



TOWN OF WAXHAW

P.O. Box 6
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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

TOWN MANAGER

WARREN WOOD

TOWN CLERK

MELODY SHULER

July 9, 2015

Waxhaw Historic Preservation Commission 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 June 11, 2015 WHPC regular meeting
5. Unfinished Business
 - A. McDonald House Paint Colors
 - B. Façade Improvement Grant
 - a. Revised Boundary
 - b. Rotating Funds/Revised Application
 - C. Certified Local Government Status
 - D. Committee Status
6. New Business
 - A. None
7. Public Comment
8. Adjournment

June 11, 2015
Waxhaw Historic Preservation Commission Special Meeting
Waxhaw Town Hall Conference Room

Special Meeting

A. Call to Order

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

B. Roll Call and Determination of Quorum

A roll call and determination of quorum was made.

Present: Chair Settle, Vice-Chair Mather, Terry Michaelson, Helena Moore, Leslie Kellam, Art O'Donnell, Staff McCarter, and Recording Secretary Oliver.

Absent: Karen Wright

C. Adoption of Agenda

Chair Settle asked to add a discussion of a revolving fund for the Façade Improvement Grant under new business.

Terry Michaelson motioned to adopt the agenda as amended. Art O'Donnell seconded. The motion passed unanimously.

D. Approval of Minutes from May 14, 2015 WHPC regular Meeting

Terry Michaelson pointed out an error in the spelling of Rehobeth Road on page 2 of the agenda.

Terry Michaelson motioned to approve the minutes from May 14, 2015 WHPC regular meeting as amended. Helena Moore seconded. The motion passed unanimously.

E. Unfinished Business

NONE

F. New Business

A. Update on McCorkle Cemetery

Staff McCarter stated that Meagan Plyer informed her that at this time the Methodist Church decided not to move forward with restoring the cemetery. She stated that Meagan had to stop working on it since it was owned by the Methodist Church.

B. Update on CLG Status

Staff McCarter stated that she has received everyone's paper work but that the WHPC would need a resolution from the Board of Commissioners to move forward with the process of becoming a certified local government.

Terry Michaelson stated that she spoke with Commissioner Fitzgerald about the Certified Local Government program and he stated that he was in support of Waxhaw joining the program.

C. Façade Improvement Program Boundary Expansion Tour (Eastside Neighborhood, Hillcrest Neighborhood, Portion of Rehobeth Road)

Staff McCarter stated that Staff Oliver prepared large printed maps of the proposed Façade Improvement Grant expansion areas with addresses to make it easier to go out and view the properties.

There was a discussion of the logistics of taking a tour of the proposed expansion areas.

D. Discussion of a revolving fund for Façade Improvement Grant Program

Terry Michaelson stated that one of the reasons that the WHPC was not able to use all the grant money was because property owner's schedules were not always in line with the Façade Improvement Grant schedule.

Art O'Donnell stated that the grant program would function as first come first serve if it was moved to a revolving fund and people wishing to work on their property would run the risk of the grant fund running out of money because projects were approved earlier in the year.

There was a discussion about the down sides of having a revolving fund. Terry Michaelson stated that she was concerned with equability.

There was a discussion of the logistics of running a revolving fund and having the grant budget follow the July 1st through June 30th fiscal year.

The WHPC asked Staff McCarter to research the revolving fund idea and come back with more information the next month.

Terry Michaelson motioned to recess the meeting to take a field trip to view the proposed Façade Improvement Grant boundary expansion area. Art O'Donnell seconded. The motion passed unanimously.

Terry Michaelson motioned to reconvene the meeting following the field trip. Art O'Donnell seconded. The motion passed unanimously.

There was a discussion of what properties the WHPC would like to include in the grant boundary.

G. Public Comment

NONE

H. Adjournment

Terry Michaelson motioned to adjourn the meeting at 8:01 p.m. Art O'Donnell seconded. The motion passed unanimously.

The meeting was adjourned at 8:01 p.m.

Respectfully Submitted,

Chair, Terry Settle

Recording Secretary, Maxx Oliver

McDonald House Recommendations

Waxhaw Historic Preservation Commission

Floor finish choice for the interior wood floor: Vermont Maple

Tin roof color choice: Old Town Gray

Brick color choice: Copper Ridge

Samples are now painted on the McDonald house of different paint and trim colors that were discussed at the June 22, 2015 WHPC Special Meeting. A slide show of photos of the samples will be shown at the meeting for your consideration. Please use this form for your notes at the meeting.

Paint color choices:

House color: _____

Trim color: _____

Window sash/door color: _____

Example of historic window with sashes painted a different color (these are not the chosen colors):



Downtown Waxhaw Façade Improvement Program Boundary & Application Revisions

PLANNING STAFF ANALYSIS

Boundary:

The WHPC conducted a field trip at their June 11, 2015 meeting to look at areas where the façade grant program boundary might be expanded. The proposed expansions are in response to the recommendations found in the *Downtown Neighborhoods Small Area Plan* to expand the boundaries into the Hillcrest and Eastside neighborhoods.

The attached maps show the current grant boundary, the small area plan boundaries for the *Downtown Waxhaw Vision Plan*, the Hillcrest and Eastside neighborhood boundaries, and a Façade Improvement Program Boundary Expansion map which includes properties in the Eastside neighborhood on Washington Street, Howie Mine and Dunlap street and properties along Rehobeth Road for possible recommendation of expansion to the Board of Commissioners. Since Howie Mine Road acts as a gateway into the town and the homes on these properties recommended for the grant area are historic, the WHPC felt that improvements for these properties would have value for the Town. There were also a large number of grant inquiries for properties in this area during the last grant cycle. Hillcrest was only recommended for expansion along Rehobeth Road, where the homes on the properties were built prior to the other homes in the neighborhood built around the 1950's. The WHPC also included an area of Rehobeth Road outside of the Hillcrest neighborhood boundary and *Downtown Waxhaw Vision Plan* boundary; however the WHPC felt that since the properties along this portion of Rehobeth Road have historic homes that these properties should also be considered.

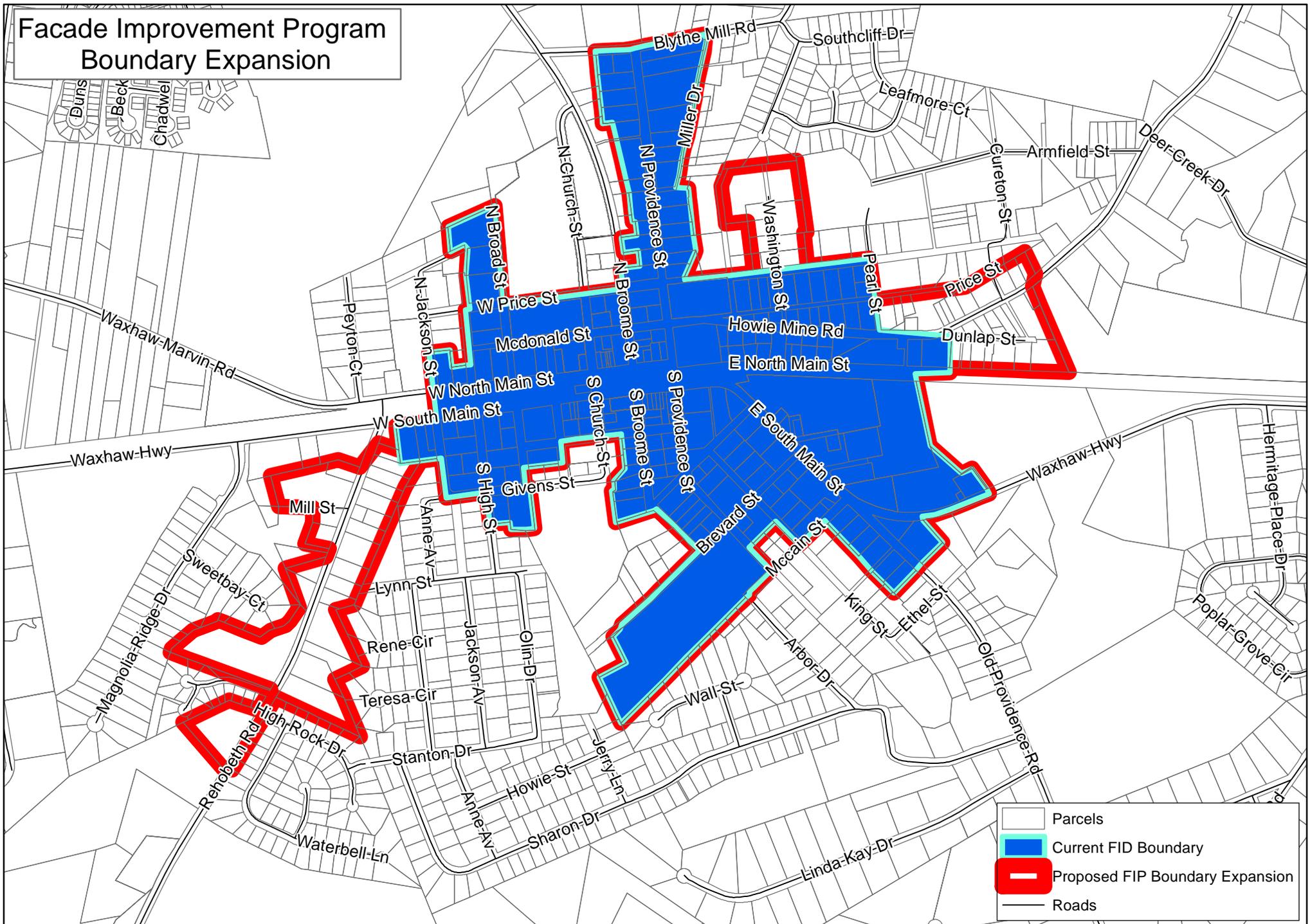
Application:

