Façade Advisory Committee Agenda

Community Development Conference Room
November 3, 2026
9:30 a.m.

	Approve	Minutes of the September 4, 2026 meeting
	Receive	General Citizen Comment
FAC-26-1101	Consider	Downtown Façade Grant – 311 E Main St.
FAC-26-1102	Discuss	Procedural changes for the Downtown Façade Grant program.
FAC-26-1103	Discuss	Additional membership.

COMMITTEE MEMBERS: PLEASE NOTIFY ME IF YOU ARE UNABLE TO ATTEND AT 309-345-3619.

FAÇADE ADVISORY COMMITTEE
MEETING MINUTES

DATE: September 4, 2026, 9:30 a.m.

PLACE: Erickson Conference Room, 55 West Tompkins Street, Galesburg, IL

MEMBERS PRESENT: Jay Bullis, Mike Holloway, Carla Markwart, Mark Martin, Ralph Scott (arrived at 9:35 a.m.), 5.

MEMBERS ABSENT: Steve Gerstenberger, 1.

OTHERS PRESENT: Lucas Brooks – Associate Planner.

Chairperson declared quorum present.

Approve **Minutes of the September 1, 2026 meeting**

Member Markwart moved to approve the corrected minutes, seconded by Member Holloway.

Minutes were approved by voice vote.

Receive **Citizen Comment**
None Received.

FAC-26-0901 **Consider** **Downtown Façade Grant – 237-251 E Main St**

Member Holloway asked if the applicant considered tuckpointing. The applicant, Mike Martin, says some tuckpointing will need to be done after the power washing, although it is difficult to know the necessary extent with the paint. Member Martin is concerned that the tuckpointing may need to be more extensive than just spot treatments on some joints. Member Bullis would like to see tuckpointing formally added to the project. The applicant is fine with adding tuckpointing to the project, but was not sure how to add the bid as the full extent cannot be known until the paint has already been power washed. Bullis advises revising the application with a ballpark estimate of $10,000 for the tuckpointing. The applicant clarifies that the awnings that will be demolished are on the south elevations of 247 and 251 E Main St.

Member Markwart moved, seconded by Member Holloway to approve the application, with a revised project cost of $50,000, contingent on the applicant providing a tuckpointing bid.

Roll Call #1

Ayes:	Bullis, Holloway, Markwart, Scott, 4.
Nays:	None.
Abstentions:	Martin, 1.

Chairperson declared the motion approved

Bullis expressed his desire to step down from the chair position starting in January 2027. Staff remarks that there is an open seat on the committee, and members are free to recommend people for the position.

Bullis also brought up raising the maximum grant allotment to $60,000 on a $120,000 project. Holloway requested that staff inform the committee members about the amount of money in the TIF fund. Bullis added that the Downtown Council would need to increase the size of their program as well, to keep pace with inflation and material costs.

Bullis also raised the issue of more comprehensively reviewing the committee's and the program's guidelines, application, and procedures.

There being no further business, Member Holloway made a motion to adjourn, seconded by Member Martin, the meeting adjourned at 10:22 a.m.

Lucas Brooks

Lucas Brooks

Façade Advisory Committee Meeting

Agenda Item Overview

September 3, 2026

AGENDA ITEM: FAC-26-1101 Downtown Façade Grant for 311 E Main St.

BACKGROUND: Attached for the Committee's review is a façade grant application from the Bondi Building Corporation for proposed façade improvements at 311 E Main St.

The Bondi Building Corporation is proposing to replace 70 linear feet of brick parapet along the north and east elevations of the building. This stretch of wall has fallen out of alignment, allowing water to penetrate into the floor below. It is anticipated that 14 full-time jobs will be retained as a result of this project.

If approved, the owner anticipates beginning work in December 2026, with an estimated completion in February 2027. The estimate total façade project cost is $69,527.60 and Bondi is eligible to request up to $34,763.80 through the façade grant program.

We have received the following information:

- Proof of Ownership
- Proof the property taxes are current
- Proof of insurance from the building owner
- A letter of commitment for the owner's equity portion of the project
- Two bids for the parapet wall repair

SUPPORTING DOCUMENTS:

