



TOWN OF WAXHAW

P.O. Box 6
1150 N. Broome St. Waxhaw, N.C 28173
Telephone (704) 843-2195 Fax (704) 843-2196
www.waxhaw.com

Hours: Monday-Friday 8:00 a.m. to 5:00 p.m.

MAYOR

DAUNE GARDNER

TOWN COMMISSIONERS

MIKE STEWART (Mayor Pro-Tem)

PAUL FITZGERALD

JOHN HUNT

JAMES WARNER

STEVE MAHER

INTERIM TOWN MANAGER

GREG MAHAR

TOWN CLERK

MELODY SHULER

March 12, 2015

Waxhaw Historic Preservation Commission Regular Meeting Agenda
Town Hall Front Conference Room
6:30PM

Regular Meeting

1. Call to Order
2. Roll Call and Determination of Quorum
3. Approval of Agenda
4. Approval of Minutes from the February 12, 2015 WHPC special meeting
5. Unfinished Business
 - A. None
6. New Business
 - A. Façade Grant Applications
 - B. Meeting Recaps
7. Public Comment
8. Adjournment

February 12, 2015
Waxhaw Historic Preservation Commission Meeting
Waxhaw Police Department Conference Room, 6:30 p.m.

Regular Meeting

1. Call to Order

Chair Settle called the meeting to order at 6:30 p.m.

2. Roll Call and Determination of Quorum

A roll call and determination of quorum was made.

Present: Chair Settle, Terry Michaelson, Karen Wright, Helena Moore, Leslie Kellam, Staff McCarter, and Recording Secretary Oliver.

Absent: Vice-Chair Mather and Art O'Donnell.

3. Adoption of Agenda

Terry Michaelson motioned to adopt the agenda. Leslie Kellam seconded. The motion passed unanimously.

4. Approval of Minutes from November 6, 2014 WHPC Special Meeting

There was a discussion about revising some typos from the November 6, 2014 special meeting minutes.

Terry Michaelson motioned to approve the minutes from November 6, 2014 WHPC special meeting as amended. Helena Moore seconded. The motion passed unanimously.

5. Unfinished Business

A. NONE

6. New Business

A. List of façade grant applications reviewed

Staff McCarter stated that one of the applications that came in was for the Mamma Lena's building front façade to remove the paint on the bricks. But she stated that the applicant may have to repaint if the brick is in bad shape.

Terry Michaelson brought up that the Waxhaw Historic guidelines do not allow the brick to be sandblasted. Staff McCarter stated that the potential buyer would like to restore the shop front back to glass at the entry (the shop front is currently wooden, next to the door) but that he would need a picture to prove that it was historically glass otherwise it would require a conditional use permit to make the change. Terry Michaelson suggested that the owner might talk to Ron Zimmerman to see if a picture could be found.

Staff McCarter stated that for the side façade of Mamma Lena's, where the wall is currently stucco, the applicant would like to do nice terracotta.

Staff McCarter stated that at 309 North East Main Street, Mr. Coffey would like to remove the Masonite siding and replace it with German siding, replace two doors and one window, fix the chimney, and paint the house. She stated that a façade improvement grant was awarded for the house in 2013 but Mr. Coffee was unable to complete the work due to a family issue.

Staff McCarter stated that the red barn that is home to the Tack Exchange at 103 South Church Street would like to replace some of the siding on the south facing façade and re-stain the entire south façade of the barn.

Staff McCarter stated that the business located at 101 South Church Street, just north of the red barn would like to replace some rotted wood on the front façade and repaint the trim the existing color.

Helena Moore stated that there is still a low participation rate in the grant program. Karen Wright stated that she would have liked to participate but was too busy to get the application in. Helena Moore suggested taking a survey of those who came to the workshop and see why they didn't participate. Karen Wright suggested sending out reminders throughout the year.

Chair Settle stated that amazing Grace church would have applied again but did not get the required number of quotes in time to apply for the grant.

Staff McCarter stated that she received many inquiries from property owners wishing to participate in the grant program that were outside the boundary.

There was a discussion about possibly expanding the Façade Improvement Grant Boundary.

Helena Moore asked if the WHPC does not use the entire budget, is it at risk of having the Board of Commissioners reduce the budget for the grant. Staff McCarter stated that that had not been the case so far.

B. Report on Oral History Project/Historic Waxhaw Walking Tour

Chair Settle stated that the WHPC held a second oral history recording with Joyce Blythe and Melvin Faris. She stated that it was supposed to be a walking tour but the walking portion was canceled due to rain. Staff McCarter stated that several people from the public turned out to watch the recording and listen to the stories.

Chair Settle stated that she would like to put the oral history videos on the website. Staff Oliver suggested starting a WHPC Youtube channel.

Chair Settle stated that since it was raining that the walking tour was rescheduled until Monday, February 23rd and that the tour would be filmed.

Helena Moore asked when Joyce and Melvin lead the walking tour. Chair Settle stated that it's usually on a Saturday morning a couple times of year. Helena Moore suggested getting in contact with the HOAs and trying to get the word out so that the tours could have greater participation.

Chair Settle asked if the WHPC should set up the next oral history recording or if they should wait until the walking tour has been done. Staff McCarter stated that setting up an interview can be difficult. Terry Michaelson suggested trying to get her dad to do one.

Karen Wright asked who the WHPC had in mind to do the oral histories. Staff McCarter stated that she would send out the list of the possible candidates.

Chair Settle stated that the WHPC has eight oral history sessions in the budget.

C. Discuss Permanent Meeting Location

Chair Settle stated that the Town Hall has moved to the old doctor's office building by Bojangle's and Food Lion.

Terry Michaelson suggested that the WHPC meet at the new town hall and if the conference room is not ready at the time of the next meeting to just do another special called meeting notice to change locations.

7. Public Comment

Chair Settle stated Terry Michaelson, Staff McCarter, Staff Oliver, and herself are attending a historic preservation training session in Greensboro next week and that she will be able to report on it next month.

8. Adjournment

Terry Michaelson motioned to adjourn the meeting at 7:02 p.m. Helena Moore seconded. The motion passed unanimously.

The meeting was adjourned at 7:02 p.m.

Respectfully Submitted,

Chair, Terry Settle

Recording Secretary, Maxx Oliver

Draft

FAÇADE IMPROVEMENT PROGRAM GRANT APPLICATIONS

- Applications were received for 4 structures in the Façade Improvement Grant Boundary, with 5 applications:
 - Mama Lena's building – 116 W. North Main Street
 - FIP#01-2015 Mama Lena's Front Façade – pressure wash the brick, repair and leave natural (no paint) only repaint if last resort and brick is damaged beyond repair, replace glass front door and repair trim, add new lights and awning
 - FIP# 02-2015 Mama Lena's East Façade – general brick repair and paint with a burgundy color, add signage, replace lighting on side, replace fencing (fencing not eligible for grant funds)
 - FIP# 03-2015 309 N. Main Street (single-family residence) – Remove siding and replace with German siding, replace two doors, replace 1 window, prime and paint, repair chimney
 - FIP# 04-2015 Red Barn Right Side – 103 S. Church Street – replace between 10 – 12 siding boards that are cracked or rotten and re-stain entire side of barn
 - FIP# 05-2015 101 S. Church Street – repair and replace rotted wood, prep and paint front wood trim, door frame and doors using existing (same) color
- You will find a map of the structures for which FIP grant applications have been submitted on the next page along with a cost spreadsheet. The structures are numbered on the façade boundary map so that you can flip to the tab with the corresponding number in the binder for the application.

**2015 Facade Improvement Grant Requests
Summary of Quotes**

FIP #	Name	Highest Quote	50% of Highest Quote	Lowest Quote	50% of Lowest Quote	Grant Award
01-2015	Mamma Lena's Front ¹	35,460.00	17,730.00	33,590.00	16,795.00	
02-2015	Mamma Lena's Side ²	19,350.00	9,675.00	12,800.00	6,400.00	
03-2015	309 N. Main Street Front	12,620.00	6,310.00	4,224.00	2,112.00	
04-2015	Red Barn Side	3,147.00	1,573.50	2,990.00	1,495.00	
05-2015	101 S. Church Street	2,785.00	1,392.50	2,600.00	1,300.00	
Totals		73,362.00	36,681.00	56,204.00	28,102.00	

1 Does not include repainting cost

2 Does not include fence or dumpster enclosure costs

FIP #	Name	Highest Quote	50% of Highest Quote	Lowest Quote	50% of Lowest Quote	Grant Award
01-2015	Mamma Lena's Front ³	42,910.00	21,455.00	36,940.00	18,470.00	
02-2015	Mamma Lena's Side ⁴	19,350.00	9,675.00	12,800.00	6,400.00	
03-2015	309 N. Main Street Front	12,620.00	6,310.00	4,224.00	2,112.00	
04-2015	Red Barn Side	3,147.00	1,573.50	2,990.00	1,495.00	
05-2015	101 S. Church Street	2,785.00	1,392.50	2,600.00	1,300.00	
Totals		80,812.00	40,406.00	59,554.00	29,777.00	

3 Includes repainting cost

4 Does not include fence or dumpster enclosure costs

**Façade Improvement Program Grant Application
Mamma Lena's – Front Facade
116 West North Main Street**

OVERVIEW OF THE REQUEST

The applicant, Lester Osborn, the potential buyer, requests a façade improvement grant for the front façade of the building located at 116 W. North Main Street. The proposed work is to pressure wash the brick to remove the paint, repair the brick and leave natural (repaint only if necessary because brick damaged beyond repair). Replace the glass, front door and repair trim. Add new lights and awnings, and signage. Restore the glass sidelights where it has been replaced with wood.

HISTORY

The following history of the property is a summary from the 1991 National Register Inventory.

“The building is associated with Jonas Sanford Plyler who was born in 1862 in York County, South Carolina. He came to Union County in 1878 and became a Waxhaw resident c. 1900 (#79). He "became a successful business man during the early decade of 1900 when Waxhaw was a thriving town and the climate for industry and business was quite favorable." About 1906 he bought the Waxhaw telephone exchange, erected this building, and moved the exchange to the upper floor. He also operated an automobile garage in a building slightly west, and at the rear, of this building. According to local historians, Plyler operated Ford dealership in the first story until c. 1919 when he built a much larger automobile sales show room one block east at North Main and Providence streets (that building burned in 1931). Various physicians' offices were located in the Plyler Building from c. 1930-1950. Since the early 1980s, the building has housed antiques dealers.”

The property is currently in use as a restaurant.

EXISTING ARCHITECTURE

As stated in the 1991 National Register Inventory,

“This handsome, nearly intact one-and-one-half story brick commercial building displays a corbelled pendant cornice, brick quoins, recessed main entrance marked by slender cast iron pilasters ornamented with bullseyes, and single-pane display windows surmounted by blind transoms.”

COMPLIANCE WITH WAXHAW HISTORIC LANDMARK GUIDELINES

The applicant is proposing to replace the 1980's style doors and transom with period appropriate door, transom and install glass sidelights.

Storefronts:

- 1. Preserve and retain important character defining features of storefronts** – large display glass, entry doors and entrance details, cornice work, pilasters and columns, transom windows, and signboards.
- 2. Replace inappropriate treatments** that may have been added and restore the storefront to original configurations.
 - Use pictures and physical evidence to document the historic architectural features and details. If you are unable to document the specific building, consider detailing that was found in similar buildings of the period; or, choose a

contemporary approach that is compatible with the original configuration and maintains the scale and mass of the contributing features.

- Use materials that are like those found on the original buildings (masonry, wood, etc.).
- Maintain the location of original openings for doors, and display, transom and upper-story windows.

The applicant proposes to pressure wash off the paint and restore the storefront to the underlying brick repainting only if the brick is damaged beyond repair. This is compliant with the Historic Landmark Guidelines for Painting & Cleaning:

3. Do not sandblast masonry. Remove dirt or paint using gentle pressure-washing to avoid damaging the masonry or mortar.

4. If a building needs major masonry repair and the masonry cannot be matched, painting may be an acceptable option. Choose a color that is similar to the original masonry. Use one main color for features like walls and pilasters, and no more than two accent colors for storefront details and trim.

The applicant proposes to change the existing signage. More specific details are needed but he proposed signage appears to meet the Historic Landmark Guidelines for Signage:

2. Keep signs simple, easy to read, and in scale with the building and the elements on which it is placed.

6. Attach flush wall and projecting or suspended signs so that they do not obscure or destroy character-defining features of the building. Attach signs so that they do not damage that they do no damage building materials. The sign should be designed to minimize the number of attachments to the building.

The applicant proposes to add Goose Neck lighting, which is compliant with the Historic Landmark Guidelines for Lighting:

2. Choose simple lighting fixtures, such as goose neck lights, that complement the architecture of the building and are appropriate to the period.

COMPLIANCE WITH UNIFIED DEVELOPMENT ORDINANCE REGULATIONS
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The square footage for the sign is not specified. Section 13 of the UDO (Unified Development Ordinance) allows a maximum of 32 sq. ft. is allowed in the MS (Main Street) zoning district.