It has come to staff and WHPC attention that businesses in the historic downtown could better utilize a façade improvement grant if there was a revolving fund. Currently, there is only one submittal deadline a year which is the first Monday in February. Businesses in the historic downtown open at different times of the year when leases come available and properties are sold. Staff has had requests for façade grants for several of the downtown businesses, but since there is only one deadline, has not been able to offer the grant program to assist them. At the June 22, 2015 WHPC special meeting, the WHPC requested exploring façade grant applications for cities and towns that have a revolving fund for façade improvement grants. They also requested to see a revised draft of our façade grant application to allow revolving funds. The Town Manager suggested that the money be divided into two allotments in July and January of every year. If approved by the Board of Commissioners, the July funds for this year would become immediately available for the grant program. The WHPC would still consider each request according to the grant application and guidelines giving priority to certain projects that demonstrated the most significance including visibility, historic significance and other items listed in the application.

A revised façade grant application has been provided as well as four application examples from Hickory, North Wilkesboro, New Bern and Roxboro.

Submitted by: Lisa McCarter

Facade Improvement Program Boundary Expansion



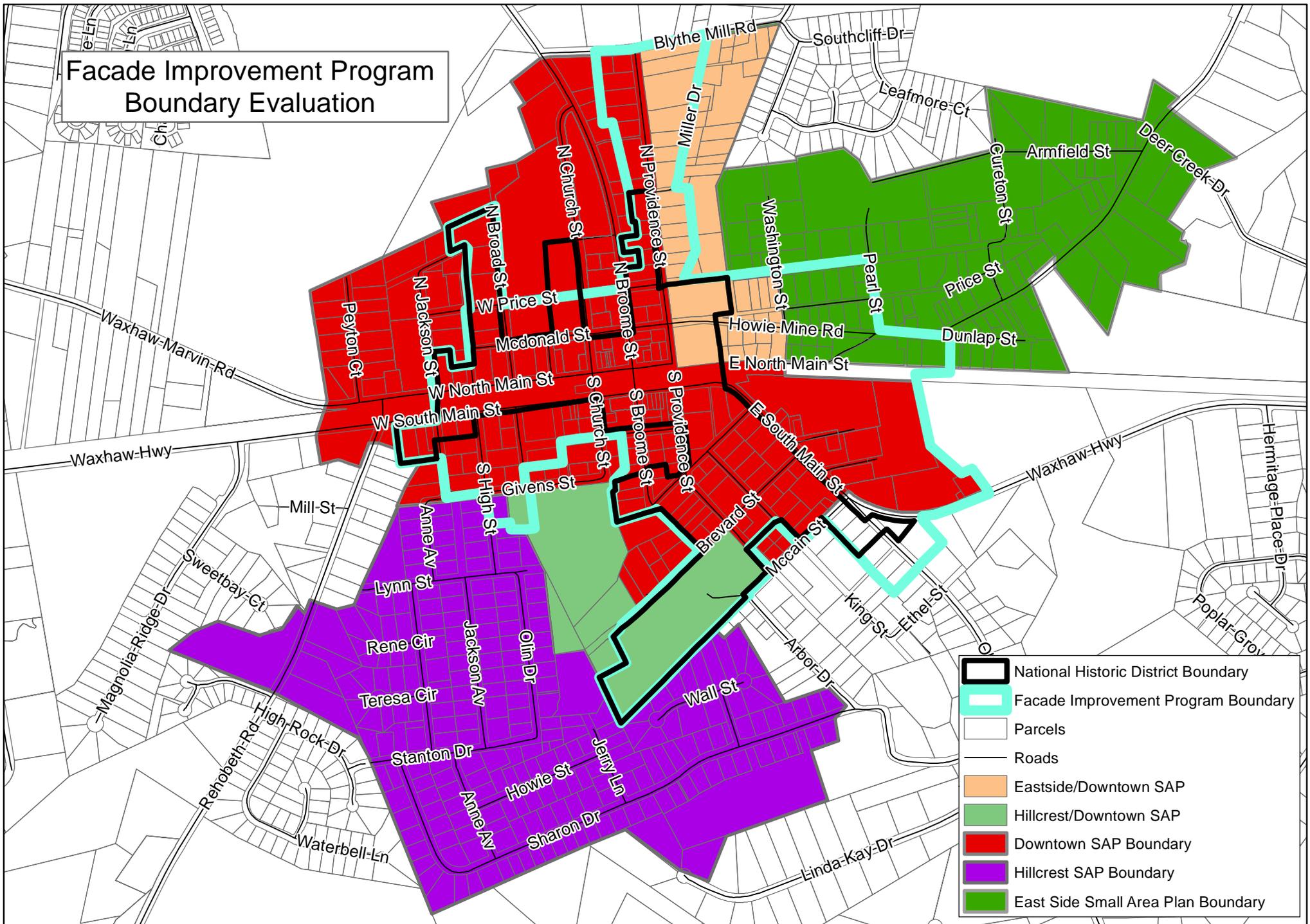
	Parcels
	Current FID Boundary
	Proposed FIP Boundary Expansion
	Roads



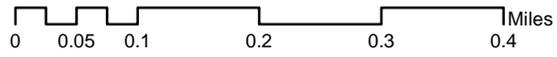
Data Source & Disclaimer
 Data provided by Union County GIS and Town of Waxhaw GIS. The Town of Waxhaw does not guarantee the accuracy of the information displayed. Map created June 2015.