1. Aerial – General location
2. Application
3. Photos of the north and east parapet sections
4. Bids

cc: File Copy

Community Development Department

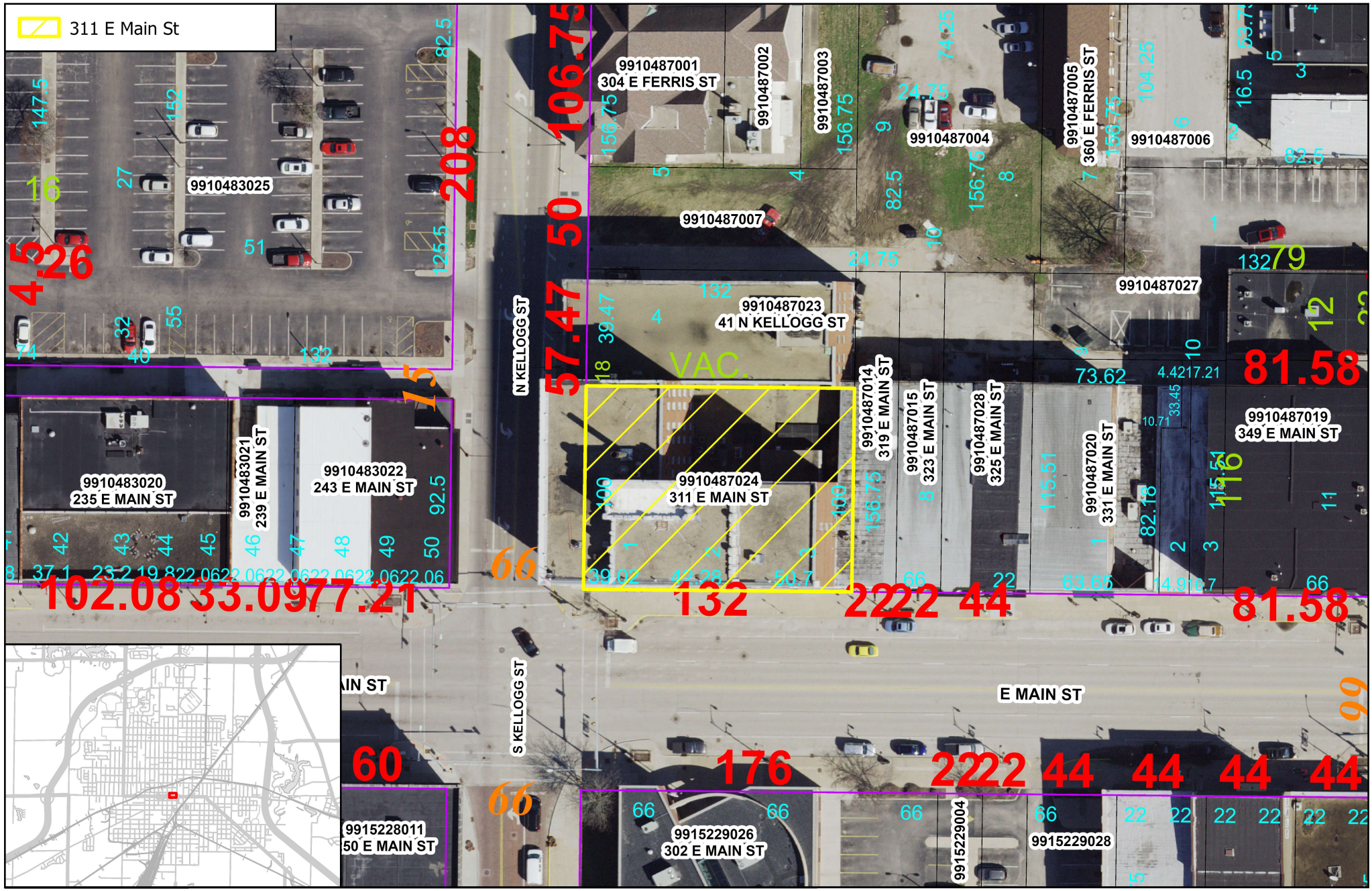
Community Development Department

Bondi Building Corporation

Proposed Facade grant project

0 5 10 20 30 Yards

N W E S



The information included in this map is intended to be advisory only and is NOT designed or intended to be used as a substitute for an accurate field survey, as performed by a Registered Land Surveyor, to determine precise property location

October 12, 2026

Downtown Facade Redevelopment Grant Program

FORM - A FACADE APPLICATION

Please print or type requested information and submit it to the Community Development Department. **Please be aware, once information is submitted, it is considered public information.**

ATTACHMENTS (READ CAREFULLY – ALL ITEMS ARE REQUIRED AND MUST BE ATTACHED)

- ☑ **PROOF OF BUILDING OWNERSHIP AND FULL LEGAL DESCRIPTION OF PROPERTY** - Such as a copy of the recorded deed
- ☑ **OWNER CONSENT FORM** – Required if the applicant/primary contact is not the owner of the project real estate
- ☑ **REAL ESTATE TAXES** - Statement from the County Clerk certifying there are no delinquent or unpaid taxes or special assessments, no unpaid forfeited taxes, and no redeemable tax sales are against the property
- ☑ **PROPERTY INSURANCE** - Proof of current property and casualty insurance
- ☑ **NARRATIVE PROJECT DESCRIPTION:** A typed statement of what the facade project will involve. Provide as much detail as possible, including what you are changing or replacing, type of new materials to be used, color, location on facade, etc.
- ☑ **PHOTOGRAPH(S) OF EXISTING FACADE** – Submit several photos of your building in its current condition. Be sure to label each photo and indicate what improvements you are proposing to make in each.
- ☑ **DRAWINGS OF PROPOSED FACADE IMPROVEMENTS** - Conceptual elevation plans and full construction drawings prepared by an Illinois licensed Architect who has conducted an on-site inspection and personal interviews with the applicant. Include product sample sheets showing colors, size, type of materials and finishes, etc. If a sign is proposed, graphically indicate sign lettering style, letter and sign dimensions.
- ☑ **DETAILED COST ESTIMATES/BIDS FOR PROPOSED FACADE IMPROVEMENTS** - A minimum of three (3) qualified bids for all exterior facade work to be performed, or a statement of non-availability of contractors or services. Indicate what contractors you are proposing to use on the project. Bids should provide enough detail to make the proposed scope of work clear (quantity, cost and type of work). If an applicant finds the submitted bids are not satisfactory, a new bid process may be required.
- ☑ **LETTER OF COMMITMENT.** A letter of commitment shall be provided from all entities providing funds. This includes verification the owner has the required 10% owner's equity available for the project.