Replacing the wooden slanted panels next to the door with glass sidelights is an architecturally appropriate restoration. There is photographic evidence that there were previously glass sidelights on the building, so this replacement would not require a Conditional Use Permit. Section 21.6.4.C.2.a *Materials: Special Requirements for the MS Zoning District* of the UDO states;

2. Design changes to the façade or alterations to the exterior of an existing building require a Conditional Use Permit in accordance with Article 14 of the UDO with the following exceptions:

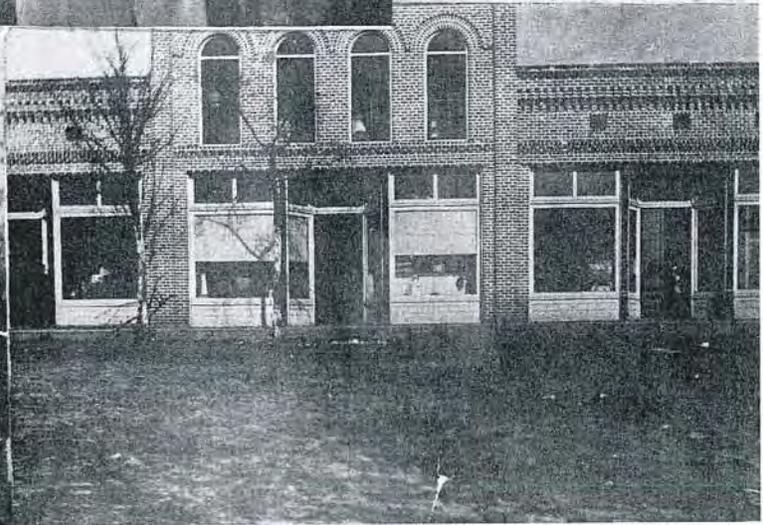
- Any historically appropriate rehabilitation in accordance with the Waxhaw Historic Landmark Guidelines for Commercial Buildings where photographic evidence has been provided to verify that the rehabilitation will replicate a previous version of the same building wall/facade.

QUOTES

The applicant had two quotes prepared. The following table summarizes the quotes for the front facade. The cost of possible repainting was separated out since the applicant is not sure if this will be necessary as it is dependent on whether the brick underneath the existing paint is in disrepair. The prices without the possible repainting are shown first and then the prices including the possible repainting are shown last.

	Quote 1: Cummings Construction Corporation	Quote 2: Ranger Construction
Front Façade without possible repainting	33,590.00	35,460.00
Front Façade including possible repainting	36,940.00	42,910.00

Submitted By: Lisa McCarter, WHPC Staff Liaison





Front facade

Downtown Waxhaw
Façade Improvement Program Application Form
(All work MUST comply with the Waxhaw, NC Historic Landmark Guidelines.)

Please print clearly in blue or black ink.

Date: 1-30-2015

Property Physical Address 116 West North Main Street Waxhaw, NC 28173

Applicant Name LESTER E. Osborn

Relationship of Applicant to Property Owner Buyer of Property

Property Owner Name Waxhaw Holding Raymond Castaldi

Business Name (if applicable) Mamma Lena's

Mailing Address 115 E. PARK AVE suite B Charlotte 28203

Phone Number 704 519 6846 (cell) 704 375 1131 (work)

Fax Number 704 375 1109

Email Address Losborn@piedmontproperties.com

Estimated Completion Date of Work September 2015

Provide a brief description of the proposed work below.

- Pressure wash the brick removing the paint
 - Repair the brick & leave natural. Paint the brick only as last resort if the brick is damaged beyond repair
 - Replace the Glass, Front door & repair the trim
 - Add New Lights & Awning
- See the attached drawings

Improvement Information: On attached sheet(s) describe the proposed improvement project **specific to the individual facade**: provide samples, "before" photographs, pictures or a sketch of "after", show size, proposed color(s), method of cleaning brick storefronts, materials, location on property/building, and manner of installation, etc. This information must be in accordance with the Downtown Waxhaw Façade Improvement Program Process and Guidelines attached.

QUOTES

Cummings Construction

Name of First Contractor

Quoted Price* (for this façade)

Ranger Construction

Name of Second Contractor

Quoted Price* (for this façade)

***If you are applying for more than 1 façade (side) of your building different itemized quotes must be submitted for each façade.**

SIGNATURES

Property Owner

Date

1/31/15

Applicant

Date

1-30-2015

WHPC Staff Liaison

Date

Town Manager

Date

FOR WHPC USE ONLY:

Approved as Submitted

Approved with Modifications or Conditions (modifications/conditions attached)

Rejected

Withdrawn

FOR STAFF USE ONLY:

Payment Information:

Approved for Reimbursement

Rejected for Reimbursement (see reverse)

Approved Award (Amount to Not Exceed):

\$

Actual Documented Cost of Façade Improvement:

\$

All documentation must be attached for reimbursement. No reimbursement can be given without documentation.

Town of Waxhaw Reimbursement:
(50% of Actual Documented Cost)

\$

Downtown Waxhaw Façade Improvement Program

Timeline

- The 1st Monday in February – Submittal Deadline
- The 1st Monday in March – Staff Notifies Applicant of Completeness
- The 3rd Monday in March – Deadline for Applicant to Submit Any Missing Information
- April – Regular WHPC (Waxhaw Historic Preservation Commission) Meeting – Applications Reviewed by WHPC
- Two Weeks Following WHPC Meeting – Applicant Must Submit Any Information Requested by the WHPC
- May – WHPC Meeting – WHPC Approves or Denies Request (Or No Later Than the 1st Monday in June)
- The 1st Monday in June – Approved Projects May Begin
- The 1st Tuesday in September – Project Must be Completed, or No Later Than The 1st Monday in November with a Two Month Extension

Façade Improvement Program Process

In 2010, the Board of Commissioners began setting aside money to aid properties in downtown Waxhaw. Downtown Waxhaw is an asset to the Town and the region, and it is well documented that a vibrant downtown can bring economic benefits to the larger community.

The motivation behind the façade improvement program is to help property owners with projects that may get put off due to budget constraints or other reasons. The hope is this program will spur interest and investment in our downtown so that it will continue to play an integral role in our community.

The following are the ten steps of the application process:

1. Property owner/tenant reviews the Façade Improvement Grant package and meets with the staff liaison to discuss concepts.
2. Property owner/tenant contacts two contractors and contractors complete cost estimates and project timeline.
3. Property owner/tenant submits Façade Grant application to staff liaison for initial review by 5:00PM on the first Monday in February. *A Certificate of Appropriateness will be required for locally designated landmarks seeking façade grant funds from the Town of Waxhaw. All other documents will be the same for both applications.*
4. Staff liaison reviews application for completeness. Staff liaison will notify the applicant by the first Monday in March if there is any missing information. The applicant will have until the third Monday in March to provide any missing information requested by staff liaison. Information submitted after the deadline may disqualify you from the grant. Once the submitted application is complete, Planning & Community Development staff will review the request for Unified Development Ordinance and NC Building Code compliance and inspect and photograph the façade.
5. WHPC reviews Façade Grant application (and Certificate of Appropriateness application simultaneously, where applicable) at the regular April WHPC meeting. The WHPC will request any further information needed. The applicant will have two weeks to provide additional information requested by the WHPC.

6. Application approval or denial by the WHPC at their regular May meeting or no later than the first Monday in June.
7. If approved, project begins after the grant application has been approved, but no sooner than the first Monday in June.
8. Project must be completed by the first Tuesday in September or no later than the first Monday in November with a two month extension.
9. Paid invoices and cancelled checks submitted to the staff liaison and inspection conducted by staff liaison.
10. Grant award payment from the Town of Waxhaw.

Façade Improvement Program Guidelines

What is a Façade?

A façade is defined as one side (exterior) of a building regardless of the number of stories. Each storefront of a building can be considered a façade. The rear or side of any building may also be considered a façade. However, priority will be given to applications that are requesting money for the front façade.

Who is Eligible?

Any structure within the boundary (*see attached map*) approved by the Waxhaw Board of Commissioners is eligible for funding from the Town for façade improvements. If you are unsure about the location of your property, please contact the Planning and Community Development Department at 704-843-2195. Additional rules to consider are:

- Only one application may be submitted for each façade. Either the property owner or the tenant of a building may submit an application, or an owner and tenant may apply jointly.
- If a building has multiple units, each tenant with a separate entrance may apply. Where a single tenant occupies multiple units the tenant is eligible for one application per façade.
- A tenant applicant must obtain the property owner's written consent for façade renovation and must submit that permission with the application.

Purpose of Façade Improvement Program

Waxhaw's Façade Improvement Program is an incentive-based measure intended to encourage and provide economic inducement for the:

- Renovation of residential, commercial, industrial and institutional buildings within the approved boundary;
- Implementation of appropriate design standards for the rehabilitation of historic properties (see the *Waxhaw, North Carolina Historic Landmark Guidelines* at www.waxhaw.com); and
- Preservation of the unique architectural character of downtown Waxhaw.

Criteria

- All façade design proposals **MUST**:
 1. Meet the applicable zoning and code requirements of Waxhaw,
 2. Must comply with these Façade Improvement Program grant guidelines,
 3. Must receive Façade Improvement Program application approval and, where appropriate, be issued a Certificate of Appropriateness from the Waxhaw Historic Preservation Commission **PRIOR** to beginning work, and
 4. Must adhere to the *Waxhaw, North Carolina Historic Landmark Guidelines*.

- Only exterior façade renovations are eligible.
- A property does not have to be occupied at the time a Façade Improvement Program application is submitted.
- Priority consideration will be given to proposals that make highly visible and significant design contributions and which contribute to the program's goal of preserving the architectural and historic character of downtown Waxhaw.
- A building may receive one grant for each façade, and tenant shopfronts may receive one grant per shopfront. However no more than one grant per façade or shopfront shall be awarded within one year.

Examples of Improvements

Improvements may include, but are not limited to the following:

- Removal of false fronts, metal canopies and additions that detract from a building's architectural or historical character. In the MS and C4 zoning districts, photographic evidence must be provided to verify that the rehabilitation will replicate a previous version of the same building wall/façade if previous building wall is not located behind false front. (If photographic evidence is not obtained and previous building has been removed, applicant must first obtain a Conditional Use Permit for approval of rehabilitation);
- Safe cleaning of brick storefronts – chemical stripping, scraping and water wash. Power washing is not recommended. Sand blasting is prohibited;
- Exterior painting/repainting;
- Historic reconstruction – storefront, door, or window repair or replacement, masonry repointing, etc.;
- Approved awning installation;
- Structural repairs – except roofs;
- Approved sign and/or exterior lighting installation. Simple sign changes are eligible but by themselves are given low priority.

Materials

- The Façade Improvement Grant Program is to encourage preservation, rehabilitation and restoration of historic structures, so materials used shall be those that are the same or the most comparable material available to existing materials.
- In the case of a historically appropriate rehabilitation materials shall be the same as those used on the original building.
- Substitute materials should only be considered if the original material is no longer available and after all other options for repair and replacement have been ruled out.

Appropriateness

The Waxhaw Building Inspector will inspect the existing façade for the following considerations:

- Is the proposed work necessary and/or appropriate?
- Does the quote match the repairs?
- Are proposed materials appropriate?

Quotes

Two quotes must be provided with each Façade Improvement Grant application. These must include a complete description of the proposed work. These quotes must comply with the following criteria:

- The quote must be itemized for each repair.
- Materials must be specified for any replacement of materials.
- If painting show proposed color.
- Method that will be used if cleaning brick storefronts or washing wood siding.
- Provide a before and after sketch if façade is proposed to change.
- If applying for more than one façade, separate quotes shall be provided for each façade.

Funding

- Façade Grants will be up to a 50% matching grant of the cost of rehabilitation. A minimum \$250 must be spent. Each year the Town has limited funds set aside for reimbursements for façade improvements, consult with staff liaison and/or Town Manager to determine availability.
- The final award amount is based on documentation of actual costs.
- Façade Grants are paid only when the approved project is completed in accordance with the approved plans and specifications submitted with the application and the appropriate tax documents have been submitted to the Town. The staff liaison will inspect and sign-off on completed work prior to issuance of grant award.
- Reimbursement checks will be made by the Town within two weeks of sign-off of completed work and documentation of payment of said work.

Approval

- Applications, with accompanying "before" photographs/proposed plans/sketches/specifications/color choices/property owner approval signature and copies of two cost estimates covering labor and material must be submitted to the staff liaison.
- The Waxhaw Historic Preservation Commission will review the Façade Improvement Program applications for final approval for properties within the approved boundary.
- It is recommended that the applicant seek the assistance of the staff liaison and other applicable Town Staff to supplement and assist with the Waxhaw Historic Preservation Commission review process.
- Each applicant will receive a letter notifying him/her of approval (or denial) of application and notifying him/her of any permit requirements. All application fees associated with a Façade Improvement Program issued by the Town of Waxhaw will be waived, however, **the applicant must still obtain any required permits.**

Post Approval

- All approved work must be completed within four (4) months of application approval.
- If more time is needed the applicant must provide a written statement requesting extension for review and approval at least one (1) month before the four (4) month deadline. The applicant shall not exceed six (6) months for completion of

the project, unless the applicant appears before the WHPC to request an extension and can prove a hardship in writing.

