





# Downtown Façade Grant Application

## Program Guidelines

### Eligibility Requirements

Please check each box to indicate acceptance of the eligibility requirement. Work that does not comply with the eligibility requirements is subject to reduction or retraction of award.

- All work must be performed within the area bounded by Quincy street, Cowen street, Houston street and Franklin street.
  
- All work must be done on a street facing side of an existing building or sides visible from the street.
  
- All work must be done on the exterior of the building and result in a publicly visible improvement. Work on the rear or roof of the building is not eligible for a façade grant.
  
- Façade Grant funds cannot be used to correct outstanding code violations, for property damaged by collision, acts of nature or occurrences covered by insurance.**
  
- Only work begun **after** approval by the Façade Grant Committee will be eligible for a grant.
  
- All work must comply with the Downtown Façade Grant Program's design guidelines and be performed by a licensed and bonded contractor per 1 of the 2 competitive proposals.
  
- Project cost must exceed \$2,000 to be considered for a façade grant.
  
- Routine Maintenance such as painting, masonry, fencing and lighting has to be part of a larger renovation project.
  
- New construction projects are eligible to apply for the following items: Fencing, signage, awnings and landscaping.

### Properties Not Eligible

The following types of property are not eligible for the Façade Grant:

**Tax delinquent property**

**Property whose owner has any other tax delinquent property**

**Property in Litigation**

**Property in condemnation or receivership**

**Property owned by 501(c)3 nonprofit organizations on which taxes are not being paid.**

**Properties, on which taxes are being paid, but have nonprofit use, such as schools, churches, charities, clubs, organizations etc.**

**A building used exclusively for residential use**

**Properties purchased from the city are viewed on a case by case basic**



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### Application Review

Staff will determine if the application package that is submitted is sufficiently complete to review, and will draft a recommendation to the Façade Grant Committee.

The Façade Grant Committee will meet as needed to consider applications.

The application package will be reviewed within 30 days of application submitted by the Façade Grant Committee to determine whether the project should receive a grant and determine the amount of the award. In making the determination, the committee will consider the following factors and may give priority to projects that meet the following criteria:

**Will the project positively contribute to the city's assisted redevelopment effort?**

**Will the project ameliorate a blighting influence?**

**Will the project substantially leverage more investments than the required matching amount of the grant?**

**Will the grant result in an improvement that would not be made otherwise?**

**Does the project comply with the Façade Grant Program's Design Guidelines?**

**The Downtown Façade Grant Program shall be administered by the Façade Grant Committee that will comprise of 3 persons appointed by the Redevelopment Committee.**

**Those appointed are:**

- (1) City Administration Official
- (1) Redevelopment Member
- (1) Garrett State Bank Representative

### Required Materials for Application

Application packages must include enough documentation to illustrate the visual impact of the project and its costs. **Failure to provide required information will delay the review process.** The items submitted should include:

- A completed application form**
- Written consent from property owner giving permission to conduct façade improvements.**
- Color photographs of existing conditions**
- Samples of materials and colors to be used
- Any other documentation necessary to illustrate the visual impact of the proposed project completion schedule.
- Submit two competitive proposals from licensed and bonded contractors.** These proposals should give detailed information about the work to be done, the costs, and the project completion schedule. Any contractor that has submitted a competitive detailed estimate may be used. **Contractors cannot be changed unless new proposals have been submitted and approved by the Façade Grant Committee.**
- Owners or merchants who are in the contracting business and intend to perform work on their own properties or businesses, must furnish at least one proposal other than their own to be done.



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### Award Reimbursement

Reimbursement shall be limited to no more than 50% of the total cost of eligible improvements, **not to exceed \$10,000 per storefront**. Larger buildings with more than one storefront and/or more than one side visible (on a corner) may be considered for a larger grant on a case by case basis by the Façade Grant Committee. All necessary government approvals, building permits and taxes are not eligible items for reimbursement. Any projects totaling less than \$2,000 are not eligible. The granting of any award amount is subject to the availability of funds. This is a first come first serve program.

The Façade Grant Committee reserves the right to refuse reimbursements in whole or in part for work that:

- Does not conform to the program design guidelines.
- ***Does not conform to the proposals submitted with the application and authorized by the Façade Grant Committee.***
- Is not commensurate with the workmanship and cost customary to the industry
- Is not completed within 9 months. Since the Façade Grant Committee cannot reserve funds indefinitely, the grant may be subject to cancellation if the work is not completed or significant progress hasn't been made by the completion date.  
***Requests for extensions will be considered only if made in writing and progress towards completion has been demonstrated.***

Staff will inspect work to ensure that it complies with the approved plans. ***Any changes to the approved plan will require a written request from the applicant and approval by the Façade Grant Committee in order to retain the façade grant.***

***The Final decision process on NTE budgeted funds for the program shall be made by the Garrett Redevelopment Committee.***

### Required Materials for Reimbursement

Reimbursement can be expected in approximately **90 days** after all of the following documentation has been submitted and approved by the Façade Committee.