PROJECT INFORMATION

ANTICIPATED PROJECT START DATE: October 1, 2026 (PROJECT MUST START WITHIN 180 DAYS OF SIGNING FAÇADE GRANT AGREEMENT)

ANTICIPATED PROJECT COMPLETION DATE: November 15, 2026 (PROJECT MUST BE COMPLETE WITHIN 1 YEAR OF SIGNING FAÇADE GRANT AGREEMENT)

PROJECT ADDRESS: 311 East Main Street PARCEL IDENTIFICATION NUMBER: 99-10 - 487 - 024

BUSINESS TO BE AFFECTED BY THIS PROJECT: Bondi Building Corporation

HAVE YOU RECEIVED A FACADE GRANT IN THE PAST? YES X NO ____ WHAT YEAR? 2021

CONTACT NAME: Robert Bondi DAY PHONE #: 309-343-9261

MAILING ADDRESS: 311 East Main Street, Suite 207 EMAIL: bob@bondibuilding.com

IS THE BUILDING LOCATED IN A LOCAL HISTORIC DISTRICT OR A LOCAL LANDMARK? YES ____ NO X

TOTAL ESTIMATED PROJECT COST: $ $69,527.60

OWNERS EQUITY (MUST BE AT LEAST 10% OF PROJECT COST): $ $7,000.00 GRANT REQUEST: $ $34,763.80

Note: Balance of $27,763.80 is funded by Midwest Bank Loan Amortized over 7 years.

JOBS CREATED OR RETAINED AS A RESULT OF THIS FACADE PROJECT (USE SEPARATE SHEET IF NECESSARY):

		# Full-time		# Part-time	
Job Classification	Salary Range	# Retained	# Created	# Retained	# Created
Webster has four employees	$30K each	4	0	n/a	n/a
10 Employees of Knox Warren	$35K to $55K	10	0	n/a	n/a

PROJECT COST ESTIMATE

DESCRIPTION OF WORK AND/OR MATERIAL (PLEASE REFERENCE APPROPRIATE QUOTE)	QUANTITY	UNIT COST	EXTENSION
FACADE DEMOLITION			
FACADE RECONSTRUCTION (FRAMING/CARPENTRY)			
BRICK AND/OR STONE MASONRY Parapet Wall	70 Lineal Feet	$905.46	63,382
PAINTING			
WINDOW REPAIR/REPLACEMENT			
DOOR REPAIR/REPLACEMENT			
SIGNAGE			
AWNING			
EXTERIOR LIGHTING			
OTHER CONSTRUCTION COSTS:			
CONTINGENCIES	$122,912.00	5%	6,145.60
SOFT COSTS			
ARCHITECT/ENGINEERING FEES			
CONSTRUCTION PERMITS			
OTHER SOFT COSTS:			
TOTAL FACADE PROJECT COSTS **Minimum of $20,000 to be eligible for Facade Grant funding*			$69,527.60

APPLICANT SIGNATURE

I UNDERSTAND THAT MY SUBMISSION OF AN APPLICATION DOES NOT CONSTITUTE A GUARANTEE FOR FUNDING UNDER THE DOWNTOWN FACADE REDEVELOPMENT GRANT PROGRAM. I CERTIFY THAT ALL INFORMATION IS TRUE AND ACCURATE TO THE BEST OF MY KNOWLEDGE, AND IF APPROVED, WORK WILL BE COMPLETED IN ACCORDANCE WITH THE TERMS AND CONDITIONS OF THE DOWNTOWN FACADE REDEVELOPMENT GRANT PROGRAM HANDBOOK.

BY SIGNING BELOW, THE APPLICANT ACKNOWLEDGES THAT HE/SHE HAS RECEIVED AND READ THE PROGRAM GUIDELINES FOR THE DOWNTOWN FACADE REDEVELOPMENT GRANT PROGRAM. ALSO, THE APPLICANT ACKNOWLEDGES THAT HE/SHE IS DULY AUTHORIZED TO ACT ON BEHALF OF THE COMPANY AND/OR EACH PRINCIPAL OF THE COMPANY AND THAT THE COMPANY IS PROPERTY ORGANIZED AND LICENSED TO CONDUCT BUSINESS IN THE STATE OF ILLINOIS.