- After the applicant receives their approval letter and prior to grant money being disbursed, a W-9 form must be filled out and submitted to the Waxhaw Tax Collector. Additionally, a Misc. 1099 form will be mailed at the end of the year that the applicant must complete.
- Upon completion and sign-off of work, copies of the approved application along with documentation of paid statement, canceled checks, receipts, etc. must be submitted to the staff liaison in order to claim grant payment.

Denied Applications

- Applicants whose grant applications are denied by the Waxhaw Historic Preservation Commission are encouraged to reapply the next grant cycle. The Waxhaw Historic Preservation Commission, or their designee, will provide a written statement as to why the grant application was denied.

Annual Review

- In order to ensure the façade improvement program is a success, the Waxhaw Board of Commissioners is committed to reviewing the program on an annual basis prior to budget discussions for the new fiscal year. During this review, the Waxhaw Board of Commissioners may choose to increase funding, change the boundary, or expand the number/type of eligible properties.

I have read and understand the Downtown Waxhaw Façade Improvement Program Application and Grant Guidelines.



Applicant Signature

1-30-2015

Date

PROPOSED FACADE RENOVATIONS

116 W. NORTH MAIN STREET
WAXHAW, NORTH CAROLINA 28173

PIEDMONT PROPERTIES
LESTER OSBORN
LOsborn@piedmontproperties.com



Existing Conditions



Front Facade Proposed Scope:

- A. Replace front door/transom (80's vintage existing changed back to building period appropriate door/transom/sidelites)
- B. Repair/Recondition wood storefront and potentially replace single pane glazing with insulated glass
- C. Remove paint from brick via pressure washing, pending condition, either leave as cleaned or repaint/stain to more natural red brick color
- D. Signage/Awnings/Gooseneck lighting



PROPOSED FACADE RENOVATIONS

116 W. NORTH MAIN STREET
WAXHAW, NORTH CAROLINA 28173

PIEDMONT PROPERTIES
LESTER OSBORN
Losborn@piedmontproperties.com



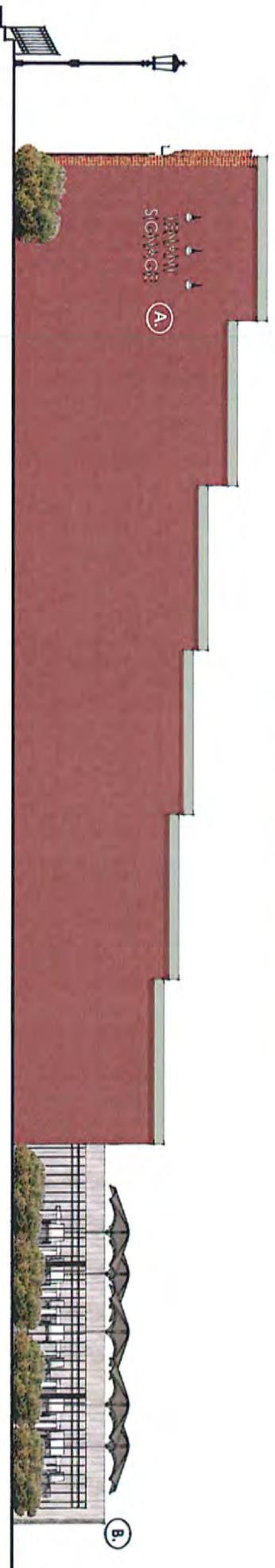
Existing Conditions

Proposed Facade Scope of Work:

- A. Paint/Mural, illuminated signage on the wall with red brick color as base
- B. Replace existing privacy fence with option that encourages rear courtyard dining and access to open lot and adjacent businesses
- C. Dumpster enclosure(s)



Image for reference only, not for tenant representation





January 30, 2015

Lester Osborn
Piedmont Properties
115 E Park Avenue
Suite B
Charlotte, NC 28203

Re: 116 E N Main Street, Waxhaw, NC

Dear Lester:

Ranger Construction is pleased to provide a proposal for the above-referenced project per the following scope of work:

A. Front Façade:

- 1. Replace front door with new wood door \$ 2,950.00
 - 2. Replace front two (2) windows, wood vestibule and transom glass with new insulated storefront window, new transom. \$ 9,615.00
 - 3. Power wash and prep front brick and recondition wood. \$ 12,975.00
 - 4. Replace lighting on building front (3 fixtures) \$ 6,865.00
 - 5. Add metal awning across front (40' x 4') \$ 5,820.00
- TOTAL: \$ 35,460.00**

Alternate: In event pressure wash damages brick, work will be Stopped and paint in red brick color

\$7,450.00

\$42,910.00 Total front including repainting

B. Side Façade:

- 1. Paint entire side, 90' x 20' in red brick color after prepping for paint \$ 11,850.00
 - 2. Replace existing privacy fence on side with new 8' tall aluminum wrought-iron type approximately 40'. ~~\$ 6,490.00~~
 - 3. Dumpster enclosure, approximately three (3) 10' sides to 9' high with 8' gate ~~\$ 3,945.00~~
 - 4. Replace existing goose neck lighting with new. \$ 3,500.00
 - 5. Artistic sign along side per rendering. \$ 4,000.00
- TOTAL: \$ 29,785.00**

\$19,350.00 Total side without fence and dumpster enclosure

C. Rear Façade: (no grant application submitted for rear facade)

- 1. Replace door: new 3' x 7' wood door with hollow metal frame with 3' sidelight \$ 1,950.00
- 2. Allowance to install new signage on rear of building \$ 5,000.00
- 3. Screen equipment on concrete pad with 8' high wood fence, approximately 40' long \$ 3,850.00

4. Replace existing privacy fence, approximately 80' with new to match existing at 10' tall. **\$ 7,300.00**
- TOTAL: \$ 18,100.00**

Please acknowledge your acceptance of this proposal by signing below and returning one copy to us for our files. Should you have any questions or desire additional information, please contact me at 704.519.0775. Thank you for the opportunity to be of service.

Sincerely,

Thomas J. Phillips

Accepted by:

By: _____ Date: _____
Signature/Title



January 30, 2015

116 West North Main Street
Waxhaw, North Carolina
Exterior Façade Improvements
Budget Proposal

We offer the budget cost of \$68,640.00 to complete the Improvements to exterior façade of the existing building at 116 West North Main Street Waxhaw, NC based on the renderings and scope of work identified by RBA Group prepared for Piedmont Properties received by Cummings Construction Corporation on January 28, 2015.

Front Façade

A. New Pair of Full Glass Wood Doors and Transom	\$10,200.00
B. New Windows, Repair and refurbish existing trim and siding	\$8,980.00
C1. Pressure Wash Remove Existing Paint	\$2,650.00
C2. Point up existing masonry	\$2,820.00
C3. Re-paint painted masonry	\$3,350.00
D1. Signage	\$2,380.00
D2. Goose Neck Lighting	\$4,340.00
D3. Awning – Black Fabric and Aluminum Frame	<u>\$2,220.00</u>
Total Front Façade	\$36,940.00 Cost with repainting \$33,590.00 - Cost without repainting

(Alternative in event brick damaged.)

Side Façade

A1. Goose neck lighting for artistic signage	\$4,340.00
A2. Paint Side wall terra cotta color	\$3,620.00
A3. Artistic mural signage	\$4,840.00
B1. Demolition and removal of existing fence	\$1,840.00
B2. New aluminum fence for dining	\$9,660.00
C. Wood Dumpster Enclosure with Metal Panel Gates	<u>\$7,400.00</u>
Total Side Façade	\$31,700.00 \$12,800.00 Cost without fence and dumpster enclosures
Total Budget Cost	\$68,640.00

**Façade Improvement Program Grant Application
Mamma Lena’s – Right/East Side Facade
116 West North Main Street**

OVERVIEW OF THE REQUEST

The applicant, Lester Osborn, the potential buyer, requests a façade improvement grant for the front façade of the building located at 116 W. North Main Street. The proposed work is for general brick repair and painting with a burgundy color, adding mural type signage, and replacing lighting.

HISTORY

The following history of the property is a summary from the 1991 National Register Inventory.

“The building is associated with Jonas Sanford Plyler who was born in 1862 in York County, South Carolina. He came to Union County in 1878 and became a Waxhaw resident c. 1900 (#79). He "became a successful business man during the early decade of 1900 when Waxhaw was a thriving town and the climate for industry and business was quite favorable." About 1906 he bought the Waxhaw telephone exchange, erected this building, and moved the exchange to the upper floor. He also operated an automobile garage in a building slightly west, and at the rear, of this building. According to local historians, Plyler operated Ford dealership in the first story until c. 1919 when he built a much larger automobile sales show room one block east at North Main and Providence streets (that building burned in 1931). Various physicians' offices were located in the Plyler Building from c. 1930-1950. Since the early 1980s, the building has housed antiques dealers.”

The property is currently in use as a restaurant.

EXISTING ARCHITECTURE

As stated in the 1991 National Register Inventory,

“This handsome, nearly intact one-and-one-half story brick commercial building displays a corbelled pendant cornice, brick quoins, recessed main entrance marked by slender cast iron pilasters ornamented with bullseyes, and single-pane display windows surmounted by blind transoms.”

COMPLIANCE WITH WAXHAW HISTORIC LANDMARK GUIDELINES

The applicant proposes to change the existing signage. More specific details are needed but he proposed signage appears to meet the Historic Landmark Guidelines for Signage:

- 2. Keep signs simple, easy to read, and in scale with the building and the elements on which it is placed.**

The applicant proposes to replace Goose Neck lighting, which is compliant with the Historic Landmark Guidelines for Lighting:

- 2. Choose simple lighting fixtures,** such as goose neck lights, that complement the architecture of the building and are appropriate to the period.

COMPLIANCE WITH UNIFIED DEVELOPMENT ORDINANCE REGULATIONS

The square footage for the sign is not specified. Section 13 of the UDO (Unified Development Ordinance) allows a maximum of 32 sq. ft. is allowed in the MS (Main Street) zoning district.

QUOTES

The applicant had two quotes prepared. The following table summarizes the quotes for the side facade. The costs related to fencing and dumpster do not qualify for grant funding and have not been included in the prices below.

	Quote 1: Cummings Construction Corporation	Quote 2: Ranger Construction
Side Façade	12,800.00	19,350.00

Submitted By: Lisa McCarter, WHPC Staff Liaison



East side
Facade

Downtown Waxhaw
Façade Improvement Program Application Form
(All work MUST comply with the Waxhaw, NC Historic Landmark Guidelines.)

Please print clearly in blue or black ink.

Date: 1-30-2015

Property Physical Address 116 West North Main St Waxhaw, NC 28173

Applicant Name Lester E. Osborn

Relationship of Applicant to Property Owner Buyer of Property

Property Owner Name Waxhaw Holding Inc

Business Name (if applicable) Mamma Lexa's

Mailing Address 115 East Park Ave St B Charlotte 28203

Phone Number 704 519 6846

Fax Number 704 375 1109

Email Address Losborn@piedmontproperties.com

Estimated Completion Date of Work September 2015

Provide a brief description of the proposed work below.

- General brick repair and paint with a burgandy color. Add signage. Replace lighting on side
- Replace fencing with something more inviting
A metal fence or aluminum

Improvement Information: On attached sheet(s) describe the proposed improvement project **specific to the individual facade**: provide samples, "before" photographs, pictures or a sketch of "after", show size, proposed color(s), method of cleaning brick storefronts, materials, location on property/building, and manner of installation, etc. This information must be in accordance with the Downtown Waxhaw Façade Improvement Program Process and Guidelines attached.

QUOTES

Cummings Construction

Name of First Contractor

Quoted Price* (for this façade)

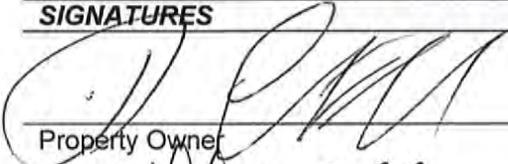
Ranger Construction

Name of Second Contractor

Quoted Price* (for this façade)

***If you are applying for more than 1 façade (side) of your building different itemized quotes must be submitted for each façade.**

SIGNATURES



Property Owner

Date

1/31/15



Applicant

Date

1-30-15

WHPC Staff Liaison

Date

Town Manager

Date

FOR WHPC USE ONLY:

Approved as Submitted

Approved with Modifications or Conditions (modifications/conditions attached)

Rejected

Withdrawn

FOR STAFF USE ONLY:

Payment Information:

Approved for Reimbursement

Rejected for Reimbursement (see reverse)

Approved Award (Amount to Not Exceed):

\$

Actual Documented Cost of Façade Improvement:

\$

All documentation must be attached for reimbursement. No reimbursement can be given without documentation.