- **Copies of all paid invoices, canceled checks (bank statements) and lien waivers for all of the façade work covered by grant. These must equal at least the required matching amount. All project expenditures must be paid by check, money order or credit card. The invoices must be marked paid, signed, and dated by the contractors. Cash payments are not accepted.**
- **Lien waivers can not be substituted for canceled checks or bank statements.**
- **Color photographs of completed project.**



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## Design Guidelines

The Downtown Façade Design Guidelines outline the standards which must be followed when renovating buildings using a façade grant. These design guidelines take into consideration a building's historic significance in determining what would be an appropriate treatment. **Projects that affect designated historic buildings shall also comply with all applicable Historic Preservation requirements.** Buildings in Renewal Projects also require a separate approval by the staff of the Redevelopment Authority.

### 1. Façade

The façade is the entire exposed exterior surface of a building that fronts a public street and contains the building's principal entrance. Any elevation not containing the main entrance but fronting on a public street exposed to public view will be considered a secondary elevation. Secondary Elevations may also be eligible for façade grants.

### 2. Storefronts

It is the intent of these guidelines that most buildings should **have storefront-type glazing facing** the street. When alterations are made to the first-floor levels of buildings that presently have more opaque wall treatments, the façade grant program will usually require that storefront type glazing be installed that could accommodate retail uses in the future.

If an existing storefront is to be replaced, the new storefront should be traditional in character and include an appropriately designed bulkhead panel; large, undivided areas of clear glass display windows; a glazed transom surmounted by a storefront cornice; and a traditional, fully glazed storefront floor. The new storefront should fill the full height of the original masonry opening. Display windows should be of clear glass in pieces as large as is practical. Only clear low-E glass is permitted. The display windows should not be divided into small panes of glass; unless historic documentation exists that indicates this is the original design.

***Tinted or reflective glazing is not permitted.***

For historic buildings, all structural and decorative elements should be repaired or replaced to match or be compatible with the original materials and design of the building to the greatest extent possible. Buildings that are an integral element of a historic streetscape should reflect and complement the character of the surrounding area to the greatest extent possible.

### 3. Masonry

Unpainted brick, stone or terra cotta should not be painted or covered. Previously painted masonry may be painted. If it is necessary to remove paint or clean unpainted masonry, use the gentlest methods possible. Sandblasting and other abrasive cleaning methods are prohibited. Repaint defective mortar by duplicating the original in color, style, texture and strength. Repair or replace deteriorated masonry with new masonry that duplicates the old material as closely as possible.



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## Design Guidelines

### 4. Upper Story Windows

Retain original upper story window openings that are visible from the public right-of-way. Retain the present configuration of window panes and sashes except when historic photographs indicate a more original condition. Avoid making additional openings or changes in the principal elevations by enlarging or reducing window-opening sizes. The intent is to restore the original window configuration, not to create new designs. If the replacement of a window sash is necessary, the replacement should duplicate the appearance and design of the original window sash to the extent possible.

Avoid the filling-in or covering of openings with materials like glass-block. Avoid using modern style window units such as horizontal sliding sash or fixed sash in place of double –hung sash. Do not replace round head windows with square top windows.

### 5. Trim and Ornamentation

Retain and repair or replace but not limited to, window caps, carved stone work, ornamental plaques, storefront cornices and eaves cornices. Replacement should match the design, dimensions and material of the original trim and ornamentation.

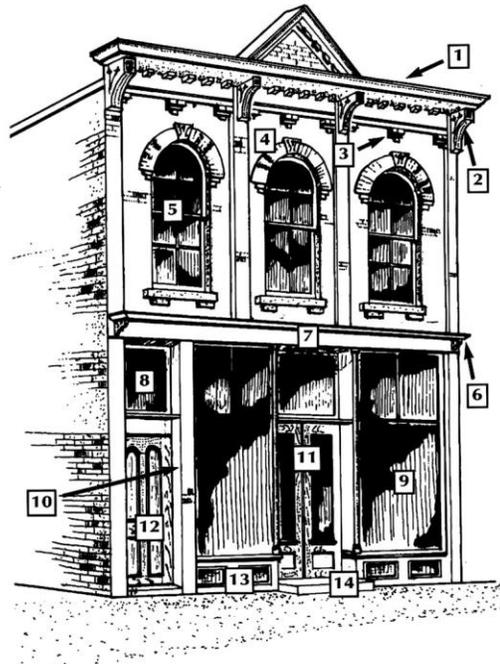
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## Storefront Before and After