Applicant/Owner Signature

10-1-2026
Date

Bondi Building Corporation
See Our Web Page - http://www. bondibuilding.com

Robert I. I. Bondi, President
311 East Main Street, Suite #207
Galesburg, Illinois 61402-0146

Telephone: 309-343-9261
Fax: 678-392-4461
e-mail: bondicorp@grics.net

October 1, 2026

Mr. Steve Gugliotta
Director of Community Development
City of Galesburg
55 West Tompkins Street
Galesburg, IL 61401

Reference Downtown Façade Redevelopment Grant Request

Dear Mr. Gugliotta,

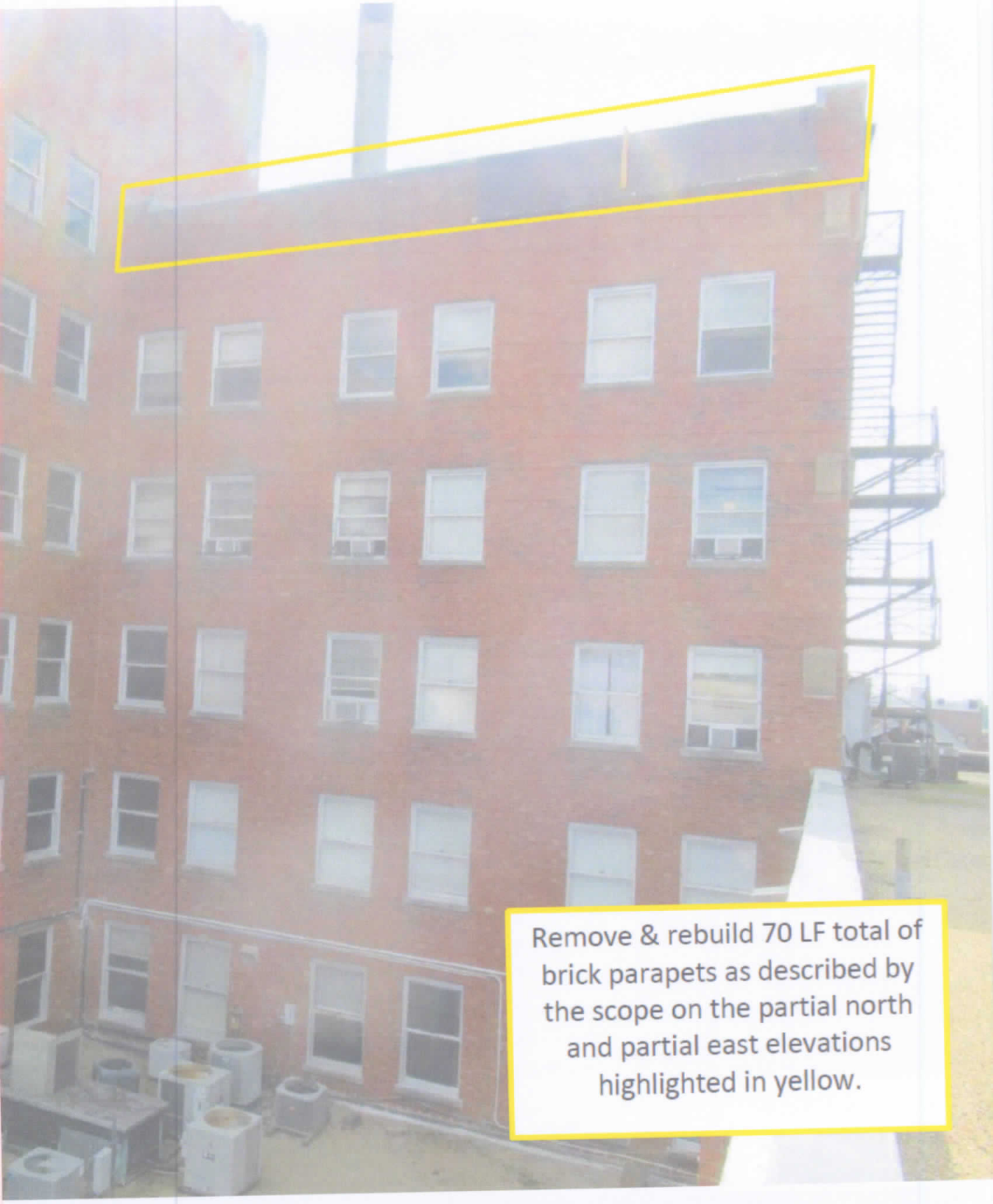
The Parapet Wall as shown in the proposal has fallen out of alignment and is allowing water to penetrate the 6th occupancy area. The proposed plan is to repair and rebuild an area of between 20 to 70 feet of wall and repoint the brick to correct and stabilize the walls. With our building approaching one hundred years old, it has lasted test of time but needs this type of renovation or repair to keep the square footage occupiable.

I can provide more information if of another masonry bid which is substantially higher and beyond the scope, we feel necessary to correct the water penetration issues.

Appreciate your review of this application.

Best regards,

Dumpster & trash chute location
Remove & rebuild 70 LF total of brick parapets as described by the scope on the partial north and partial east elevations highlighted in yellow.
Bondi Building Corporation
E Main St


Remove & rebuild 70 LF total of brick parapets as described by the scope on the partial north and partial east elevations highlighted in yellow.