Facade Improvement Program Boundary Evaluation



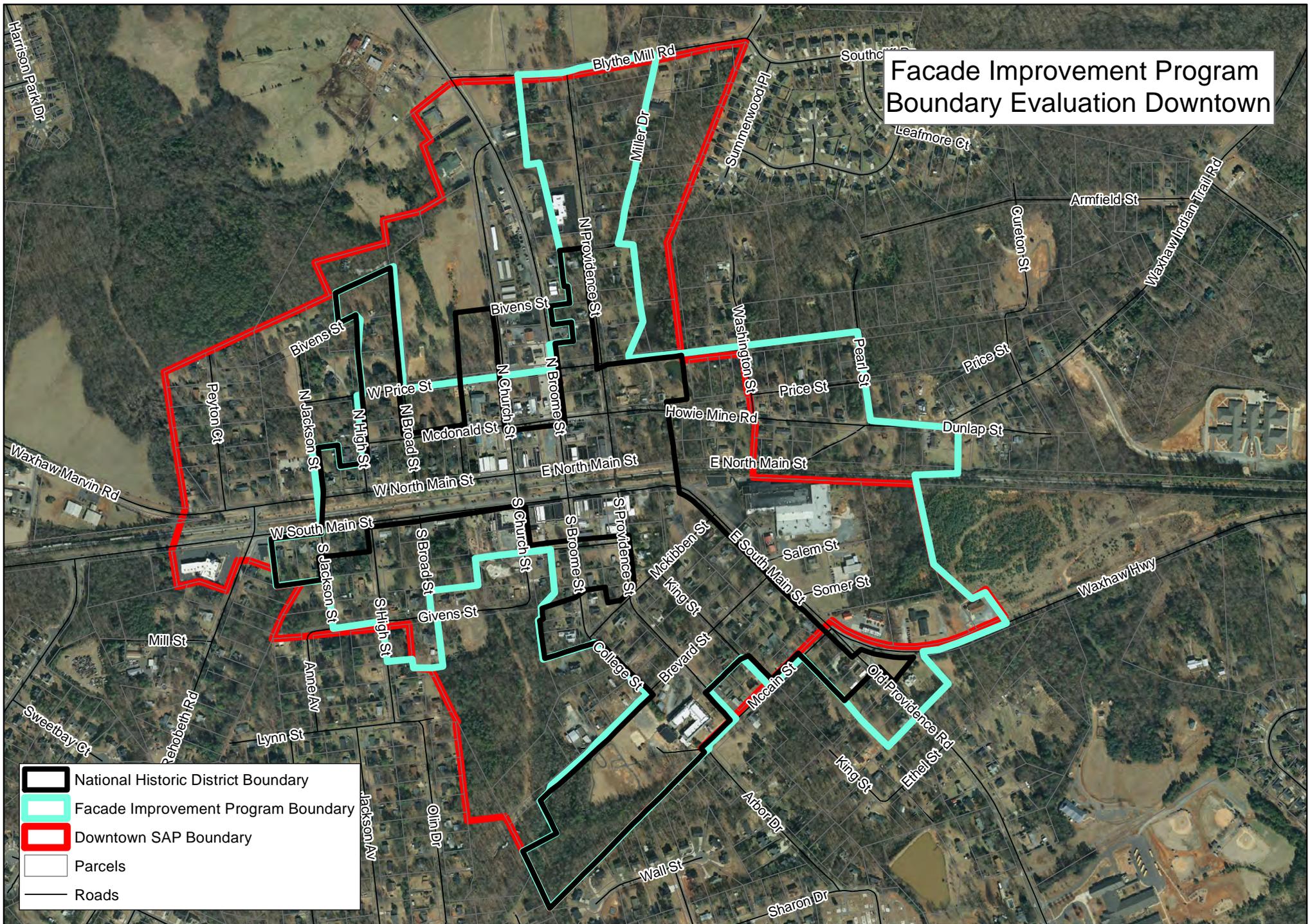
- National Historic District Boundary
- Facade Improvement Program Boundary
- Parcels
- Roads
- Eastside/Downtown SAP
- Hillcrest/Downtown SAP
- Downtown SAP Boundary
- Hillcrest SAP Boundary
- East Side Small Area Plan Boundary



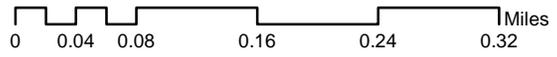
Data Source & Disclaimer
 Data provided by Union County GIS and Town of Waxhaw GIS. The Town of Waxhaw does not guarantee the accuracy of the information displayed. Map created May 2015.



Facade Improvement Program Boundary Evaluation Downtown



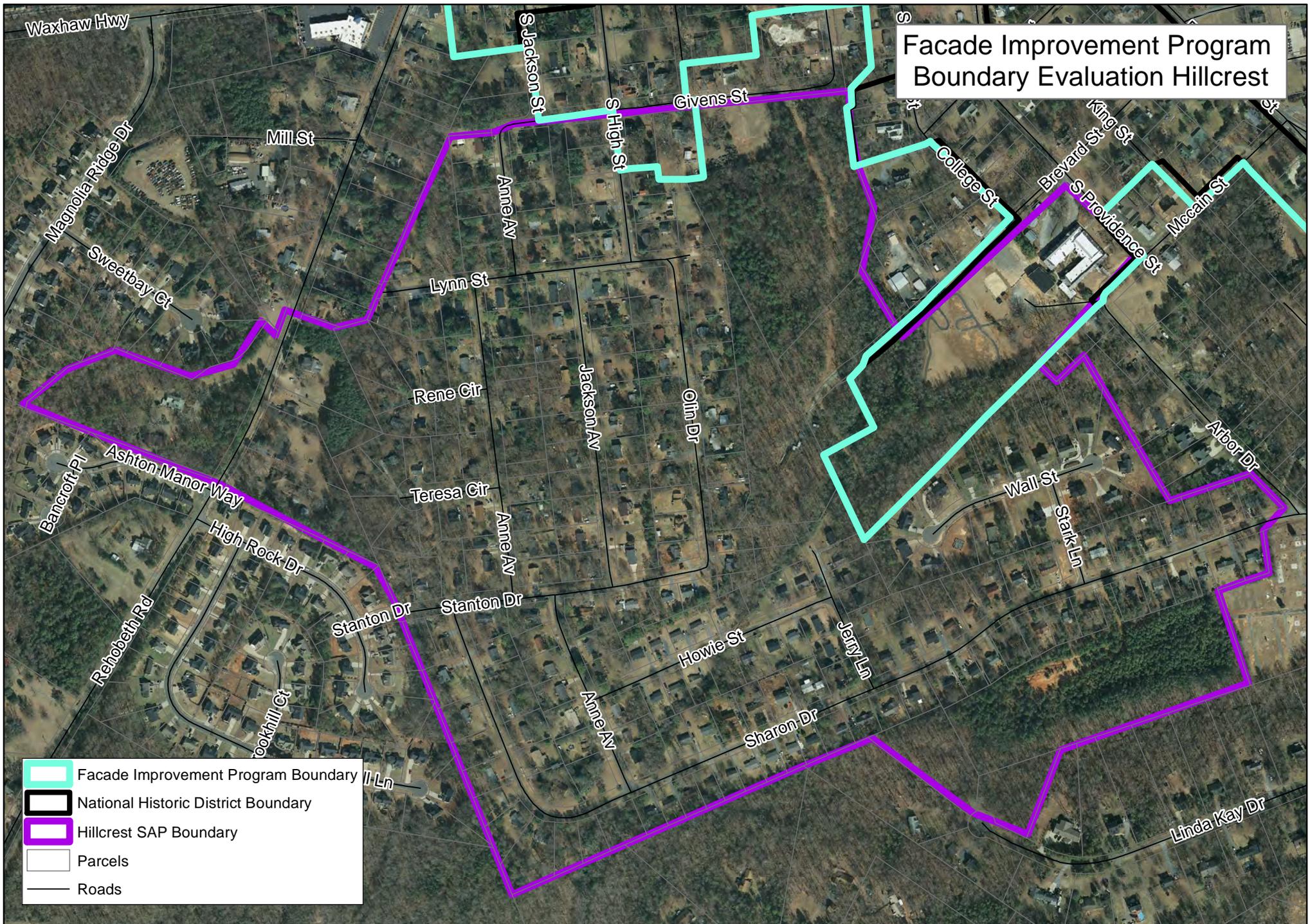
-  National Historic District Boundary
-  Facade Improvement Program Boundary
-  Downtown SAP Boundary
-  Parcels
-  Roads



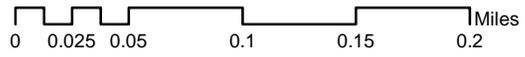
Data Source & Disclaimer
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Facade Improvement Program Boundary Evaluation Hillcrest