Town of Waxhaw Reimbursement:
(50% of Actual Documented Cost)

\$

Downtown Waxhaw Façade Improvement Program

Timeline

- The 1st Monday in February – Submittal Deadline
- The 1st Monday in March – Staff Notifies Applicant of Completeness
- The 3rd Monday in March – Deadline for Applicant to Submit Any Missing Information
- April – Regular WHPC (Waxhaw Historic Preservation Commission) Meeting – Applications Reviewed by WHPC
- Two Weeks Following WHPC Meeting – Applicant Must Submit Any Information Requested by the WHPC
- May – WHPC Meeting – WHPC Approves or Denies Request (Or No Later Than the 1st Monday in June)
- The 1st Monday in June – Approved Projects May Begin
- The 1st Tuesday in September – Project Must be Completed, or No Later Than The 1st Monday in November with a Two Month Extension

Façade Improvement Program Process

In 2010, the Board of Commissioners began setting aside money to aid properties in downtown Waxhaw. Downtown Waxhaw is an asset to the Town and the region, and it is well documented that a vibrant downtown can bring economic benefits to the larger community.

The motivation behind the façade improvement program is to help property owners with projects that may get put off due to budget constraints or other reasons. The hope is this program will spur interest and investment in our downtown so that it will continue to play an integral role in our community.

The following are the ten steps of the application process:

1. Property owner/tenant reviews the Façade Improvement Grant package and meets with the staff liaison to discuss concepts.
2. Property owner/tenant contacts two contractors and contractors complete cost estimates and project timeline.
3. Property owner/tenant submits Façade Grant application to staff liaison for initial review by 5:00PM on the first Monday in February. *A Certificate of Appropriateness will be required for locally designated landmarks seeking façade grant funds from the Town of Waxhaw. All other documents will be the same for both applications.*
4. Staff liaison reviews application for completeness. Staff liaison will notify the applicant by the first Monday in March if there is any missing information. The applicant will have until the third Monday in March to provide any missing information requested by staff liaison. Information submitted after the deadline may disqualify you from the grant. Once the submitted application is complete, Planning & Community Development staff will review the request for Unified Development Ordinance and NC Building Code compliance and inspect and photograph the façade.
5. WHPC reviews Façade Grant application (and Certificate of Appropriateness application simultaneously, where applicable) at the regular April WHPC meeting. The WHPC will request any further information needed. The applicant will have two weeks to provide additional information requested by the WHPC.

6. Application approval or denial by the WHPC at their regular May meeting or no later than the first Monday in June.
7. If approved, project begins after the grant application has been approved, but no sooner than the first Monday in June.
8. Project must be completed by the first Tuesday in September or no later than the first Monday in November with a two month extension.
9. Paid invoices and cancelled checks submitted to the staff liaison and inspection conducted by staff liaison.
10. Grant award payment from the Town of Waxhaw.

Façade Improvement Program Guidelines

What is a Façade?

A façade is defined as one side (exterior) of a building regardless of the number of stories. Each storefront of a building can be considered a façade. The rear or side of any building may also be considered a façade. However, priority will be given to applications that are requesting money for the front façade.

Who is Eligible?

Any structure within the boundary (*see attached map*) approved by the Waxhaw Board of Commissioners is eligible for funding from the Town for façade improvements. If you are unsure about the location of your property, please contact the Planning and Community Development Department at 704-843-2195. Additional rules to consider are:

- Only one application may be submitted for each façade. Either the property owner or the tenant of a building may submit an application, or an owner and tenant may apply jointly.
- If a building has multiple units, each tenant with a separate entrance may apply. Where a single tenant occupies multiple units the tenant is eligible for one application per façade.
- A tenant applicant must obtain the property owner's written consent for façade renovation and must submit that permission with the application.

Purpose of Façade Improvement Program

Waxhaw's Façade Improvement Program is an incentive-based measure intended to encourage and provide economic inducement for the:

- Renovation of residential, commercial, industrial and institutional buildings within the approved boundary;
- Implementation of appropriate design standards for the rehabilitation of historic properties (see the *Waxhaw, North Carolina Historic Landmark Guidelines* at www.waxhaw.com); and
- Preservation of the unique architectural character of downtown Waxhaw.

Criteria

- All façade design proposals MUST:
 1. Meet the applicable zoning and code requirements of Waxhaw,
 2. Must comply with these Façade Improvement Program grant guidelines,
 3. Must receive Façade Improvement Program application approval and, where appropriate, be issued a Certificate of Appropriateness from the Waxhaw Historic Preservation Commission PRIOR to beginning work, and
 4. Must adhere to the *Waxhaw, North Carolina Historic Landmark Guidelines*.

- Only exterior façade renovations are eligible.
- A property does not have to be occupied at the time a Façade Improvement Program application is submitted.
- Priority consideration will be given to proposals that make highly visible and significant design contributions and which contribute to the program's goal of preserving the architectural and historic character of downtown Waxhaw.
- A building may receive one grant for each façade, and tenant shopfronts may receive one grant per shopfront. However no more than one grant per façade or shopfront shall be awarded within one year.

Examples of Improvements

Improvements may include, but are not limited to the following:

- Removal of false fronts, metal canopies and additions that detract from a building's architectural or historical character. In the MS and C4 zoning districts, photographic evidence must be provided to verify that the rehabilitation will replicate a previous version of the same building wall/façade if previous building wall is not located behind false front. (If photographic evidence is not obtained and previous building has been removed, applicant must first obtain a Conditional Use Permit for approval of rehabilitation);
- Safe cleaning of brick storefronts – chemical stripping, scraping and water wash. Power washing is not recommended. Sand blasting is prohibited;
- Exterior painting/repainting;
- Historic reconstruction – storefront, door, or window repair or replacement, masonry repointing, etc.;
- Approved awning installation;
- Structural repairs – except roofs;
- Approved sign and/or exterior lighting installation. Simple sign changes are eligible but by themselves are given low priority.

Materials

- The Façade Improvement Grant Program is to encourage preservation, rehabilitation and restoration of historic structures, so materials used shall be those that are the same or the most comparable material available to existing materials.
- In the case of a historically appropriate rehabilitation materials shall be the same as those used on the original building.
- Substitute materials should only be considered if the original material is no longer available and after all other options for repair and replacement have been ruled out.

Appropriateness

The Waxhaw Building Inspector will inspect the existing façade for the following considerations:

- Is the proposed work necessary and/or appropriate?
- Does the quote match the repairs?
- Are proposed materials appropriate?

Quotes

Two quotes must be provided with each Façade Improvement Grant application. These must include a complete description of the proposed work. These quotes must comply with the following criteria:

- The quote must be itemized for each repair.
- Materials must be specified for any replacement of materials.
- If painting show proposed color.
- Method that will be used if cleaning brick storefronts or washing wood siding.
- Provide a before and after sketch if façade is proposed to change.
- If applying for more than one façade, separate quotes shall be provided for each façade.

Funding

- Façade Grants will be up to a 50% matching grant of the cost of rehabilitation. A minimum \$250 must be spent. Each year the Town has limited funds set aside for reimbursements for façade improvements, consult with staff liaison and/or Town Manager to determine availability.
- The final award amount is based on documentation of actual costs.
- Façade Grants are paid only when the approved project is completed in accordance with the approved plans and specifications submitted with the application and the appropriate tax documents have been submitted to the Town. The staff liaison will inspect and sign-off on completed work prior to issuance of grant award.
- Reimbursement checks will be made by the Town within two weeks of sign-off of completed work and documentation of payment of said work.

Approval

- Applications, with accompanying "before" photographs/proposed plans/sketches/specifications/color choices/property owner approval signature and copies of two cost estimates covering labor and material must be submitted to the staff liaison.
- The Waxhaw Historic Preservation Commission will review the Façade Improvement Program applications for final approval for properties within the approved boundary.
- It is recommended that the applicant seek the assistance of the staff liaison and other applicable Town Staff to supplement and assist with the Waxhaw Historic Preservation Commission review process.
- Each applicant will receive a letter notifying him/her of approval (or denial) of application and notifying him/her of any permit requirements. All application fees associated with a Façade Improvement Program issued by the Town of Waxhaw will be waived, however, **the applicant must still obtain any required permits.**

Post Approval

- All approved work must be completed within four (4) months of application approval.
- If more time is needed the applicant must provide a written statement requesting extension for review and approval at least one (1) month before the four (4) month deadline. The applicant shall not exceed six (6) months for completion of

the project, unless the applicant appears before the WHPC to request an extension and can prove a hardship in writing.

- After the applicant receives their approval letter and prior to grant money being disbursed, a W-9 form must be filled out and submitted to the Waxhaw Tax Collector. Additionally, a Misc. 1099 form will be mailed at the end of the year that the applicant must complete.
- Upon completion and sign-off of work, copies of the approved application along with documentation of paid statement, canceled checks, receipts, etc. must be submitted to the staff liaison in order to claim grant payment.

Denied Applications

- Applicants whose grant applications are denied by the Waxhaw Historic Preservation Commission are encouraged to reapply the next grant cycle. The Waxhaw Historic Preservation Commission, or their designee, will provide a written statement as to why the grant application was denied.

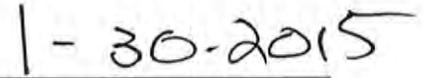
Annual Review

- In order to ensure the façade improvement program is a success, the Waxhaw Board of Commissioners is committed to reviewing the program on an annual basis prior to budget discussions for the new fiscal year. During this review, the Waxhaw Board of Commissioners may choose to increase funding, change the boundary, or expand the number/type of eligible properties.

I have read and understand the Downtown Waxhaw Façade Improvement Program Application and Grant Guidelines.



Applicant Signature



Date

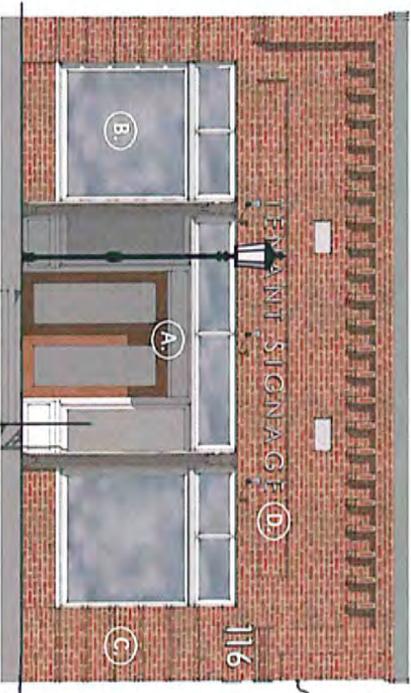
PROPOSED FACADE RENOVATIONS

116 W. NORTH MAIN STREET
WAXHAW, NORTH CAROLINA 28173

PIEDMONT PROPERTIES
LESTER OSBORN
LOsborn@piedmontproperties.com



Existing Conditions



Front Facade Proposed Scope:

- A. Replace front door/transom (80's vintage existing changed back to building period appropriate door/transom/sidelites)
- B. Repair/Recondition wood storefront and potentially replace single pane glazing with insulated glass
- C. Remove paint from brick via pressure washing, pending condition, either leave as cleaned or repaint/stain to more natural red brick color
- D. Signage/Awnings/Gooseneck lighting



PROPOSED FACADE RENOVATIONS

116 W. NORTH MAIN STREET
WAXHAW, NORTH CAROLINA 28173

PIEDMONT PROPERTIES
LESTER OSBORN
Losborn@piedmontproperties.com



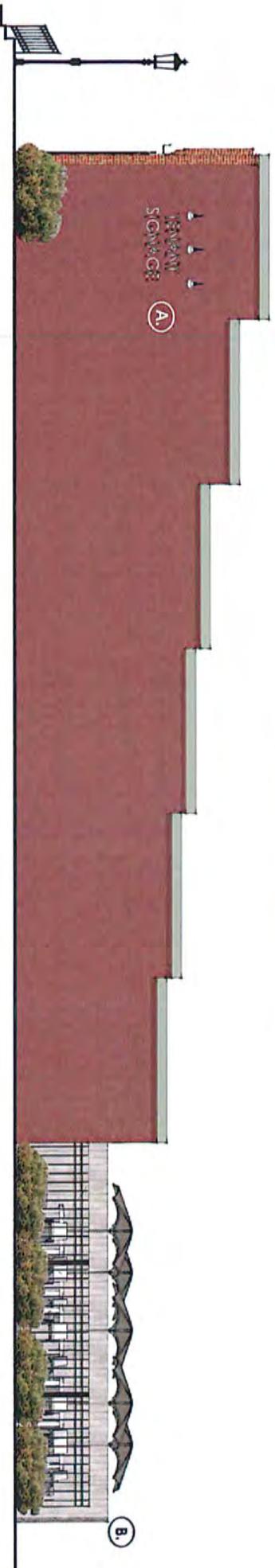
Existing Conditions

Proposed Facade Scope of Work:

- A. Paint/Mural, illuminated signage on the wall with red brick color as base
- B. Replace existing privacy fence with option that encourages rear courtyard dining and access to open lot and adjacent businesses
- C. Dumpster enclosure(s)