Remove & rebuild 70 LF total of brick parapets as described by the scope on the partial north and partial east elevations highlighted in yellow.

PROPOSAL & CONTRACT

TO: **Mr. Bob Bondi**
The Bondi Building
311 E. Main Street
Galesburg, IL 61401
Email: bob@bondibuilding.com

DATE: **September 8, 2026**
PROJECT: **Bondi Building**
WORK CATEGORY: **Parapet Rebuilding**
BASIS OF BID: **Site Visit**
ADDENDA: **None**
SITE ADDRESS: **311 E. Main St., Galesburg, IL**

We hereby propose to perform & complete the work defined herein for the stated sum(s) as follows:

BASE BID SCOPE INCLUDES:

- Mobilize equipment and materials to jobsite.
- Install roof protection prior to performing repairs on the partial east and partial north upper roof level wall areas.
- We have included furnishing and installing a trash chute from the lower roof level down to the parking lot area for masonry debris disposal into a dumpster at location shown by marked-up photo attached.
- Remove and salvage existing coping stone at the partial north and partial east elevation areas.
- Remove and rebuild all wythes of the partial elevation brick parapets from the top of the walls down four (4) feet. This is approximately 18 courses of brick down from the top of parapet walls. New brick will be installed with stainless steel ties every 16" O.C. 70 lineal feet total of parapet wall rebuild.
- Relay salvaged coping stones with a new membrane flashing and stainless steel drip edge on both sides of parapet wall. Coping stones will be reset with stainless steel anchors with epoxy.
- New backer-rod and sealant will be installed at coping stone head joints after reinstalled.
- Clean up and demobilize all equipment and debris.
- Tie in of roofing to rebuilt parapet wall.
- Permits

BID VALUE: **BASE BID: $ 63,382.00**

SCOPE EXCLUDES:

- Any masonry repairs beyond scope above. This can be added if requested.
- Any roofing, sheet metal, fire escape, concrete roof deck, window, or interior finish repairs.
- Any engineering or design.
- Removal or abatement of hazardous materials (i.e., lead paint, asbestos, mold, etc.)
- Temporary heat and enclosures. We will work while temperatures allow.
- Special insurance (i.e., OCP, Builder's Risk, etc). standard insurance coverage will be provided.
- Sidewalk or landscape restoration, if necessary. Lifts may cause ruts or crack concrete.
- Removal or relocation of mechanical, electrical, and/or plumbing interferences.
- Testing (i.e., petrographic mortar testing, etc.)
- Bonds

CLARIFICATIONS:

- Reference attached marked up photographs for further clarification of work scope.
- New brick and mortar to match existing as closely as possible from available local brick supplier stock.
- New sealant colors to be chosen from manufacturer's standard color selection.
- We have included up to two mock-ups for review. Additional mock-ups to be completed on a T&M basis.
- All work to be performed during regular business hours.
- Water and electric to be provided by Owner and/or General Contractor.

ACCEPTANCE - By signatures below, the parties agree to the above and the attached General Terms of Proposal and Contract.

Customer Signature & Title _____ Date _____ _____ Date _____

COMPANY, INC.
CONTRACTORS
866 N. MAIN STREET MORTON, IL 61550
PHONE (309) 266-7114
WEB: www.ottobaum.com

DATE: **September 8, 2026**
PROJECT: **Bondi Building**
WORK CATEGORY: **Parapet Rebuilding**
BASIS OF BID: **Site Visit**
ADDENDA: **None**
SITE ADDRESS: **311 E. Main St., Galesburg, IL**

TO: **Mr. Bob Bondi**
The Bondi Building
311 E. Main Street
Galesburg, IL 61401
Email: bob@bondibuilding.com

SUBMITTED BY: **Carl Cole**
DIRECT: **(309) 284-1724**
CELL: **(309) 221-0395**
E-MAIL: carlcole@ottobaum.com

We hereby propose to perform & complete the work defined herein for the stated sum(s) as follows:

BASE BID SCOPE INCLUDES:

- Mobilize equipment and materials to jobsite.
- Install roof protection prior to performing repairs on the partial east and partial north upper roof level wall areas.
- We have included furnishing and installing a trash chute from the lower roof level down to the parking lot area for masonry debris disposal into a dumpster at location shown by marked-up photo attached.
- Remove and salvage existing coping stone at the partial north and partial east elevation areas.
- Remove and rebuild all wythes of the partial elevation brick parapets from the top of the walls down four (4) feet. This is approximately 18 courses of brick down from the top of parapet walls. New brick will be installed with stainless steel ties every 16" O.C. 70 lineal feet total of parapet wall rebuild.
- Relay salvaged coping stones with a new membrane flashing and stainless steel drip edge on both sides of parapet wall. Coping stones will be reset with stainless steel anchors with epoxy.
- New backer-rod and sealant will be installed at coping stone head joints after reinstalled.
- Clean up and demobilize all equipment and debris.