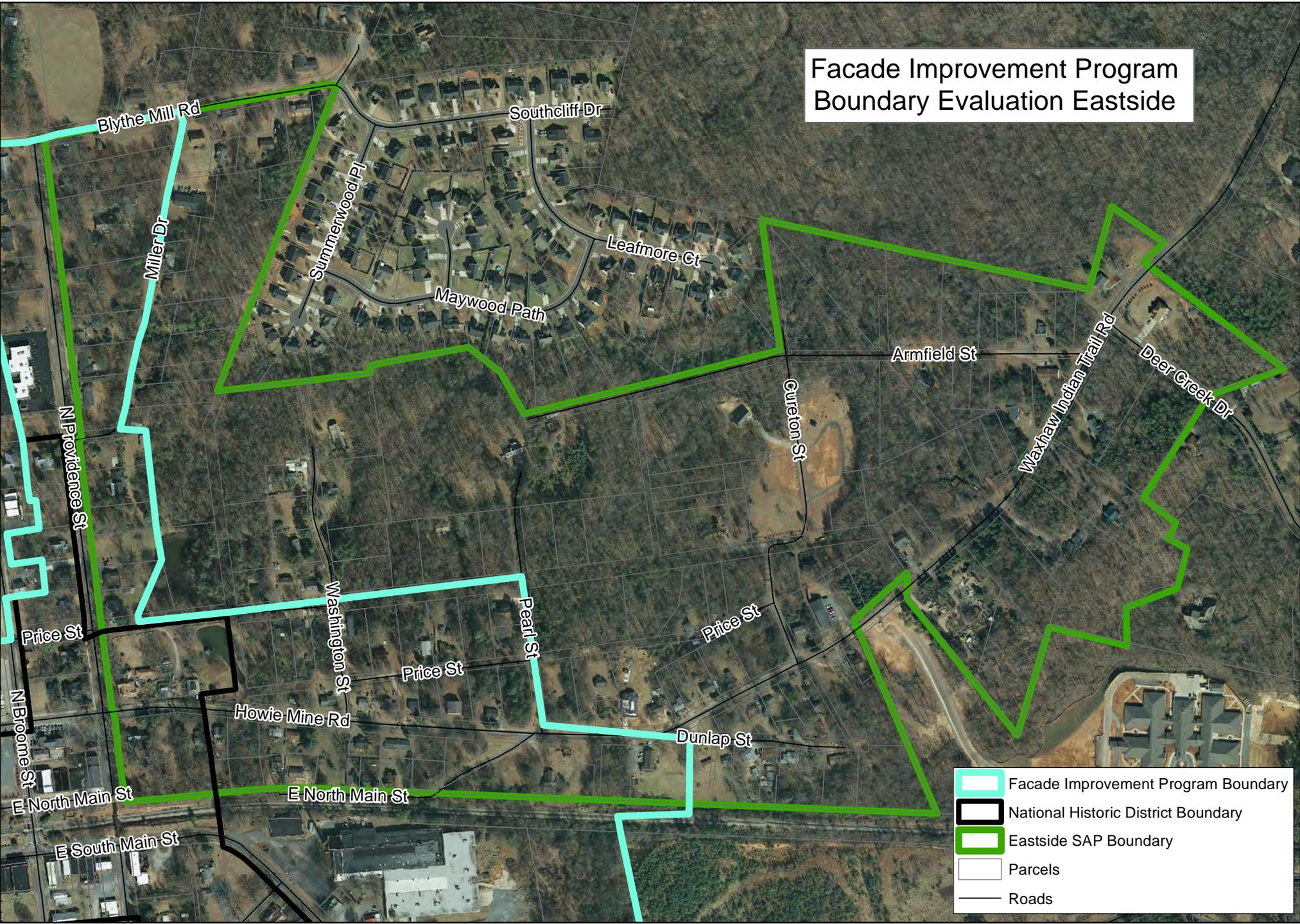
- Facade Improvement Program Boundary
- National Historic District Boundary
- Hillcrest SAP Boundary
- Parcels
- Roads



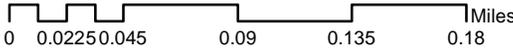
Data Source & Disclaimer
 Data provided by Union County GIS and Town of Waxhaw GIS. The Town of Waxhaw does not guarantee the accuracy of the information displayed. Map created October 2013.



Facade Improvement Program Boundary Evaluation Eastside



- Facade Improvement Program Boundary
- National Historic District Boundary
- Eastside SAP Boundary
- Parcels
- Roads



Data Source & Disclaimer
 Data provided by Union County GIS and Town of Waxhaw GIS. The Town of Waxhaw does not guarantee the accuracy of the information displayed. Map created October 2013.



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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: _____

Property Physical Address _____ Waxhaw, NC 28173

Applicant Name _____

Relationship of Applicant to Property Owner _____

Property Owner Name _____

Business Name (if applicable) _____

Mailing Address _____

Phone Number _____

Fax Number _____

Email Address _____

Estimated Completion Date of Work _____

Provide a brief description of the proposed work below.

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.

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QUOTES

Name of First Contractor Quoted Price* (for this façade)

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

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)

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Downtown Waxhaw Façade Improvement Program

Timeline

(Dates Shown are Maximum Time Allowance/Number of Days)

- **Pre-submittal Conference**
- ~~The 1st Monday in February~~ – **Grant Application** Submittal Deadline
- ~~The 1st Monday in March~~ **30 Days** – Staff Notifies Applicant of Completeness
- ~~The 3rd Monday in March~~ **Two Weeks Following Notification** – Deadline for Applicant to Submit Any Missing Information
- ~~April~~ **30 Days** – 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~~ **30 Days** – WHPC Meeting – WHPC Approves or Denies Request (~~Or No Later Than the 1st Monday in June~~)
- ~~The 1st Monday in June~~ **One Week** – **Award Letter Issued &** Approved Projects May Begin
- ~~The 1st Tuesday in September~~ **Two Months** – Project Must be Completed, or No Later Than ~~The 1st Monday in November~~ **Four Months** with a Two Month Extension

***If no further information is required, the WHPC may approve or deny the request**

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 **staff** 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 **within 30 days** ~~by the first Monday in March~~ if there is any missing information. The applicant will have **two weeks** 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

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- review the request for Unified Development Ordinance and NC Building Code compliance and inspect and photograph the façade.
5. WHPC reviews Façade Grant application **within 30 days** (and Certificate of Appropriateness application simultaneously, where applicable) at the regular ~~April~~ WHPC meeting. The WHPC will request any further information **if** needed. **If no further information is required, the WHPC may approve or deny the request.** The applicant will have two weeks to provide additional information requested by the WHPC.
 6. Application approval or denial by the WHPC **within 30 days** 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, **and after the award letter is issued** but no sooner than ~~the first Monday in June.~~
 8. Project must be completed **within two months** ~~by the first Tuesday in September~~ or no later than **four months** ~~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 **per fiscal year**. Either the property owner or the tenant of a building may submit an application, or an owner and tenant may apply jointly.
 - **The WHPC may judge a property eligible for an additional grant the same year if a new business moves in and requires changes to the property.**
- 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;

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- 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 **fiscal** 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.

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- 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 funds are divided into two allotments each year, with the first half of the fiscal year funds available in July and the second half of the funds available in January.**
- 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.

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- 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

City of Hickory Community Appearance Grant Application Packet

The Community Appearance Grant program is financed by the Hickory City Council and administered by the Community Appearance Commission (CAC). Each grant application will be evaluated by city staff and the CAC for eligibility and merit according to the procedures set forth in the program guidelines. The purpose of the Community Appearance Grant is to:

- Improve the appearance of building facades in the Urban Revitalization Area;
- Encourage improved design and building character in the Urban Revitalization Area;
- Encourage investment in the Urban Revitalization Area; and
- Promote the beautification of Hickory and the importance of the City's history.

Eligibility:

- The owner and/or tenant of a non-residential building located within the Urban Revitalization Area, as designated by City Council and shown on the attached map.
- Maximum of one grant per property will be awarded within any one fiscal year. Furthermore, recipients of grants are not eligible to receive additional grant funding in the two fiscal years following approval unless specifically waived by majority vote of the commission.
- Tenants requesting grants must have the property owner's written permission (notarized) on the application form.