Image for reference only, not for tenant representation





January 30, 2015

Lester Osborn
Piedmont Properties
115 E Park Avenue
Suite B
Charlotte, NC 28203

Re: 116 E N Main Street, Waxhaw, NC

Dear Lester:

Ranger Construction is pleased to provide a proposal for the above-referenced project per the following scope of work:

A. Front Façade:

- 1. Replace front door with new wood door \$ 2,950.00
 - 2. Replace front two (2) windows, wood vestibule and transom glass with new insulated storefront window, new transom. \$ 9,615.00
 - 3. Power wash and prep front brick and recondition wood. \$ 12,975.00
 - 4. Replace lighting on building front (3 fixtures) \$ 6,865.00
 - 5. Add metal awning across front (40' x 4') \$ 5,820.00
- TOTAL: \$ 35,460.00**

Alternate: In event pressure wash damages brick, work will be Stopped and paint in red brick color

\$7,450.00

\$42,910.00 Total front including repainting

B. Side Façade:

- 1. Paint entire side, 90' x 20' in red brick color after prepping for paint \$ 11,850.00
 - 2. Replace existing privacy fence on side with new 8' tall aluminum wrought iron type approximately 40'. ~~\$ 6,490.00~~
 - 3. Dumpster enclosure, approximately three (3) 10' sides to 9' high with 8' gate ~~\$ 3,945.00~~
 - 4. Replace existing goose neck lighting with new. \$ 3,500.00
 - 5. Artistic sign along side per rendering. \$ 4,000.00
- TOTAL: \$ 29,785.00**

\$19,350.00 Total side without fence and dumpster enclosure

C. Rear Façade: (no grant application submitted for rear facade)

- 1. Replace door: new 3' x 7' wood door with hollow metal frame with 3' sidelight \$ 1,950.00
- 2. Allowance to install new signage on rear of building \$ 5,000.00
- 3. Screen equipment on concrete pad with 8' high wood fence, approximately 40' long \$ 3,850.00

4. Replace existing privacy fence, approximately 80' with new to match existing at 10' tall. **\$ 7,300.00**
- TOTAL: \$ 18,100.00**

Please acknowledge your acceptance of this proposal by signing below and returning one copy to us for our files. Should you have any questions or desire additional information, please contact me at 704.519.0775. Thank you for the opportunity to be of service.

Sincerely,

Thomas J. Phillips

Accepted by:

By: _____ Date: _____
Signature/Title



January 30, 2015

116 West North Main Street
Waxhaw, North Carolina
Exterior Façade Improvements
Budget Proposal

We offer the budget cost of \$68,640.00 to complete the Improvements to exterior façade of the existing building at 116 West North Main Street Waxhaw, NC based on the renderings and scope of work identified by RBA Group prepared for Piedmont Properties received by Cummings Construction Corporation on January 28, 2015.

Front Façade

A. New Pair of Full Glass Wood Doors and Transom	\$10,200.00
B. New Windows, Repair and refurbish existing trim and siding	\$8,980.00
C1. Pressure Wash Remove Existing Paint	\$2,650.00
C2. Point up existing masonry	\$2,820.00
C3. Re-paint painted masonry	\$3,350.00
D1. Signage	\$2,380.00
D2. Goose Neck Lighting	\$4,340.00
D3. Awning – Black Fabric and Aluminum Frame	<u>\$2,220.00</u>
Total Front Façade	\$36,940.00 Cost with repainting \$33,590.00 - Cost without repainting

(Alternative in event brick damaged.)

Side Façade

A1. Goose neck lighting for artistic signage	\$4,340.00
A2. Paint Side wall terra cotta color	\$3,620.00
A3. Artistic mural signage	\$4,840.00
B1. Demolition and removal of existing fence	\$1,840.00
B2. New aluminum fence for dining	\$9,660.00
C. Wood Dumpster Enclosure with Metal Panel Gates	\$7,400.00
Total Side Façade	\$31,700.00 \$12,800.00 Cost without fence and dumpster enclosures
Total Budget Cost	\$68,640.00

**Façade Improvement Program Grant Application
Single-Family Residential Dwelling
309 North Main Street**

OVERVIEW OF THE REQUEST

The applicant, Stephanie Davis, requests a façade improvement grant for the front (street) side of her residential single-family home to aid in installing German siding and repainting, replacing one wood window, 2 wood doors and the chimney.

HISTORY

According to the Union County GIS Mapping System the home was constructed in 1989. However, the property is located within the Façade Improvement Program Boundary.

EXISTING ARCHITECTURE

This single-family residential home is a one story ranch style home. It is not included in the 1991 National Register Inventory.

COMPLIANCE WITH WAXHAW HISTORIC LANDMARK GUIDELINES

The applicant is proposing to replace a wooden window with a new wooden window which is compliant with the Historic Landmark Guidelines. The Historic Landmark Guidelines for porches, Windows and Doors state:

3. If materials must be replaced, **replace with materials that are of like kind with the same detailing**. ... Match to the existing material; if it cannot be matched, look for similar detailing.

The applicant is proposing to replace the Masonite siding with German Siding. Masonite siding is no longer available and is not an historic building material. The Historic Landmark Guidelines state:

1. Retain original exterior wall cladding and foundation materials such as specialty wood siding and masonry. Typically, these materials contain design features that contribute to the overall character of a building.

Although the German siding is a different material than Masonite, the Masonite does not contribute to the character of the home.

QUOTES

The applicant provided 2 quotes for the front side of the home, for replacing siding, one window, 2 doors and a chimney. The quote for Rufus Coffey doesn't include labor because he is the applicant's father. Mr. Coffey said that both quotes should only include the one 28 by 39 window because the other windows are still good, so they have been removed from Mr. Elleby's quote. Mr. Coffey also asked to add 200.00 for paint on Mr. Elleby's quote, which had initially not accounted for paint. The following are the costs for the different quotes.

	Quote 1: Jesse Elleby	Quote 2: Rufus Coffey
Front Façade	12,620.00	4,224.00

Submitted By: Lisa McCarter, WHPC Staff Liaison



Downtown Waxhaw
Façade Improvement Program Application Form
(All work MUST comply with the Waxhaw, NC Historic Landmark Guidelines.)

Please print clearly in blue or black ink.

Date: 2-1-15

Property Physical Address 309 N. Main St. Waxhaw, NC 28173

Applicant Name Stephanie Davis

Relationship of Applicant to Property Owner _____

Property Owner Name Stephanie Davis

Business Name (if applicable) _____

Mailing Address 516 Sardinia Lane

Phone Number 325-864-7576

Fax Number 919-243-0681

Email Address Samstef@att:nc

Estimated Completion Date of Work 10-1-15

Provide a brief description of the proposed work below.

Remove Siding and replace with German
Siding; replace 2 doors; replace 1 window
primes & paint, repair chimney

Improvement Information: On attached sheet(s) describe the proposed improvement project **specific to the individual facade**: provide samples, "before" photographs, pictures or a sketch of "after", show size, proposed color(s), method of cleaning brick storefronts, materials, location on property/building, and manner of installation, etc. This information must be in accordance with the Downtown Waxhaw Façade Improvement Program Process and Guidelines attached.

QUOTES

<u>Rufus Coffey</u>	<u>4,224.00</u>
Name of First Contractor	Quoted Price* (for this façade)
<u>Jessie Elleby</u>	<u>5,846.00</u>
Name of Second Contractor	Quoted Price* (for this façade)

*If you are applying for more than 1 façade (side) of your building different itemized quotes must be submitted for each façade.

SIGNATURES

<u>Stephanie Davis</u>	<u>2-1-15</u>
Property Owner	Date

Applicant	Date
-----------	------

WHPC Staff Liaison	Date
--------------------	------

Town Manager	Date
--------------	------

FOR WHPC USE ONLY:

<input type="checkbox"/> Approved as Submitted	<input type="checkbox"/> Approved with Modifications or Conditions (modifications/conditions attached)	<input type="checkbox"/> Rejected	<input type="checkbox"/> <u>Withdrawn</u>
--	--	-----------------------------------	---

FOR STAFF USE ONLY:

Payment Information:	<input type="checkbox"/> Approved for Reimbursement	<input type="checkbox"/> Rejected for Reimbursement (see reverse)
----------------------	---	---

Approved Award (<u>Amount to Not Exceed</u>):	\$
---	----

<u>Actual Documented Cost of Façade Improvement:</u>	\$
--	----

All documentation must be attached for reimbursement. No reimbursement can be given without documentation.

Town of Waxhaw Reimbursement: (50% of Actual Documented Cost)	\$
--	----

the project, unless the applicant appears before the WHPC to request an extension and can prove a hardship in writing.

- After the applicant receives their approval letter and prior to grant money being disbursed, a W-9 form must be filled out and submitted to the Waxhaw Tax Collector. Additionally, a Misc. 1099 form will be mailed at the end of the year that the applicant must complete.
- Upon completion and sign-off of work, copies of the approved application along with documentation of paid statement, canceled checks, receipts, etc. must be submitted to the staff liaison in order to claim grant payment.

Denied Applications

- Applicants whose grant applications are denied by the Waxhaw Historic Preservation Commission are encouraged to reapply the next grant cycle. The Waxhaw Historic Preservation Commission, or their designee, will provide a written statement as to why the grant application was denied.

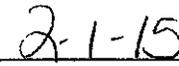
Annual Review

- In order to ensure the façade improvement program is a success, the Waxhaw Board of Commissioners is committed to reviewing the program on an annual basis prior to budget discussions for the new fiscal year. During this review, the Waxhaw Board of Commissioners may choose to increase funding, change the boundary, or expand the number/type of eligible properties.

I have read and understand the Downtown Waxhaw Façade Improvement Program Application and Grant Guidelines.



 Applicant Signature



 Date

309 N Main





Rufus Coffey
3710 Hood Road
Waxhaw NC 28173

Estimate for the front

309 North Main Street
Waxhaw NC 28173

This estimate for the front of 309 N. Main Street home includes removing siding and replace with wood German siding, replace 2 doors (front & side), 36X81, replace 1 window 28X39, (5-gal prima, & 10-gal paint) and repair Chimney.

Remove Siding	\$ 739.00
Replace with German Siding	\$1,560.00
Replace 2 doors(Front & Side) 36X81	\$ 750.00
1 Window 28X39	\$ 150.00
10-gal Paint 5-gal Prima	\$ 200.00
Repair Chimney	\$ 825.00
Total	\$4,224.00

Jesse Elleby
533 Huntsmoor Dr.
Charlotte NC 28217

Estimate for the Front

309 North Main Street
Waxhaw NC 28173

Below is the estimate for improvements of 309 N. Main Street.

Front Side of House

Remove Siding	425.00
6 Corner boards 1X6 at 10ft	38.00
Labor	275.00
German Siding (750 sqft) at 10.75 ea	760.00
Labor	1,941.00
Replace 4 windows (36X54) \$159ea	636.00
Labor	1,150.00
Front Door	375.00
Labor	425.00
Miscellaneous work	475.00
Molding Caulk Gable Board	225.00
Labor	425.00
Paint	200.00
Total	7150.00 6,714.00

Short Side Front Side Driveway

Remove Siding	374.00
Replace German Siding (585 sqft.) 10.95ea	790.00
Labor	2,195.00
1 Window (28X39)	128.00
Labor	128.00
Side Door	376.00
Labor	425.00
Repair Chimney	540.00
Labor	675.00
Miscellaneous work	275.00

Total 5906.00

Grand Total ~~13,056.00~~
12,620.00

**Façade Improvement Program Grant Application
 Red Barn – Right/South Side Façade
 103 S. Church Street**

OVERVIEW OF THE REQUEST

The applicant, John Ghiz, property manager for the owner, Despina Cockinos, requests a façade improvement grant for the south side façade of the building located at 103 South Church Street. The proposed work is for replacing 10-12 cracked or rotten siding boards and re-staining the entire side of the barn the same color.

HISTORY

The following history of the property is a summary from the 1991 National Register Inventory. “Constructed c. 1905 by A.W. Heath to house a corn and wheat grist mill. The mill operated until the mid-1930s. The building has been used for storage for a number of years.”

The building then served as a warehouse for the novelty distributing company located next door in the Cockinos Building. The property is currently in use as a tack shop.

EXISTING ARCHITECTURE

As stated in the 1991 National Register Inventory,

“Substantial, two-story gable-front frame structure, resting on a rough stone foundation, roofed with standing seam metal, and sheathed with rough sawn clapboards.”

COMPLIANCE WITH WAXHAW HISTORIC LANDMARK GUIDELINES

The applicant proposes to replace 10 to 12 cracked or rotted boards with like materials and re-stain in the same color. The use of like colors and materials is in keeping with the Historic Landmark Guidelines.

COMPLIANCE WITH UNIFIED DEVELOPMENT ORDINANCE REGULATIONS

The request is in compliance with the UDO (Unified Development Ordinance).

QUOTES

The applicant had two quotes prepared. The following table summarizes the quotes for the side façade.