**BEFORE**

1. UPPER CORNICE
2. BRACKET
3. CORBELLED BRICK DECORATION
4. WINDOW HOOD MOLDING
5. DOUBLE HUNG WINDOW UNIT
6. STOREFRONT CORNICE
7. SIGN ZONE
8. TRANSOM WINDOW
9. DISPLAY WINDOW
10. MASONRY PIER
11. DOUBLE LEAF ENTRY DOOR
12. DOOR TO UPPER FLOOR
13. BULKHEAD
14. ENTRY RECESS



**AFTER**



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## Design Guidelines for Signage

New signage should be traditional in character to complement the architecture of many of the older buildings in Garrett's neighborhoods. There are many types of traditional signs that are appropriate for use on older storefronts. All Signs will comply with the current city Sign Ordinance.

### **Sign Boards**

A flat signboard with hand painted raised lettering is the Most appropriate type of sign for older commercial buildings. These signs should be placed in the narrow band above the storefront. Modern internally lit box signs are not permitted.

### **Awning Signs**

Awning signs have lettering on the edge flap or skirting of the awning that remains visible when the awning is either retracted or opened. Lettering on the main part of the awning is generally not permitted.

### **Display Window Lettering**

Another common type of storefront signage is lettering that is Painted on or etched into the interior side of display windows and glazed entry doorways. These signs should consist of lettering and/or a logo, should not cover more than 1/5 of the area of the glass panel, and should not obscure the display area.

### **Hanging Signs**

Hanging signs are signs that project from a building's wall and are supported by metal brackets. These signs can come in all shapes and sizes and are sometimes made in the likeness of objects and symbols associated with an actual type of business. These signs should project no more than four feet from the face of the building and should not obscure the signage of other nearby businesses. The signs and brackets should be designed to complement the architecture of the building and mounted in the mortar joints of masonry buildings. All projecting signs should be hung within the base zone of the building or parallel to the second story window, and be externally lit. Internally lit and moving projecting signs are not permitted.

### **Transom Signs**

A transom sign is made of leaded glass letters that are built into the transom above the storefront display window or door. This can be illuminated at night with backlighting or illuminated from the lower interior part of the store lights. These signs can be made today by leaded glass craft workers and can be made as easily to remove panels.

### **Neon Signs**

Neon signs first became popular in the late 1920s and 30s, and are seeing a renaissance in popularity today. There are many neon sign artists who can design new signage that will compliment old storefronts. Exterior neon signs are most appropriate for post 1920s commercial buildings while neon signs that are mounted within a display window can be successfully adapted for use on all types of commercial structures.

### **Yard and Sidewalk Signs**

When appropriate permanent yard signs as well as portable sidewalk signs displayed during business hours can be used. However, sign posts in yards should not be more than 10 feet in height.

### **Awnings & Entrance Canopies**

If storefront awnings are to be used, they should be of a tradition tent style. Awnings should be made of canvas or neoprene impregnated fabric instead of shiny vinyl. Awnings with soffit panels should not be used to allow the structure on the underside of the awning to be exposed. Custom awnings may be approved if sensitively designed to enhance a new storefront design.

Entrance canopies extending out to the curb may be permitted if they are traditional in design, fabric covered and sized to complement the proportions of the storefront. Fixed, metal, asphalt shingle or mansard type canopies should not be used.



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## Security Gates and Bars

The installation of exterior, permanent or retractable security gates or bars is prohibited. They are out of character with the architecture; create an impression that the area is unsafe, and ultimately hurt business. Less obstructive retractable interior security gates, security devices, alarm systems or unbreakable glazing material are preferred alternative security measures. ***Please note, the listed items are not considered eligible façade cost.***

## Exterior Lighting

Spot or flood lighting to highlight the architectural detailing of a building should be inconspicuous and blend with the wall on which it is mounted. No lights should move, flash or make noise.

## Other Exterior Elements

Existing exterior fire escapes, ladders, standpipes, vents, etc. should be painted to blend with the wall on which it is mounted.

## Landscaping & Fencing

In some projects landscaping and fencing will be considered. Simply installing fencing around a parking lot or a portion of the parking lot will generally not qualify for a façade grant. If fencing is part of a larger renovation project, it will be considered only if the fence has extraordinary architectural character such as a wrought iron fence with masonry piers. Common fences such as stockade, bound-on board, picket and chain link are not be eligible for a façade grant. Planter or retaining walls should be built of materials similar to the adjacent buildings. Generally, brick or other suitable masonry units are to be considered eligible while certain types of interlocking concrete block, landscaping timers, sidewalks and curbs will not be eligible.