Guidelines:

- Grants are given up to a 50-50 matching basis for a maximum amount of \$5,000.00 per application. Grants awards are distributed after work on the project is completed, reviewed, and paid project bills are submitted. No after-the-fact applications are eligible.
- All projects must be completed within 120 days from the contract signing. The CAC and the City Council must approve any extension. Paid receipts must be submitted to the City within 30 days of completion.
- Projects of extraordinary impact on the community and of exceptional architectural merit may be considered for funding in excess of the \$5000 ceiling with the majority recommendation of the CAC and approval of the City Council.
- Applications involving property(s) with direct visibility along major or minor thoroughfares will be given priority over other applications.
- Applications where the private investment represents more than 51% of the total investment (public and private funds) will be given priority over other applications.
- Applications must propose improvements that change the outward appearance of structures in a manner which dramatically improves the appearance of the property.
- Applications supplementing or aligning with public initiatives will be given special consideration.

- Applications for building improvements that contain features that have identifiable longevity (masonry and similar items) will be given priority over other applications.
- Applications for projects involving businesses that have an identified long-term presence in the community will be given priority over applications which involve speculative ventures.
- Rehabilitation of existing structures should respect the architectural integrity of the structure and its historic significance. The Secretary of Interior's Standards for Rehabilitation should be used as guidelines in making this determination for historic properties. (Available for viewing in the office or may be purchased at www.gpoaccess.gov and is currently \$4.00)
- Any improvements that have been made through this grant program may not be removed from the property for a minimum of two years.
- Any proposal for an exterior renovation, including façade rehabilitation and the replacement of an inappropriate sign is eligible for funding. Top priority will be given to projects which make a highly visible contribution to the Urban Revitalization Area. See **Examples of Eligible Activities** below for a list of eligible projects.
- All proposals will be evaluated in terms of compliance with existing ordinances and plans, including (where applicable):
 - Land Development Code;
 - NC State Fire Code;
 - Americans with Disabilities Act;
 - North Carolina State Building Code; and
 - Secretary of the Interior's Standards for Historic Preservation and Rehabilitation.

Grant Application Process:

- Potential applicants must meet with the grant administrator for a pre-application conference to determine whether the proposed project meets the program guidelines. Contact Cal Overby, Principal Planner at 828.323.7487.
- The owner and/or tenant must complete and return the application form and required attachments to the Planning Department. See **Required Attachments** for list.
- A complete application must be received before consideration is given. Once the application is deemed complete by city staff, the CAC has 90 days in which to make a decision. If a decision is not made within that time, the application will be deemed to be denied. Denials may be appealed to the Hickory City Council. Appeals must be made in writing to the City Clerk within 10 days of the denial.
- If approved by the CAC, an agreement/contract will be prepared by the City and must be signed prior to the commencement of work. No after-the-fact applications are eligible.
- Upon project completion, the applicant must notify the Planning Department. A staff person will visit the site and certify that the work has been completed per the agreement.
- After the work has been completed and verified, copies of all paid invoices must be submitted to the City. Once the staff has reviewed the invoices, a reimbursement check will be processed and sent to the applicant. If there is a question or discrepancy about the project or the eligibility for reimbursement, the staff will present the issue to the CAC for their review and decision. The CAC has the right to deny reimbursement based on appearance issues.

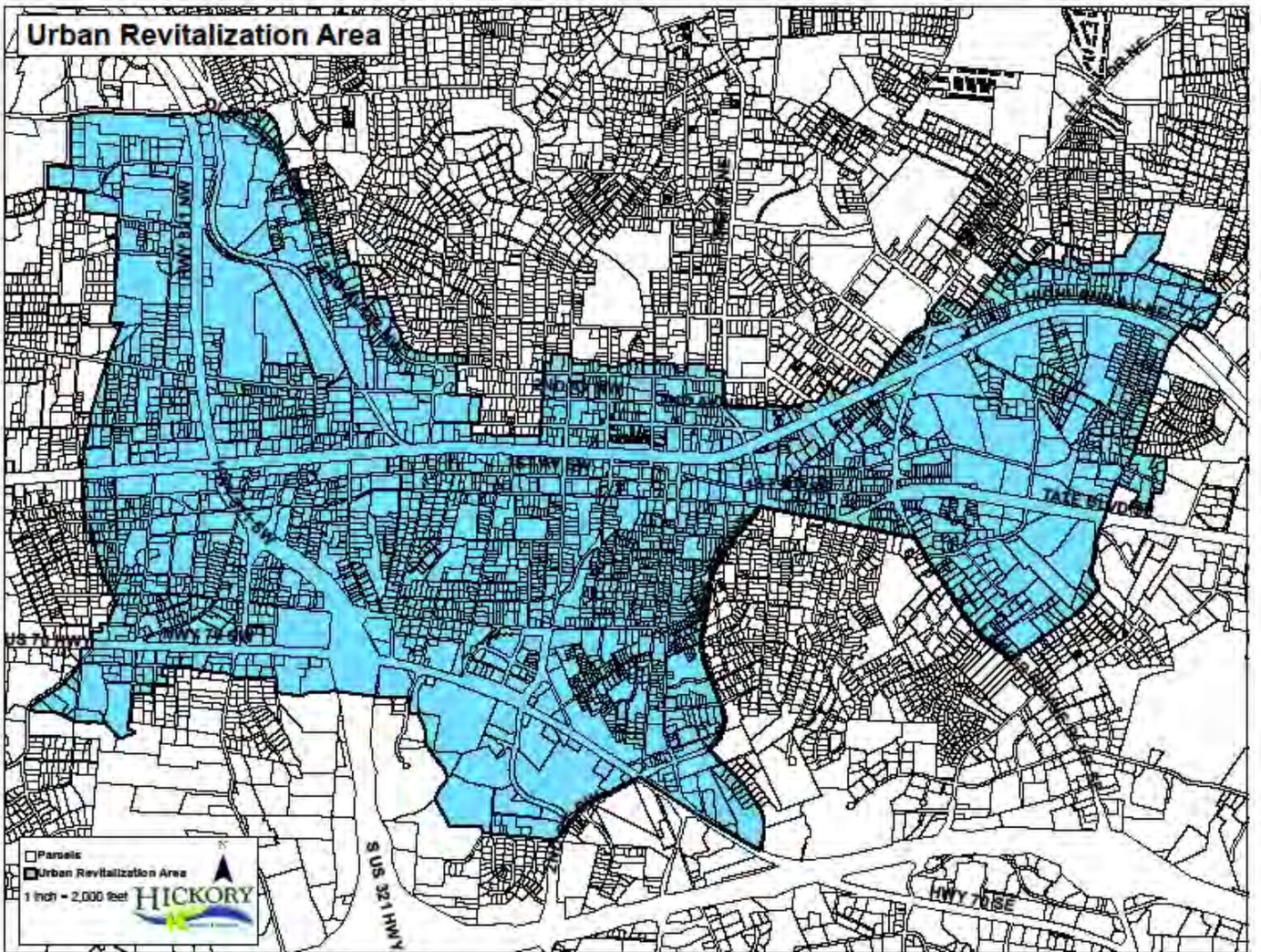
Denials may be appealed to the Hickory City Council. Appeals must be made in writing to the City Clerk within 10 days of the denial.

Examples of Eligible Activities:

- Exterior facade improvements, appropriate to the architectural style of the building, including:
 - doors
 - windows
 - detail painting
 - rehabilitation of features
 - repointing brick and mortar
- Bicycle access and storage improvements.
- Placement of period lighting or street furniture
- Awnings, but not including lettering or advertising materials (signs).
- Removal of inappropriate additions to existing structures and non-compliant signs may qualify if the overall appearance is enhanced.
- Demolition of existing structure provided that the area is either landscaped to improve the appearance or a building permit has been obtained for new development of the site prior to submitting receipts for payment. Structure to be demolished must be deemed unrepairable and considered to be an eyesore.
- Appropriate and safe cleaning of building that does not damage the exterior surface. Removal of paint is acceptable, however pitting of brick, breaking up of mortar, and sandblasting is not acceptable.
- Painting an existing painted surface; however, colors must be appropriate to the period and architectural style.
- Repair or replacement of extensively deteriorated or missing parts of storefronts where there are surviving prototypes such as transoms, kick plates, and pilasters.
- Other rehabilitation activities may be eligible for a grant if they are determined to be in compliance with the Secretary of the Interior's Standards for Historic Preservation and Rehabilitation or the Design Review Guidelines of the Hickory Historic Preservation Commission.