	Quote 1: Fine Carpentry Unlimited	Quote 2: Pride Painting Co., Inc.
Side Façade	3,147.00	2,990.00

Submitted By: Lisa McCarter, WHPC Staff Liaison

North Carolina State Historic Preservation Office

Historic Property Survey Summary

County: **Union**

SSN: **UN0160** Blockface#

Quad: Waxhaw
PIN: 05115039B
X: Y:
DOT Project #:
OSA#:

Update Mo: **01** Yr: **2010**

- No Alt Alt Det Rehab
- Removed Outbldg Loss
- No Acc. Not Fnd FileMsg
- Newly ID'd Needs Resch.

Property Name: **A. W. Heath Company Mill**
 Street or 911 Address: **103 S. Church Street**
 Location Description: **103 South Church St.**
 Town/vicinity: **Waxhaw**
 District: **Waxhaw Historic District (NR HD)**
 District Dates: NRdate: **12/6/1991** SLdate: **11/16/1983** DOEdate:
 Local District:

Recommended for SL StudyList SLDate: NR NRDate: NR #: **None**
 DOE DOEDate:
 DOE Type: Local Status: Ownership:

Principal Resource Material Integrity: **High** Condition: **Good** Location Integrity: **Original**

Architectural Data: Date(s): **ca. 1905**
 Major Style Group(s)
 Construction: **Frame**
 Ext. Material: **Weatherboard:Plain** Later Covering:
 Height: **2 story** Roof: **Front Gable** Plan: Core Form (Domestic):
 Design Source and attribution: **Not specified**

Major Theme: **Architecture** 2nd Theme:
 Group Association: Religious Affiliation
 Historic Function: **Agriculture/Subsistence - processing**

Written Summary

Substantial, two-story gable-front frame structure, resting on a rough stone foundation, roofed with standing seam metal, and sheathed with rough sawn clapboards. Constructed c. 1905 by A.W. Heath to house a corn and wheat grist mill. The mill operated until the mid-1930s. The building has been used for storage for a number of years. At present it serves as a warehouse for the novelty distributing company located next door in the Cockinos Building (#29). (source: 1991 National Register Nomination))

2010: The building houses a saddle shop.

Outbuildings/Features

Actions

Year	Month	Surveyor	Action/Report
1991		Patricia S. Dickinson	Survey for NRHD nomination



Downtown Waxhaw
Façade Improvement Program Application Form
 (All work MUST comply with the Waxhaw, NC Historic Landmark Guidelines.)

Please print clearly in blue or black ink.

Date: JANUARY 21, 2015

Property Physical Address 103 S. CHURCH STREET Waxhaw, NC 28173

Applicant Name SOUTHSTONE PROPERTIES.

Relationship of Applicant to Property Owner AGENT - PROPERTY MANAGER

Property Owner Name DESPINA K. COCKINOS

Business Name (if applicable) _____

Mailing Address P.O. BOX 7873B, CHARLOTTE, NC 28271-7040

Phone Number 704-540-4222

Fax Number 704-540-7766

Email Address JGH12@SOUTHSTONE.NET

Estimated Completion Date of Work JUNE 30, 2015

Provide a brief description of the proposed work below.

SOUTH FACING SIDE OF RED BARN: REPLACE
BETWEEN 10 AND 12 SIDING BOARDS THAT HAVE CRACKED
OR ROTTED. RE-STAIN ENTIRE SIDE OF BARN.

Improvement Information: On attached sheet(s) describe the proposed improvement project **specific to the individual facade**: provide samples, "before" photographs, pictures or a sketch of "after", show size, proposed color(s), method of cleaning brick storefronts, materials, location on property/building, and manner of installation, etc. This information must be in accordance with the Downtown Waxhaw Façade Improvement Program Process and Guidelines attached.

QUOTES

FINE CARPENTRY UNLIMITED

\$3,147.⁰⁰

Name of First Contractor

Quoted Price* (for this façade)

PRIDE PAINTING CO.

~~\$2,050.00~~ \$2,990.⁰⁰

Name of Second Contractor

Quoted Price* (for this façade)

*If you are applying for more than 1 façade (side) of your building different itemized quotes must be submitted for each façade.

SIGNATURES

DESPINA K. COCHINOS

Despina K. Cochinos

01-22-15

Property Owner

Date



Applicant

01-21-2015

Date

WHPC Staff Liaison

Date

Town Manager

Date

FOR WHPC USE ONLY:

Approved as Submitted

Approved with Modifications or Conditions (modifications/conditions attached)

Rejected

Withdrawn

FOR STAFF USE ONLY:

Payment Information:

Approved for Reimbursement

Rejected for Reimbursement (see reverse)

Approved Award (Amount to Not Exceed):

\$

Actual Documented Cost of Façade Improvement:

\$

All documentation must be attached for reimbursement. No reimbursement can be given without documentation.

Town of Waxhaw Reimbursement:
(50% of Actual Documented Cost)

\$

Downtown Waxhaw Façade Improvement Program

Timeline

- The 1st Monday in February – Submittal Deadline
- The 1st Monday in March – Staff Notifies Applicant of Completeness
- The 3rd Monday in March – Deadline for Applicant to Submit Any Missing Information
- April – Regular WHPC (Waxhaw Historic Preservation Commission) Meeting – Applications Reviewed by WHPC
- Two Weeks Following WHPC Meeting – Applicant Must Submit Any Information Requested by the WHPC
- May – WHPC Meeting – WHPC Approves or Denies Request (Or No Later Than the 1st Monday in June)
- The 1st Monday in June – Approved Projects May Begin
- The 1st Tuesday in September – Project Must be Completed, or No Later Than The 1st Monday in November with a Two Month Extension

Façade Improvement Program Process

In 2010, the Board of Commissioners began setting aside money to aid properties in downtown Waxhaw. Downtown Waxhaw is an asset to the Town and the region, and it is well documented that a vibrant downtown can bring economic benefits to the larger community.

The motivation behind the façade improvement program is to help property owners with projects that may get put off due to budget constraints or other reasons. The hope is this program will spur interest and investment in our downtown so that it will continue to play an integral role in our community.

The following are the ten steps of the application process:

1. Property owner/tenant reviews the Façade Improvement Grant package and meets with the staff liaison to discuss concepts.
2. Property owner/tenant contacts two contractors and contractors complete cost estimates and project timeline.
3. Property owner/tenant submits Façade Grant application to staff liaison for initial review by 5:00PM on the first Monday in February. A *Certificate of Appropriateness* will be required for locally designated landmarks seeking façade grant funds from the Town of Waxhaw. All other documents will be the same for both applications.
4. Staff liaison reviews application for completeness. Staff liaison will notify the applicant by the first Monday in March if there is any missing information. The applicant will have until the third Monday in March to provide any missing information requested by staff liaison. Information submitted after the deadline may disqualify you from the grant. Once the submitted application is complete, Planning & Community Development staff will review the request for Unified Development Ordinance and NC Building Code compliance and inspect and photograph the façade.
5. WHPC reviews Façade Grant application (and Certificate of Appropriateness application simultaneously, where applicable) at the regular April WHPC meeting. The WHPC will request any further information needed. The applicant will have two weeks to provide additional information requested by the WHPC.

6. Application approval or denial by the WHPC at their regular May meeting or no later than the first Monday in June.
7. If approved, project begins after the grant application has been approved, but no sooner than the first Monday in June.
8. Project must be completed by the first Tuesday in September or no later than the first Monday in November with a two month extension.
9. Paid invoices and cancelled checks submitted to the staff liaison and inspection conducted by staff liaison.
10. Grant award payment from the Town of Waxhaw.

Façade Improvement Program Guidelines

What is a Façade?

A façade is defined as one side (exterior) of a building regardless of the number of stories. Each storefront of a building can be considered a façade. The rear or side of any building may also be considered a façade. However, priority will be given to applications that are requesting money for the front façade.

Who is Eligible?

Any structure within the boundary (*see attached map*) approved by the Waxhaw Board of Commissioners is eligible for funding from the Town for façade improvements. If you are unsure about the location of your property, please contact the Planning and Community Development Department at 704-843-2195. Additional rules to consider are:

- Only one application may be submitted for each façade. Either the property owner or the tenant of a building may submit an application, or an owner and tenant may apply jointly.
- If a building has multiple units, each tenant with a separate entrance may apply. Where a single tenant occupies multiple units the tenant is eligible for one application per façade.
- A tenant applicant must obtain the property owner's written consent for façade renovation and must submit that permission with the application.

Purpose of Façade Improvement Program

Waxhaw's Façade Improvement Program is an incentive-based measure intended to encourage and provide economic inducement for the:

- Renovation of residential, commercial, industrial and institutional buildings within the approved boundary;
- Implementation of appropriate design standards for the rehabilitation of historic properties (*see the Waxhaw, North Carolina Historic Landmark Guidelines at www.waxhaw.com*); and
- Preservation of the unique architectural character of downtown Waxhaw.

Criteria

- All façade design proposals MUST:
 1. Meet the applicable zoning and code requirements of Waxhaw,
 2. Must comply with these Façade Improvement Program grant guidelines,
 3. Must receive Façade Improvement Program application approval and, where appropriate, be issued a Certificate of Appropriateness from the Waxhaw Historic Preservation Commission PRIOR to beginning work, and
 4. Must adhere to the *Waxhaw, North Carolina Historic Landmark Guidelines*.

- Only exterior façade renovations are eligible.
- A property does not have to be occupied at the time a Façade Improvement Program application is submitted.
- Priority consideration will be given to proposals that make highly visible and significant design contributions and which contribute to the program's goal of preserving the architectural and historic character of downtown Waxhaw.
- A building may receive one grant for each façade, and tenant shopfronts may receive one grant per shopfront. However no more than one grant per façade or shopfront shall be awarded within one year.

Examples of Improvements

Improvements may include, but are not limited to the following:

- Removal of false fronts, metal canopies and additions that detract from a building's architectural or historical character. In the MS and C4 zoning districts, photographic evidence must be provided to verify that the rehabilitation will replicate a previous version of the same building wall/façade if previous building wall is not located behind false front. (If photographic evidence is not obtained and previous building has been removed, applicant must first obtain a Conditional Use Permit for approval of rehabilitation);
- Safe cleaning of brick storefronts – chemical stripping, scraping and water wash. Power washing is not recommended. Sand blasting is prohibited;
- Exterior painting/repainting;
- Historic reconstruction – storefront, door, or window repair or replacement, masonry repointing, etc.;
- Approved awning installation;
- Structural repairs – except roofs;
- Approved sign and/or exterior lighting installation. Simple sign changes are eligible but by themselves are given low priority.

Materials

- The Façade Improvement Grant Program is to encourage preservation, rehabilitation and restoration of historic structures, so materials used shall be those that are the same or the most comparable material available to existing materials.
- In the case of a historically appropriate rehabilitation materials shall be the same as those used on the original building.
- Substitute materials should only be considered if the original material is no longer available and after all other options for repair and replacement have been ruled out.

Appropriateness

The Waxhaw Building Inspector will inspect the existing façade for the following considerations:

- Is the proposed work necessary and/or appropriate?
- Does the quote match the repairs?
- Are proposed materials appropriate?

Quotes

Two quotes must be provided with each Façade Improvement Grant application. These must include a complete description of the proposed work. These quotes must comply with the following criteria:

- The quote must be itemized for each repair.
- Materials must be specified for any replacement of materials.
- If painting show proposed color.
- Method that will be used if cleaning brick storefronts or washing wood siding.
- Provide a before and after sketch if façade is proposed to change.
- If applying for more than one façade, separate quotes shall be provided for each façade.

Funding

- Façade Grants will be up to a 50% matching grant of the cost of rehabilitation. A minimum \$250 must be spent. Each year the Town has limited funds set aside for reimbursements for façade improvements, consult with staff liaison and/or Town Manager to determine availability.
- The final award amount is based on documentation of actual costs.
- Façade Grants are paid only when the approved project is completed in accordance with the approved plans and specifications submitted with the application and the appropriate tax documents have been submitted to the Town. The staff liaison will inspect and sign-off on completed work prior to issuance of grant award.
- Reimbursement checks will be made by the Town within two weeks of sign-off of completed work and documentation of payment of said work.

Approval

- Applications, with accompanying "before" photographs/proposed plans/sketches/specifications/color choices/property owner approval signature and copies of two cost estimates covering labor and material must be submitted to the staff liaison.
- The Waxhaw Historic Preservation Commission will review the Façade Improvement Program applications for final approval for properties within the approved boundary.
- It is recommended that the applicant seek the assistance of the staff liaison and other applicable Town Staff to supplement and assist with the Waxhaw Historic Preservation Commission review process.
- Each applicant will receive a letter notifying him/her of approval (or denial) of application and notifying him/her of any permit requirements. All application fees associated with a Façade Improvement Program issued by the Town of Waxhaw will be waived, however, **the applicant must still obtain any required permits.**

Post Approval

- All approved work must be completed within four (4) months of application approval.
- If more time is needed the applicant must provide a written statement requesting extension for review and approval at least one (1) month before the four (4) month deadline. The applicant shall not exceed six (6) months for completion of

the project, unless the applicant appears before the WHPC to request an extension and can prove a hardship in writing.

