. Photos of building east and north facing (4 pages)