Ineligible Activities:

- Routine repair and maintenance activities.
- Replacement of broken windows.
- Improvements which offer no additional aesthetic value.
- Parking area improvements or upgrades.



Community Appearance Grant Application Form

Project Location Address: _____

Applicant's Name: _____

Applicant's Mailing Address: _____

Telephone: Day: _____ Mobile: _____

E-mail address: _____

Property Owner's Name (if not the Applicant): _____

Mailing Address: _____

Telephone: Day: _____ Mobile: _____

E-mail address: _____

Project Description: _____

Total Estimated Project Cost \$ _____
Grant Request Amount \$ _____

Required Attachments

- Property Deed or Lease
- Color photographs of the existing site or project area
- A plan (drawing) of the site showing the exact location of proposed improvements
- A detailed list of the materials to be used
- A detailed project narrative that fully explains how the application meets the grant guidelines; and
- Two cost estimates/bids.** Cost estimates must be from two different companies or individuals who are capable of performing the proposed work as outlined.

Certification by Applicant and Owner

I have completed the enclosed application and attached the items requested above. I have informed the owner of the project prior to obtaining his/her signature on this application. I have been adequately informed of the requirements of this grant (including eligible and ineligible activities) and the process for review of my application.

I understand that the grant money will only apply for approved work that is completed in accordance with the information I have provided in this grant application. Additional work that may be done on site but that is not described in this application will not be reimbursed.

Applicant Signature: _____ Date: _____

Owners Signature: _____ Date: _____
(Owners signature must be notarized)

**NORTH CAROLINA
CATAWBA COUNTY**

I, _____, a Notary Public for said County and State, do hereby certify that _____ personally appeared before me this day and acknowledge the due execution of the foregoing instrument.

Witness my hand and official seal, this the _____ day of _____, _____.

Notary Public

My Commission Expires: _____

HISTORIC DOWNTOWN NORTH WILKESBORO, INC. FAÇADE GRANT APPLICATION

Property & Address: _____

Current Use / Proposed Use: _____

Applicant: _____

Owner Tenant (If "tenant," written consent of the property owner must be attached.)

Mailing Address: _____

Phone: _____ Fax: _____ E-mail: _____

Type of Façade or Landscape Improvement Proposed (description of all that apply)

Indicate materials and/or color designations as applicable.

Please feel free to attach additional pages as necessary:

Painting (approx. square footage)

See Attachment 1

Landscape Modifications

See Attachment 2

Cosmetic Alterations (moldings, etc.)

See Attachment 3

Structural Alterations

See Attachment 3

Total Estimated Cost For Façade ** \$ _____

Estimated Time to Complete Project _____

Total Project Cost \$ _____

- Drawing/sketch is attached. **Written documentation of estimate is attached.
 Site survey is attached, if improvements involve landscaping.
 Color photos of current condition is attached.
 Written consent of property owner is attached (if applicable).

- I acknowledge that I have read and understand the Design and Façade Improvement Guidelines and façade grant application procedures of the Town of North Wilkesboro and Historic Downtown North Wilkesboro, Inc., and that I will abide by the same.
- I understand that this project will need to be presented to the HDTNW Architectural Review Board **and** HDTNW Board of Directors for independent review and/or approval.
- I understand that the incentive grant must be used for the specific project and scope of work described in the application.
- I have attached project plans and specifications or other appropriate design documentation.

Signature: _____ Date: _____

SUMMARY OF STEPS FOR RECEIVING A FAÇADE GRANT

Please detach this page and keep for your records before submitting your completed application.

1. Plan your façade improvements and do your paperwork – drawings, specifications, paint samples, awning details and fabric swatches, cost estimates, contractor quotes, etc.
2. Complete the Façade Grant Application and turn it in to the Historic Downtown North Wilkesboro office at 211 Ninth Street or mail to PO Box 1703, North Wilkesboro, NC 28659.
3. **WAIT FOR APPROVAL** by the Architectural Review Board and HDTNW Board of Directors.
4. When notified that your façade design was approved, sign a contract stating you will do the work as shown in your application.
5. **AFTER YOU HAVE SIGNED THE CONTRACT** do the façade improvement work.
6. Once your work is completed, pay all the bills and submit proof of payment (copies of your paid invoices, checks, etc.) to the HDTNW office. HDTNW will have the Town issue a check for half the amount you spent – the maximum grant amount is \$2,000.
7. Call HDTNW at 667-4875 if you have any questions about the process, filling out the application, etc.

Disclaimer: Neither HDTNW nor the Town of North Wilkesboro, nor its affiliates shall be responsible for the planning, design or construction of improvements to property that is owned by the applicant. No warranties or guarantees are expressed or implied by the description of, application for or participation in the Façade Incentive Grant Program. The applicant is advised to consult with licensed and bonded architects, engineers, or building contractors before proceeding with final plans or construction.

**CITY OF NEW BERN
ADMINISTRATIVE ORDERS
OF THE CITY MANAGER**

ADMINISTRATIVE ORDER 1.3
TO: All City Employees, Residents of the City of New Bern, & Interested Parties
FROM: Mike Epperson, City Manager
SUBJECT: Facade Grant Program
DATE: February 8, 2012
New Administrative Order

Purpose:

The City of New Bern's Facade Grant Program is designed to provide an economic incentive for owners and tenants of commercial property within the Five Points Commercial Corridor and other distressed areas of the City identified by the Board of Alderman, City Manager, or Community Development Department to encourage improvement in the appearance, restoration, or renovation of structures through a public and private partnership between the owner and or tenant and the City of New Bern.

The goal is to improve the buildings appearance through enhancements that in turn improve the overall appearance of the community.

Eligibility:

To be eligible, the commercial structure must fall within an area of City of New Bern considered to be distressed including the Five Points Commercial Corridor and the Greater Duffyfield and other distressed neighborhoods. See attached maps.

1. The City of New Bern staff will determine the eligibility status of applicant's structure
2. Building Improvements

Project Examples:

- Painting
- Repair/replacement of windows and doors

- Installation of awnings
- Structural repairs
- Installation of signage
- Roofing repairs
- Landscaping

Funding:

- Funding may be provided through the City of New Bern General Fund and/or the use of grant Funding such as the ElectriCities Economic Development Program.
- Funding of the improvement project will generally involve a public private partnership.
- The City of New Bern contribution in no case will exceed 50% of the total cost.
- The City of New Bern's contribution may be in-kind (i.e.: labor, equipment, etc.).
- Once a Façade grant project has been completed the ongoing maintenance will be the responsibility of the property owner and no additional Façade Grants will be authorized.

Scope of the Work:

The scope of the work must be provided prior to approval which includes the details of the requested project.

Application Process:

The Façade Grant Program request is initiated by the owner or tenant of a commercial building located within an area of the City of New Bern considered distressed including the Five Points Commercial Corridor and the Greater Duffyfield and other distressed neighborhoods.

Step 1: Letter of Interest from the owner or tenant of the building

Include the following:

- Scope of work
- Cost estimate
- Picture of façade
- If applicant is not the owner, tenant must provide a letter from the owner authorizing the improvements.

Step 2: Applicant will meet with the Community Development Department to discuss the feasibility of their request, the scope of the requested enhancements, and cost for the enhancements.

(i) If project meets all requirements, applicant should complete and sign the City of New Bern Facade Grant Program Application.

Step 3: Applicant completes the application and provides necessary documentation to City staff.

Step 4: Application reviewed by appropriate City of New Bern staff

Step 5: Draft Memorandum of Understanding completed between the resident and the City of New Bern that details scope of work, responsible parties for labor, materials, permitting, additional cost and contingencies. Memorandum of Understanding will also include estimated cost share as well as the estimated start date and date of completion.