BID VALUE: **BASE BID: $ 157,890.00**

SCOPE EXCLUDES:

- Tie in of roofing to rebuilt parapet wall. This will be required by others.
- Any masonry repairs beyond scope above. This can be added if requested.
- Any roofing, sheet metal, fire escape, concrete roof deck, window, or interior finish repairs.
- Any engineering or design.
- Removal or abatement of hazardous materials (i.e., lead paint, asbestos, mold, etc.)
- Temporary heat and enclosures. We will work while temperatures allow.
- Special insurance (i.e., OCP, Builder's Risk, etc). Otto Baum standard insurance coverage will be provided.
- Sidewalk or landscape restoration, if necessary. Lifts may cause ruts or crack concrete.
- Removal or relocation of mechanical, electrical, and/or plumbing interferences.
- Testing (i.e., petrographic mortar testing, etc.)
- Bonds
- Permits

CLARIFICATIONS:

- Reference attached marked up photographs for further clarification of work scope.
- New brick and mortar to match existing as closely as possible from available local brick supplier stock.
- New sealant colors to be chosen from manufacturer's standard color selection.
- We have included up to two mock-ups for review. Additional mock-ups to be completed on a T&M basis.
- All work to be performed during regular business hours.
- Water and electric to be provided by Owner and/or General Contractor.
- Pricing assumes work will be completed before next scheduled labor wage increase, May 1st 2027.

ACCEPTANCE - By signatures below, the parties agree to the above and the attached General Terms of Proposal and Contract.

Customer Signature & Title	Date	Carl Cole Otto Baum Company, Inc.	09/08/26 Date

Member of *Sealant Waterproofing & Restoration Institute*

Façade Advisory Committee Meeting

Agenda Item Overview

November 3, 2026

AGENDA ITEM: FAC-26-1102 Procedural changes for the Downtown Façade Grant program.

BACKGROUND: Commission members have discussed a desire to revisit the procedures surrounding the Downtown Façade Grant program at the previous meetings. Listed below are a few items that members have mentioned. Attached to support the discussion is the current application and handbook for the Downtown Façade Grant program.

- Increasing the maximum grant allotment to $60,000, while maintaining the 50% reimbursement rate, in combination with the Downtown Council raising their grant maximum.
- Reviewing the minimum number of bids required for the application.
- Reviewing the list of eligible costs.

SUPPORTING DOCUMENTS:

1. Downtown Façade Grant program handbook

cc: File Copy

Downtown Facade Redevelopment Grant Program Handbook

For Information Contact:

City of Galesburg
Community Development Department
55 W. Tompkins St. P.O. Box 1387
Galesburg, IL 61401
(309) 345-3619 Fax: (309) 345-5704
www.ci.galesburg.il.us

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PROGRAM OVERVIEW

PURPOSE: The City of Galesburg Downtown Facade Redevelopment Grant Program has been designed to encourage improvements that are architecturally appropriate to the period in which the building was originally constructed. It is believed these improvements may promote the attraction and retention of business operations and enhance the interest in visiting the downtown area.

QUALIFYING STRUCTURES: Qualifying structures include single purpose retail and office buildings, and mixed-use buildings containing combinations of retail, office, and residential apartments. Structures that are wholly residential shall not qualify. Properties must be within a geographically defined area, known as the Downtown Area (see Appendix B). Building owners, and tenants with written consent of the owner to participate in the program, are eligible to apply.

FUNDING LIMITATIONS:

- Total facade project cost must be a minimum of $20,000.
- The City is willing to participate in a reimbursement of 50% of the total project cost, up to a maximum of $40,000, subject to availability of funds.
- The applicant is required to inject a minimum of 10% owner's equity into the Facade project.
- Each property is eligible for 1 grant reimbursement every 3 years. If there is a new property owner within 3 years of a previous grant on the property, they may apply if it is a different project that does not remove items approved under the previous grant.

ELIGIBLE ACTIVITIES: Eligible activities may involve the major maintenance, repair, general rehabilitation, and restoration of commercial storefronts and upper story facades that are visible from a public way. It may also include the removal and replacement of commercial signs and awnings. Specifically, eligible activities include the following types:

- BRICK AND STONE MASONRY: Structural repairs, cleaning, and repointing.
- DOORS AND WINDOWS: Maintenance, repairs, replacement, and restoration of window sashes, exterior doors, and installation of storm windows <u>in conjunction with</u> other significant facade improvements
- EXTERIOR WOODWORK: Maintenance, repair, rehabilitation and restoration of sills, window and door frames, bulkheads, storefront and roof cornices, window hoods, and decorative molding.
- STOREFRONTS: Removal of inappropriate coverings and additions, maintenance, repair, rehabilitation, restoration of display and windows, and lighting.
- SIGNAGE: Maintenance, repair, removal, and/or replacement; lighting. (Note: The Review Committee reserves the right to recommend alternative styles, colors, etc., and to approval/deny signs that they feel do not complement the style of the building or the aesthetics of the downtown streetscape).
- PAINTING: Surface preparation, cleaning, and painting.
- AWNINGS: Maintenance, installation, repair, or replacement of awnings. The awnings to be replaced must show considerable wear, as determined by the Facade Advisory Committee. (Note: The Facade Advisory Committee reserves the right to recommend alternative styles, colors, materials, etc., and to approval/deny awnings that they feel do not complement the style of the building or the aesthetics of the streetscape).
- PROFESSIONAL DESIGN SERVICES: From an Illinos licensed architect and/or Structural Engineer.