- After the applicant receives their approval letter and prior to grant money being disbursed, a W-9 form must be filled out and submitted to the Waxhaw Tax Collector. Additionally, a Misc. 1099 form will be mailed at the end of the year that the applicant must complete.
- Upon completion and sign-off of work, copies of the approved application along with documentation of paid statement, canceled checks, receipts, etc. must be submitted to the staff liaison in order to claim grant payment.

Denied Applications

- Applicants whose grant applications are denied by the Waxhaw Historic Preservation Commission are encouraged to reapply the next grant cycle. The Waxhaw Historic Preservation Commission, or their designee, will provide a written statement as to why the grant application was denied.

Annual Review

- In order to ensure the façade improvement program is a success, the Waxhaw Board of Commissioners is committed to reviewing the program on an annual basis prior to budget discussions for the new fiscal year. During this review, the Waxhaw Board of Commissioners may choose to increase funding, change the boundary, or expand the number/type of eligible properties.

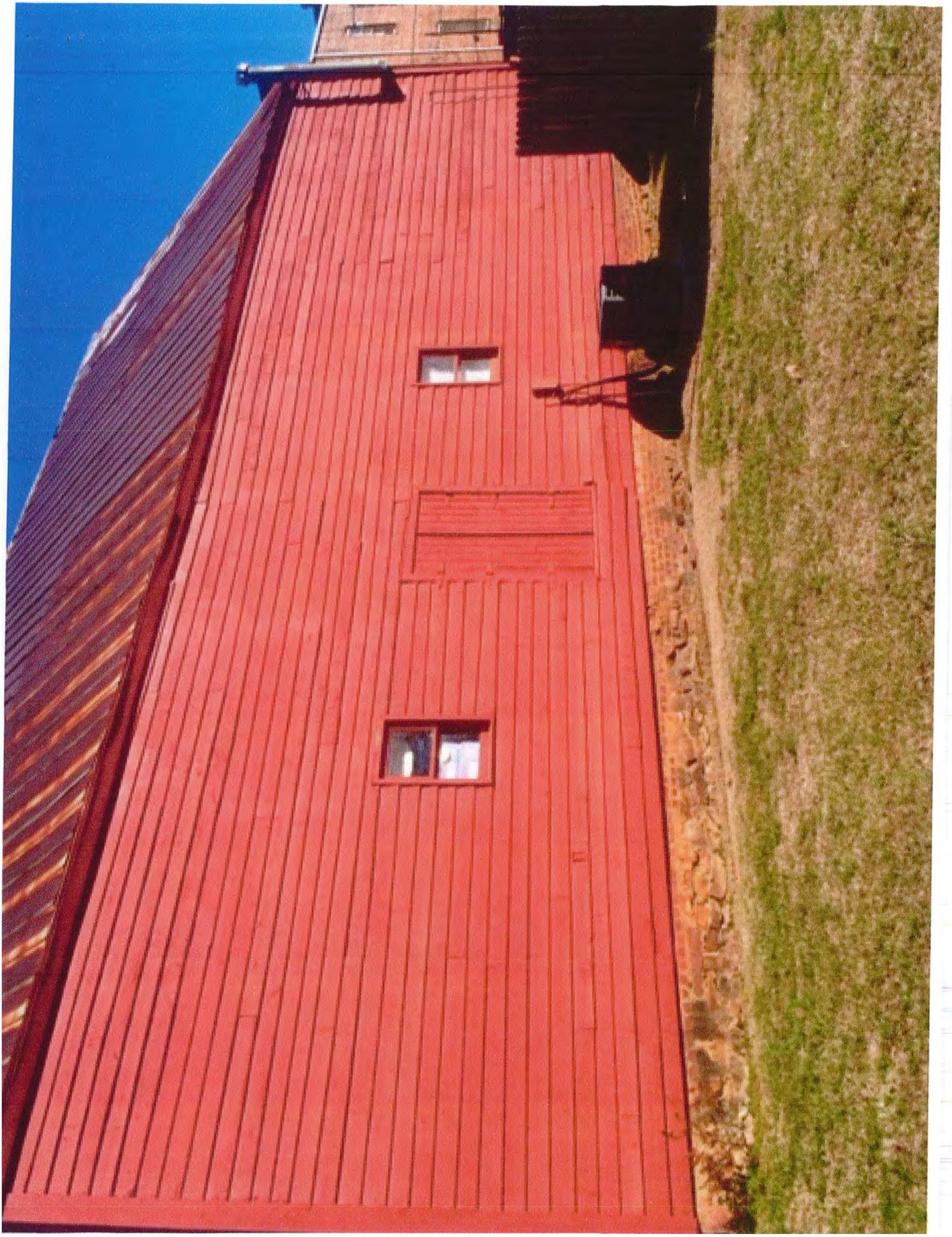
I have read and understand the Downtown Waxhaw Façade Improvement Program Application and Grant Guidelines.



Applicant Signature

2-1-2015

Date



**FINE CARPENTRY UNLIMITED
410 WITMORE ROAD
WINGATE, NC 28174
Ph: 704-233-1800**

Room Additions – Custom Decks – Architectural Interiors

**Proposal Submitted to: Southstone Properties
Attn: John Ghiz**

**PH: 704-540-4222
Date: January 30, 2015**

**We hereby propose to furnish materials and labor necessary for the completion of:
Waxhaw Tack, Red Barn**

- | | |
|---|--------------------|
| 1. Remove and replace 12 1x8 cedar rough sawn planks @ south wall,
Complete through solid stain. | \$ 2,700.00 |
| 2. Seal 2 corners & soffit w/spray foam. | \$ 375.00 |
| 3. Materials for above foam. | \$ 72.00 |

Total for material and labor:

\$ 3,147.00



Pride Painting Co. Inc.
1409 East Blvd.
Charlotte, NC 28203

ESTIMATE

**103 South Church Street
Waxhaw, NC
(Red Barn)**

Bill to: SouthStone Properties
John Ghiz
704-540-4222

Replace damaged/rotted siding boards on south facing wall

Labor to remove 10-12 rotted siding boards and replace with same type rough sawn siding boards. Seal corners to avoid bird intrusion and stain south wall to match existing color of structure.	\$2,990.00
Note: work to be completed by June 30.	
Total:	\$2,990.00

**Façade Improvement Program Grant Application
Office Building – Right/South Side Façade
101 S. Church Street**

OVERVIEW OF THE REQUEST

The applicant, John Ghiz, property manager for the owner, Despina Cockinos, requests a façade improvement grant for the front side façade of the building located at 101 South Church Street. The proposed work is for repair and replacing rotted wood, painting front wood trim, door frame and doors using the same color.

HISTORY

The following history of the property is a summary from the 1991 National Register Inventory.

“This one-story, double-storefront brick commercial building, constructed in 1988, is an extraordinarily well designed, sympathetic addition to the early twentieth century streetscape. The building was designed by James Hemphill, Jr., principal in Hemphill Associates, a Charlotte, NC architectural firm founded in 1916 by James Hernphill, Sr. According to James Hemphill, Jr., the firm's main focus today is modern commercial architecture, but they have always maintained a strong interest in historic architecture and have designed adaptive reuse projects, as well as historic reproductions. In designing this building, Hemphill "tried to fit it in with the old buildings already on the street," by "simulating the cast iron columns which adorn the old buildings and trying to blend the brick shades.”

The Main Street stores were previously occupied by an antiques shop and a yarn shop. The house to the rear facing Church Street for which the façade request has been submitted formerly housed a novelty distributor and is currently in office use.

EXISTING ARCHITECTURE

As stated in the 1991 National Register Inventory,

“The building, constructed for Charlotte businessman Frank Cockinos, is constructed of brown/beige brick with a brown mortar which blends well with the more orange tones of the neighboring building's brick. The Cockinos Building displays simple crenellated brick corbelling at the eave, which extends around the building to include the small office wing at the rear (facing Church Street); two recessed entrances with glass and wood double-leaf doors framed by transoms and sidelights; carved wooden pilasters similar to the cast iron pilasters on the neighboring Heath Stores; and large sixteen-light display windows topped by blind transoms.”

COMPLIANCE WITH WAXHAW HISTORIC LANDMARK GUIDELINES

The applicant proposes to replace rotten wood and repaint trim, door frame and doors using the same colors. This is in keeping with the Historic Landmark Guidelines.

COMPLIANCE WITH UNIFIED DEVELOPMENT ORDINANCE REGULATIONS

The request is in compliance with the UDO (Unified Development Ordinance).

QUOTES

The applicant had two quotes prepared. The following table summarizes the quotes for the front facade.

	Quote 1: Fine Carpentry Unlimited	Quote 2: Pride Painting Co., Inc.
Side Façade	2,785.00	2,600.00

Submitted By: Lisa McCarter, WHPC Staff Liaison

Year	Month	Surveyor	Action/Report
1991		Patricia S. Dickinson	Survey for NRHD nomination



Downtown Waxhaw
Façade Improvement Program Application Form
 (All work MUST comply with the *Waxhaw, NC Historic Landmark Guidelines.*)

Please print clearly in blue or black ink.

Date: JANUARY 21, 2015

Property Physical Address 101 S. CHURCH ST. Waxhaw, NC 28173

Applicant Name SOUTHSTONE PROPERTIES - JOHN GHIZ

Relationship of Applicant to Property Owner AGENT - PROPERTY MANAGER

Property Owner Name DESPINA K. COCKINOS

Business Name (if applicable) _____

Mailing Address P.O. BOX 78738, CHARLOTTE, NC 28271-7040

Phone Number 704-540-4222

Fax Number 704-540-7766

Email Address JGHIZ@SOUTHSTONE.NET

Estimated Completion Date of Work JUNE 30, 2015

Provide a brief description of the proposed work below.

REPAIR & REPLACE ROTTED WOOD, PREP AND PAINT
FRONT WOOD TRIM, DOOR FRAME AND DOORS USING
SAME (EXISTING) COLOR.
FRONT OF BUILDING FACES THE WEST.

Improvement Information: On attached sheet(s) describe the proposed improvement project **specific to the individual facade**: provide samples, "before" photographs, pictures or a sketch of "after", show size, proposed color(s), method of cleaning brick storefronts, materials, location on property/building, and manner of installation, etc. This information must be in accordance with the Downtown Waxhaw Façade Improvement Program Process and Guidelines attached.

QUOTES

<u>FINE CARPENTRY UNLIMITED</u>	<u>\$2,785.00</u>
Name of First Contractor	Quoted Price* (for this façade)
<u>PRIDE PAINTING</u>	<u>\$2600.00</u>
Name of Second Contractor	Quoted Price* (for this façade)

***If you are applying for more than 1 façade (side) of your building different itemized quotes must be submitted for each façade.**

SIGNATURES

<u>Deanna K. Cochran</u>	<u>01-21-2015</u>
Property Owner	Date

<u>[Signature]</u>	<u>1-21-15</u>
Applicant	Date

_____	_____
WHPC Staff Liaison	Date

_____	_____
Town Manager	Date

FOR WHPC USE ONLY:

Approved as Submitted Approved with Modifications or Conditions (modifications/conditions attached) Rejected Withdrawn

FOR STAFF USE ONLY:

Payment Information: Approved for Reimbursement Rejected for Reimbursement (see reverse)

Approved Award (Amount to Not Exceed):	\$
--	----

Actual Documented Cost of Façade Improvement:	\$
---	----

All documentation must be attached for reimbursement. No reimbursement can be given without documentation.

Town of Waxhaw Reimbursement: (50% of Actual Documented Cost)	\$
--	----

Downtown Waxhaw Façade Improvement Program

Timeline

- The 1st Monday in February – Submittal Deadline
- The 1st Monday in March – Staff Notifies Applicant of Completeness
- The 3rd Monday in March – Deadline for Applicant to Submit Any Missing Information
- April – Regular WHPC (Waxhaw Historic Preservation Commission) Meeting – Applications Reviewed by WHPC
- Two Weeks Following WHPC Meeting – Applicant Must Submit Any Information Requested by the WHPC
- May – WHPC Meeting – WHPC Approves or Denies Request (Or No Later Than the 1st Monday in June)
- The 1st Monday in June – Approved Projects May Begin
- The 1st Tuesday in September – Project Must be Completed, or No Later Than The 1st Monday in November with a Two Month Extension

Façade Improvement Program Process

In 2010, the Board of Commissioners began setting aside money to aid properties in downtown Waxhaw. Downtown Waxhaw is an asset to the Town and the region, and it is well documented that a vibrant downtown can bring economic benefits to the larger community.

The motivation behind the façade improvement program is to help property owners with projects that may get put off due to budget constraints or other reasons. The hope is this program will spur interest and investment in our downtown so that it will continue to play an integral role in our community.