Step 6: A letter of notification is mailed to the applicant advising of tentative approval or denial of the application.

- The City Manager has the discretion to approve or deny any request.
- Memorandum of Understanding is finalized and signed.

Step 7: Upon completion of the project, applicant must provide paid invoices to the City of New Bern for reimbursement of expenses.

How to contact the City of New Bern?

Citizens interested in the Façade Grant Program should contact the City of New Bern's Community Development Coordinator at (252) 639-7586 or email the Community Development Coordinator at SteinhauserS@newbern-nc.org.

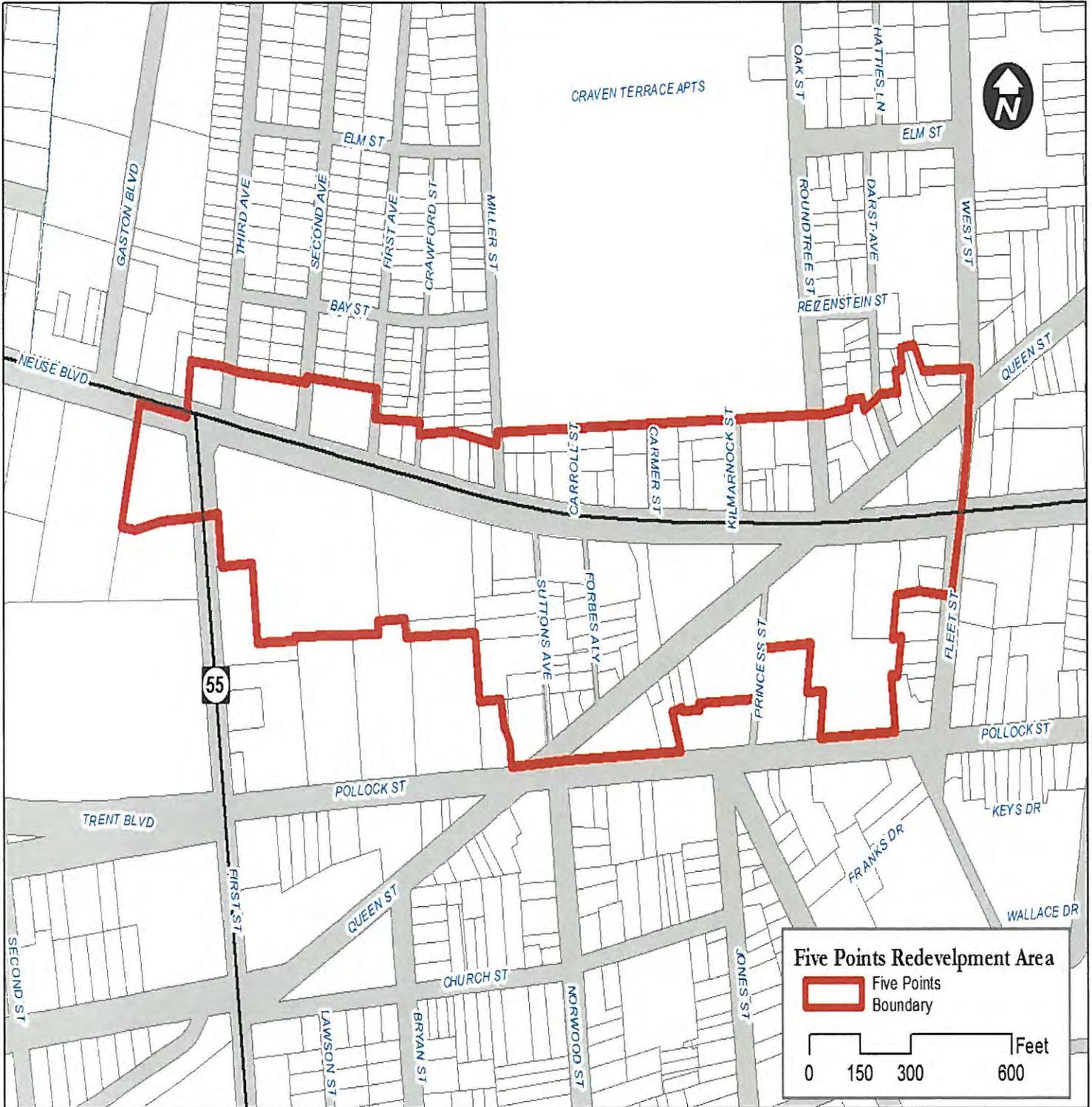
Approved by:

2-15-12
Date

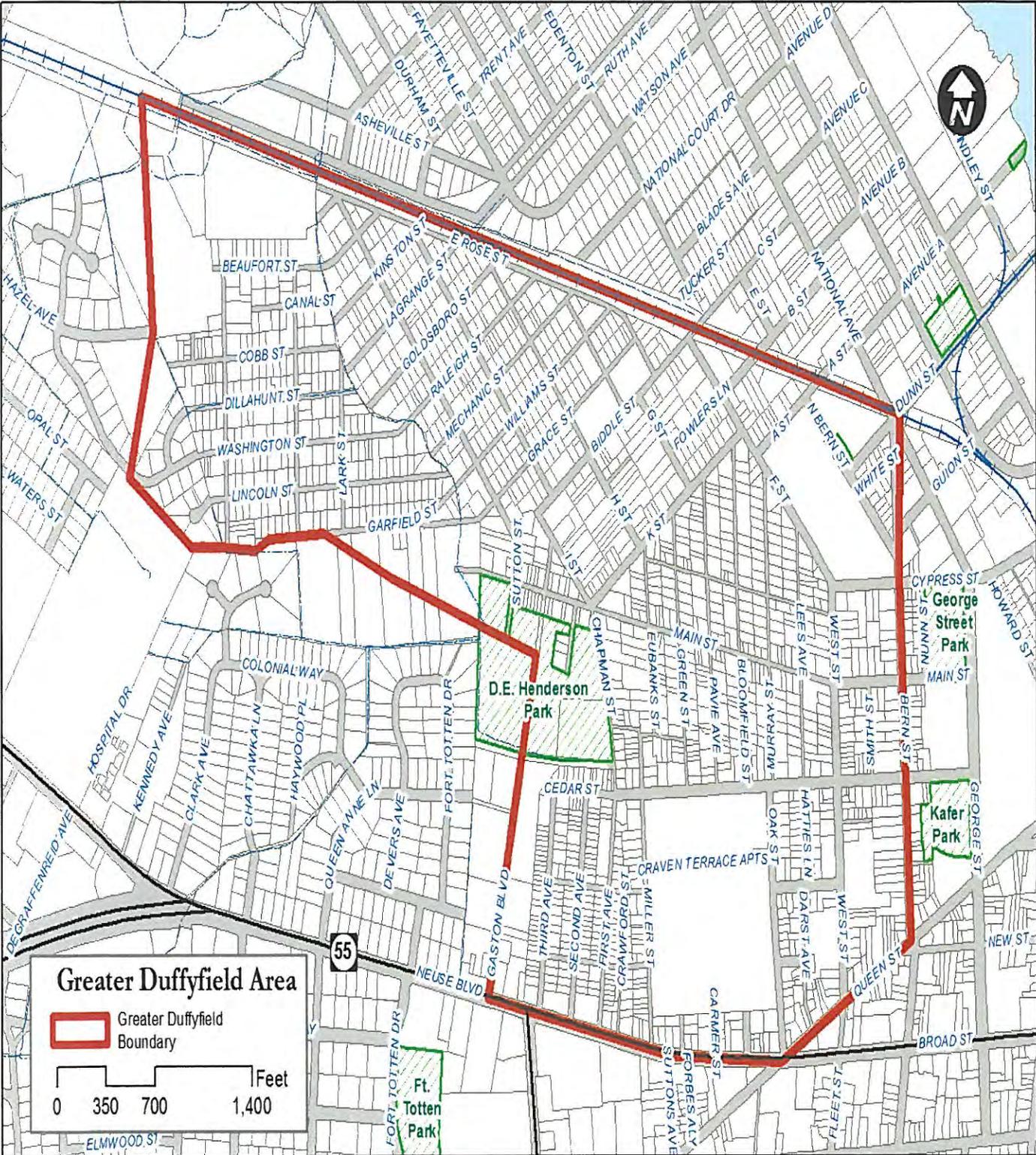


Mike Epperson, City Manager

Five Points Commercial Corridor



Greater Duffyfield Neighborhoods



City of New Bern Façade Grant Program Application

Please type or print in ink.