INELIGIBLE ACTIVITIES: Specifically, ineligible activities include the following types:

- Expenses not directly related to the facade, including (but not limited to): Interior renovations, heating and air conditioning, plumbing, electrical work other than that required for exterior lighting or signage.
- Removal of architectural details or covering of stable architectural details
- Parking lot paving or sidewalks
- Installation of seasonal planting or seasonal landscaping

- Refinancing existing debt and non-fixed improvements
- Facades that do not face a public way
- Roof repairs
- Any project started prior to the signing of the facade grant agreement except for architectural fees as recommended by the facade advisory committee by city council
- "Sweat equity" work performed by the applicant, family members of the applicant or employees of the applicant, unless the work is done as an agent of a construction company which has provided a quote included in the original application and recommended for approval by the FAC and approved by City Council. General construction oversight and project administration work performed by the applicant, family members of the applicant or employees of the applicant are not eligible;
- Design elements changed during the project in which the applicant did not seek review and approval of the Façade Advisory Committee will not be reimbursed.
- The painting of unpainted brick, unless recommended for approval by the Façade Advisory Committee.

GRANT PROCEDURE

GRANT APPLICATION SUBMISSION: Submit Form A –Facade Application and provide all required attachments. Incomplete applications will not be considered, and in fact, should not be submitted. If applications are complete, it will be placed on the agenda for the next regularly scheduled meeting of the Facade Advisory Committee.

LOCAL HISTORIC DISTRICT OR LOCAL LANDMARK: If any project is located within a Local Historic District or if the subject property is a Local Landmark, the applicant will also be required to submit a Certificate of Appropriateness request to the Galesburg Landmark Commission. Applicants are encouraged to attend the meeting when the application is considered.

REVIEW OF GRANT APPLICATION: The Facade Advisory Committee is made up of three members of the Galesburg Downtown Council, one member of the Galesburg Landmark Commission and three members at-large. Applicants are encouraged to attend the meeting when the application is considered. The Committee will review applications and make a recommendation to the City Council.

FINAL REVIEW BY CITY COUNCIL: Recommendations of the Facade Advisory Committee, and Galesburg Landmark Commission when applicable, will be forwarded to the City Council for final review and decision.

FACADE GRANT AGREEMENT AND CONSTRUCTION: If the grant request is approved by City Council, the applicant and city shall sign a Facade Grant Agreement. Improvements must be initiated within one-hundred-eighty (180) calendar days and completed within one-year after execution of the Facade Grant Agreement. Extensions may be granted at the discretion of the Director for documented just cause, such as: delays caused by acts of god, riots, unusual weather delays, labor strike and unanticipated unavailability of necessary materials.

MODIFICATION OF APPROVED PLANS: If the applicant is unable to substantially adhere to the work as described in the application, work should be halted as soon as is reasonable and the Community Development Department should be informed immediately. Work should not be resumed until the Facade Advisory Commission has had time to review the changes and, depending upon the extent of the changes, it may require written permission of the City Council.

GRANT REIMBURSEMENT PROCESS

REQUEST FOR REIMBURSEMENT: Upon completion of the project, provide the following documentation:

1. Provide a letter requesting reimbursement.
2. Gather all <u>paid</u> receipts for the eligible project costs, including proof of payment (i.e. canceled check, vendor receipt, etc)
3. Provide a spreadsheet showing a breakdown of costs associated with the project showing all amounts paid to date and any amount due and unpaid to each contractor and/or subcontractor
4. Lien Waivers from each material dealer, contractor and subcontractor who has done work or has furnished materials for the Project
5. Take photographs of completed project

6. A request for reimbursement shall be submitted to the Community Development Department at the end of the project or for each pay period that occurs during the project.

DISBURSEMENT: Facade Grant reimbursements, to the maximum extent possible, will be made within 30 business days.

ADDITIONAL COMMENTS: No funds will be dispersed without the above-mentioned documents. No funds will be disbursed if completed work does not accurately reflect the Project as submitted for approval by the Facade Advisory Committee and/or City Council. No funds will be disbursed if the work which requires permits were not issued. No funds will be disbursed if the Project does not meet all applicable codes.