The following are the ten steps of the application process:

1. Property owner/tenant reviews the Façade Improvement Grant package and meets with the staff liaison to discuss concepts.
2. Property owner/tenant contacts two contractors and contractors complete cost estimates and project timeline.
3. Property owner/tenant submits Façade Grant application to staff liaison for initial review by 5:00PM on the first Monday in February. *A Certificate of Appropriateness will be required for locally designated landmarks seeking façade grant funds from the Town of Waxhaw. All other documents will be the same for both applications.*
4. Staff liaison reviews application for completeness. Staff liaison will notify the applicant by the first Monday in March if there is any missing information. The applicant will have until the third Monday in March to provide any missing information requested by staff liaison. Information submitted after the deadline may disqualify you from the grant. Once the submitted application is complete, Planning & Community Development staff will review the request for Unified Development Ordinance and NC Building Code compliance and inspect and photograph the façade.
5. WHPC reviews Façade Grant application (and Certificate of Appropriateness application simultaneously, where applicable) at the regular April WHPC meeting. The WHPC will request any further information needed. The applicant will have two weeks to provide additional information requested by the WHPC.

6. Application approval or denial by the WHPC at their regular May meeting or no later than the first Monday in June.
7. If approved, project begins after the grant application has been approved, but no sooner than the first Monday in June.
8. Project must be completed by the first Tuesday in September or no later than the first Monday in November with a two month extension.
9. Paid invoices and cancelled checks submitted to the staff liaison and inspection conducted by staff liaison.
10. Grant award payment from the Town of Waxhaw.

Façade Improvement Program Guidelines

What is a Façade?

A façade is defined as one side (exterior) of a building regardless of the number of stories. Each storefront of a building can be considered a façade. The rear or side of any building may also be considered a façade. However, priority will be given to applications that are requesting money for the front façade.

Who is Eligible?

Any structure within the boundary (*see attached map*) approved by the Waxhaw Board of Commissioners is eligible for funding from the Town for façade improvements. If you are unsure about the location of your property, please contact the Planning and Community Development Department at 704-843-2195. Additional rules to consider are:

- Only one application may be submitted for each façade. Either the property owner or the tenant of a building may submit an application, or an owner and tenant may apply jointly.
- If a building has multiple units, each tenant with a separate entrance may apply. Where a single tenant occupies multiple units the tenant is eligible for one application per façade.
- A tenant applicant must obtain the property owner's written consent for façade renovation and must submit that permission with the application.

Purpose of Façade Improvement Program

Waxhaw's Façade Improvement Program is an incentive-based measure intended to encourage and provide economic inducement for the:

- Renovation of residential, commercial, industrial and institutional buildings within the approved boundary;
- Implementation of appropriate design standards for the rehabilitation of historic properties (see the *Waxhaw, North Carolina Historic Landmark Guidelines* at www.waxhaw.com); and
- Preservation of the unique architectural character of downtown Waxhaw.

Criteria

- All façade design proposals MUST:
 1. Meet the applicable zoning and code requirements of Waxhaw,
 2. Must comply with these Façade Improvement Program grant guidelines,
 3. Must receive Façade Improvement Program application approval and, where appropriate, be issued a Certificate of Appropriateness from the Waxhaw Historic Preservation Commission PRIOR to beginning work, and
 4. Must adhere to the *Waxhaw, North Carolina Historic Landmark Guidelines*.

- Only exterior façade renovations are eligible.
- A property does not have to be occupied at the time a Façade Improvement Program application is submitted.
- Priority consideration will be given to proposals that make highly visible and significant design contributions and which contribute to the program's goal of preserving the architectural and historic character of downtown Waxhaw.
- A building may receive one grant for each façade, and tenant shopfronts may receive one grant per shopfront. However no more than one grant per façade or shopfront shall be awarded within one year.

Examples of Improvements

Improvements may include, but are not limited to the following:

- Removal of false fronts, metal canopies and additions that detract from a building's architectural or historical character. In the MS and C4 zoning districts, photographic evidence must be provided to verify that the rehabilitation will replicate a previous version of the same building wall/façade if previous building wall is not located behind false front. (If photographic evidence is not obtained and previous building has been removed, applicant must first obtain a Conditional Use Permit for approval of rehabilitation);
- Safe cleaning of brick storefronts – chemical stripping, scraping and water wash. Power washing is not recommended. Sand blasting is prohibited;
- Exterior painting/repainting;
- Historic reconstruction – storefront, door, or window repair or replacement, masonry repointing, etc.;
- Approved awning installation;
- Structural repairs – except roofs;
- Approved sign and/or exterior lighting installation. Simple sign changes are eligible but by themselves are given low priority.

Materials

- The Façade Improvement Grant Program is to encourage preservation, rehabilitation and restoration of historic structures, so materials used shall be those that are the same or the most comparable material available to existing materials.
- In the case of a historically appropriate rehabilitation materials shall be the same as those used on the original building.
- Substitute materials should only be considered if the original material is no longer available and after all other options for repair and replacement have been ruled out.

Appropriateness

The Waxhaw Building Inspector will inspect the existing façade for the following considerations:

- Is the proposed work necessary and/or appropriate?
- Does the quote match the repairs?
- Are proposed materials appropriate?

Quotes

Two quotes must be provided with each Façade Improvement Grant application. These must include a complete description of the proposed work. These quotes must comply with the following criteria:

- The quote must be itemized for each repair.
- Materials must be specified for any replacement of materials.
- If painting show proposed color.
- Method that will be used if cleaning brick storefronts or washing wood siding.
- Provide a before and after sketch if façade is proposed to change.
- If applying for more than one façade, separate quotes shall be provided for each façade.

Funding

- Façade Grants will be up to a 50% matching grant of the cost of rehabilitation. A minimum \$250 must be spent. Each year the Town has limited funds set aside for reimbursements for façade improvements, consult with staff liaison and/or Town Manager to determine availability.
- The final award amount is based on documentation of actual costs.
- Façade Grants are paid only when the approved project is completed in accordance with the approved plans and specifications submitted with the application and the appropriate tax documents have been submitted to the Town. The staff liaison will inspect and sign-off on completed work prior to issuance of grant award.
- Reimbursement checks will be made by the Town within two weeks of sign-off of completed work and documentation of payment of said work.

Approval

- Applications, with accompanying "before" photographs/proposed plans/sketches/specifications/color choices/property owner approval signature and copies of two cost estimates covering labor and material must be submitted to the staff liaison.
- The Waxhaw Historic Preservation Commission will review the Façade Improvement Program applications for final approval for properties within the approved boundary.
- It is recommended that the applicant seek the assistance of the staff liaison and other applicable Town Staff to supplement and assist with the Waxhaw Historic Preservation Commission review process.
- Each applicant will receive a letter notifying him/her of approval (or denial) of application and notifying him/her of any permit requirements. All application fees associated with a Façade Improvement Program issued by the Town of Waxhaw will be waived, however, **the applicant must still obtain any required permits.**

Post Approval

- All approved work must be completed within four (4) months of application approval.
- If more time is needed the applicant must provide a written statement requesting extension for review and approval at least one (1) month before the four (4) month deadline. The applicant shall not exceed six (6) months for completion of

the project, unless the applicant appears before the WHPC to request an extension and can prove a hardship in writing.

- After the applicant receives their approval letter and prior to grant money being disbursed, a W-9 form must be filled out and submitted to the Waxhaw Tax Collector. Additionally, a Misc. 1099 form will be mailed at the end of the year that the applicant must complete.
- Upon completion and sign-off of work, copies of the approved application along with documentation of paid statement, canceled checks, receipts, etc. must be submitted to the staff liaison in order to claim grant payment.

Denied Applications

- Applicants whose grant applications are denied by the Waxhaw Historic Preservation Commission are encouraged to reapply the next grant cycle. The Waxhaw Historic Preservation Commission, or their designee, will provide a written statement as to why the grant application was denied.

Annual Review

- In order to ensure the façade improvement program is a success, the Waxhaw Board of Commissioners is committed to reviewing the program on an annual basis prior to budget discussions for the new fiscal year. During this review, the Waxhaw Board of Commissioners may choose to increase funding, change the boundary, or expand the number/type of eligible properties.

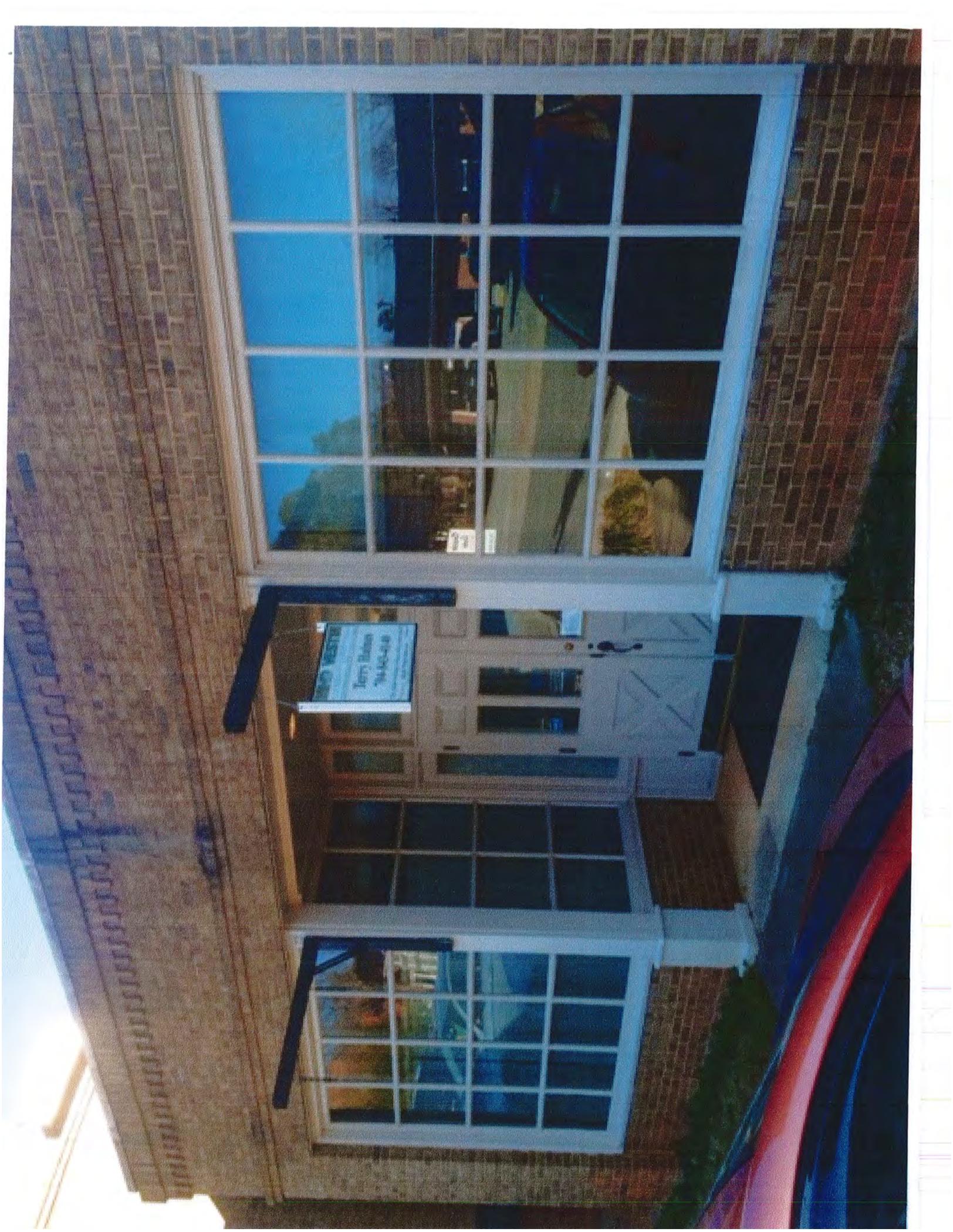
I have read and understand the Downtown Waxhaw Façade Improvement Program Application and Grant Guidelines.



Applicant Signature

1-21-2015

Date



**FINE CARPENTRY UNLIMITED
410 WITMORE ROAD
WINGATE, NC 28174
Ph: 704-233-1800**

Room Additions – Custom Decks – Architectural Interiors

**Proposal Submitted to: Southstone Properties
Attn: John Ghiz**

**PH: 704-540-4222
Date: January 30, 2015**

**We hereby propose to furnish materials and labor necessary for the completion of:
Store Front 101 South Church St, Waxhaw NC**

-
- 1. Repair rotten wood @ window mullions, paint all store front and double
Doors back to original color, wood surfaces only.**

Total

\$ 2,785.00



Pride Painting Co. Inc.
1409 East Blvd.
Charlotte, NC 28203

ESTIMATE

**101 South Church Street
Waxhaw, NC
(Office Bldg)**

Bill to: SouthStone Properties
John Ghiz
704-540-4222

Repair and Re-paint wood front

Labor and materials to replace and repair rotted wood sections of building front. Clean all wood surfaces and prep for painting. Paint wood front with same color as existing paint 2 coats.	\$2,600.00
Note: work to be completed by June 30.	
Total:	\$2,600.00