Business Name: _____

Address: _____

Current Use: _____

Applicant (Owner/Tenant): _____

Name of Owner if different than Applicant: _____

Applicant Address: _____

Phone #: _____ Tax ID or Social Security Number: _____

Description of Proposed Renovation (Attach Summary if needed): _____

Total Estimated Cost of Façade Renovation (Attach Detailed Budget) \$ _____

Checklist for Complete Application:

- 1) I fully understand the agreement. _____
- 2) I have met with the Community Development Department. _____
- 3) The owner's written permission is attached, if applicable. _____
- 4) Drawing, sketches and/or pictures, including color scheme and sign design for project are attached. _____
- 5) An itemized project budget is attached. _____

I understand the City of New Bern Façade Grant Program Application must be reviewed by the Community Development Coordinator and Director and approved by the City Manager prior to commencement of work. I understand that failure to comply with the approved application and memorandum of understanding may result in the forfeiture of grant funds.

I understand that once the improvements to my property are complete the ongoing maintenance is my responsibility and I am not eligible for ongoing Façade grants for maintenance purposes.

Applicant Signature: _____ Date: _____

Community Development Coordinator Signature: _____ Date: _____

Community Development Director Signature: _____ Date: _____

City Manager Signature: _____ Date: _____

ROXBORO Uptown Development Corporation

Facade Incentive Grant Application

105 N. Main St.
Roxboro, NC 27573
336-599-0918

Business Name: _____

Property Address: _____

Applicant Name: _____

Owner: _____ Phone: _____

Tenant: _____ Phone: _____

Scope of Work/Complete Description of Project including Design Plans or Sketches (Attach additional sheets if necessary):

Total Estimated Cost: _____

(Please attach written estimates. An approved grant amount will be based upon these estimates. Any adjustments to the original grant amount must be based on actual cost and approved by the Design Committee through the use of an adjustment addendum.)

I agree to the terms of the Façade Incentive Grant Program Guidelines and Application and understand the Incentive Grant must be used for the project described in this application and the project must be completed within four months after notification of grant approval unless otherwise specified by the committee.

I agree this application must be reviewed and accepted by the RUDC Design Committee, City of Roxboro Zoning Administrator, and Person County Building Inspector **prior to work beginning. No projects will be funded if work was begun prior to approval of application.**

I agree to furnish all necessary documentation to verify expenditures for project.

Signature of Applicant: _____ Date: _____

Signature of Owner: _____ Date: _____

Signature of County Building Inspector: _____ Date: _____

Signature of City Zoning Administrator: _____ Date: _____

Approved by:

Signature of RUDC Director: _____ Date: _____

Signature of RUDC Design Committee Chairperson: _____ Date: _____

RUDC and Applicant Checklist

Items to be completed by Applicant:

- _____ Complete Application
- _____ Design Plans or Sketches
- _____ Scope of Work
- _____ Itemized Cost Estimate
- _____ Evaluation of Project by RUDC Director and Design Committee
- _____ County Building Inspector Review
- _____ City Zoning Administrator Review
- _____ Copies of Receipts from vendors, builders, etc. and copies of canceled checks to RUDC Design Committee
- _____ Copy of Zoning Permit to RUDC Design Committee
- _____ Copy of Building Permit to RUDC Design Committee after grant approval, if necessary

Items to be completed by RUDC Design Committee:

- _____ Committee Review
- _____ Letter of Acceptance/Provisions/Denial
- _____ Amount Approved
- _____ Disbursement of Grant Funds

Roxboro Uptown Development Corporation Facade Incentive Grant Application

PURPOSE:

To provide an economic incentive to:

1. Promote renovation and restoration of commercial buildings in Uptown Roxboro.
2. Encourage quality renovation/restoration projects using sensitive design standards to capitalize on the rehabilitation of existing properties.
3. Preserve unique historic character of Uptown Roxboro.
4. Provide guidance and incentive for tasteful sign renovation and replacement.

ELIGIBILITY:

1. Any owner or tenant of a commercial building located within the Central Business District as outlined by the RUDC.
2. Owners or tenants may request incentive grants, however any tenant must have the owners written consent on the application.
3. The RUDC's Design Committee may judge a property eligible for an additional façade grant incentive grant if:
 - a. at least five years have elapsed since the last grant was awarded and the façade is in need of further improvement (i.e. repaint, new awning); under extenuating circumstances as additional façade incentive grant may be awarded prior to five years from the last grant, if deemed necessary by the Design Committee;
 - b. The existing business undergoes significant expansion which requires improvement to the façade (i.e. window replacement on upper stories);
 - c. A new business moves in and requires changes in the building's façade (i.e. new sign, new awning).

GUIDELINES:

1. The Secretary of the Interior's Standards for rehabilitation will be used as guidelines in making improvements to the façade of the structure.
2. The Main Street Guidelines for signs issued by the National Trust for Historic Preservation will be used for sign design and placement.
3. Rehabilitation of structures and signs should be considered a contemporary solution which respects the architectural integrity of the entire building front, retaining those elements that enhance the building.
4. All rehabilitation design proposals will meet with the code requirements of the City of Roxboro.
5. Grants may only be used for approved types of renovations.

Examples include:

- a. removing of false fronts
- b. cleaning of brick/stone fronts (chemical stripping, water wash, scraping)
- c. re-painting
- d. repair/replacement of existing windows and doors
- e. installation of canvas awnings
- f. re-pointing of bricks
- g. structural repair
- h. installation of appropriate signs
- i. historic reconstruction and/or replacement of original architectural details.

Examples of **non-funded** projects, either in whole or part, include:

- a. construction of false fronts
 - b. blocking up of windows
 - c. sandblasting of exterior brick
 - d. demolition of historic features
 - e. construction of mansard roof
 - f. interior improvements
 - g. painting of inappropriate surfaces
 - h. roof repair
 - i. storm windows and doors
6. Any approved exterior renovation proposal is eligible for funding on a first come/first served basis until façade grant funds are depleted.
 7. Renovations must be completed within 4 months of application approval (extensions **must be** approved).

Criteria

Any property owner or business owner may apply for the following incentive grants:

1. Qualifying projects are eligible for:
 - a. grant funds on a 50/50 matching basis with a maximum of \$2,000.00 per façade;
 - b. maximum of \$4,000.00 per year for any structure having more than one façade (for these purposes, a façade is defined as an individual storefront or side of a building which faces a public street or alleyway or which is otherwise visible to the general public).

Source of Funds

Fund availability will be determined in the annual budget of the Roxboro Uptown Development Corporation.

Process for Receiving Grant

1. The applicant must confer with the Executive Director of the Roxboro Uptown Development Corporation who will provide the application and agreement forms if the project is within the program guidelines.
2. The owner/tenant must complete the application (including design plans or sketches and a descriptive scope of work) and return it to the Executive Director.
3. The application is reviewed by the RUDC Design Committee and the City of Roxboro Building Inspector. Within 30 days after submission of the application, a notification letter is sent to the applicant stating whether the project has been accepted as described in the application, accepted with conditions, or rejected.
4. If the application is approved, an agreement must be signed prior to work commencing. Parties in the agreement will be the applicant and the Roxboro Uptown Development Corporation.
5. If the application is not approved, the owner/applicant may modify the application and resubmit it or appeal the denial to the RUDC Design Committee.
6. Upon completion of the project, copies of paid invoices and cancelled checks must be submitted to the RUDC Design Committee to verify the cost of the project. (The invoices should show the cost of the approved project only).
7. The Executive Director inspects the work and reports the completion of the project to the RUDC Design Committee and Board of Directors. If the work has been completed per guidelines, the RUDC will approve the issuance of a check for the grant.