ADDITIONAL INFORMATION

ILLINOIS LICENSED DESIGN PROFESSIONAL: Few people realize how complicated a construction process is, until they find themselves lost in the maze of design options, building codes, zoning laws, contractors and so on. No two building projects are exactly alike, so there is no single clear-cut path to follow. *It is for that reason that an Illinois licensed architect is recommended for the following aspects of each facade redevelopment project*:

- Construction documents. Drawings and specifications are the graphic and text descriptions of the project. Having a single, complete set of architectural drawings and specifications to present to several prospective contractors allows an applicant to choose among comparable bids that are based upon the same expectations. Clear construction documents can also minimize costly delays and change orders. These documents also assist the Facade Advisory Committee when reviewing your project for potential façade grant funding.
- Contractor bidding process. An architect shall assist the applicant through a process of selecting a contractor through a competitive bidding process. Since labor costs vary according to skill, experience and the contractor's overhead, a competitive bidding process allows an applicant to select a contractor based on cost and schedule as well as reputation and approach.
- Administer the Construction Contract. The architect shall make sure the project is built as it was designed, specified, and approved by the Facade Advisory Committee and City Council. The architect analyzes and helps you make decisions about "change orders", which could affect your Facade Grant eligibility and your costs. Change orders are any changes proposed by the client or the contractor or changes required to address conditions that could not have been foreseen. Change orders that affect the approved facade design must be brought to the attention of the Façade Advisory Committee for review prior to that work being done.
- Project Administration. The architect shall be responsible for authorizing payments to all contractors and subcontractors, giving you added assurance that both you and your architect are satisfied with the contractor's performance and product. The architect shall also receive all lien waivers on the project. The architect shall then submit all pay certifications, prevailing wage documents and lien waivers to the Community Development Department. Without these documents, the grant funds will not be released.

CONTRACTORS AND BID DOCUMENTS: Applicants are expected to make sound financial decisions. Evidence of three or more contractor bids or a statement of non-availability of contractors or services shall be submitted with the application. Bids from local contractors are encouraged. The City of Galesburg requires all General Contractors to be registered and all Electrical contractors to be licensed to perform work within the City. If an applicant finds the submitted bids are not satisfactory, a new bid process shall be initiated.

An applicant who is also a registered/licensed contractor and intends on doing some of the facade renovation work must submit a complete bid during the bid process. If the bid is higher than other bids and the applicant intends on picking their own bid, there must be documented reasons provided as to why the bid is higher. The Façade Advisory Committee will review all documentation to make their recommendation.

QUALITY OF WORK: All work under the Facade Grant Program shall be performed in a professional and workmanlike manner. Prior to the work commencing, award recipients must secure applicable Federal, State, County and City permits. All proposed and actual work must conform to all applicable rules and regulations of all regulatory agencies and bodies of Federal, State, County and City governments. All completed work must pass appropriate inspection(s) of applicable reviewing agency. The City reserves the right to withhold the grant reimbursement payment should the final inspection reveal that work performed was not completed in a professional and workmanlike manner and/or has not successfully passed all applicable inspections.

POST AWARD PROJECT ALTERATIONS: Grant recipients shall agree not to alter, modify, or remove the improvements made in accordance with the Facade Grant Agreement for a period of three (3) years from the date the grant is disbursed without recommendation by the Facade Advisory Committee and written permission of the City Council. The Facade Advisory Committee may recommend approval of such alterations, modifications, or removal of the improvements when it determines that the proposed work would not undermine the goals, objectives, and policies of the grant program. If changes are made without seeking approval of the Façade Advisory Committee, the City may take legal action to recoup some of the grant dollars.

POST AWARD PROJECT MAINTENANCE AND SITE REDEVELOPMENT: In accordance with the Facade Grant Agreement, the award recipient shall agree to maintain the improvements for a period of three (3) years from the date of grant disbursement. If the owner of the building seeks to redevelop the building site within the three (3) year period, and such redevelopment would include the removal of the facade improvements, the grantee must come before the Facade Advisory Committee to present the planned development. The Facade Advisory Committee shall review to assure compliance with program guidelines and make a recommendation to City Council for final review and decision.

DOWNTOWN FACADE REDEVELOPMENT PROGRAM: The City Council has authorized funding for the Downtown Façade Redevelopment Program, it shall be at their sole discretion to review and determine whether there is a need to reauthorize the continuation of this program. Grant area are subject to modification upon the action of the City Council. As properties are improved, the grant area boundaries may be reduced, expanded or otherwise changed by the City Council as justified and recommended by the Facade Advisory Committee.

FEDERAL INCOME TAX PROVISIONS: This grant may be treated as income subject to Federal Income Tax provisions. The City of Galesburg and the Galesburg Downtown Council are not liable for any tax implications resulting from the grant. Applicants should consult a tax advisor for clarification.

DISCLAIMER: The Facade Advisory Committee and/or City of Galesburg shall not be responsible for the planning, design, or construction of improvements to subject property. No warranties or guarantees are expressed or implied by the description of, application for or participation in the Downtown Facade Redevelopment Grant Program. The applicant is advised to consult with licensed architects, engineers, building contractors and attorneys before proceeding with final plans or construction.

APPENDIX - A DESIGN GUIDELINES

Introduction

An important objective is to provide an attractive and unique downtown environment in which to live, work, and transact business. Each building within downtown contributes to the overall image of the central city that is unique to Galesburg. Individual buildings cannot contribute in a positive way to this physical character unless they retain a design similarity and visual consistency with neighboring buildings. The purpose of these guidelines is to direct the redevelopment of facades, so they are: visually enhancing; compatible with neighboring facades; contributing to building value; and sensitive to the rich architectural heritage of Galesburg.

For design guidelines to be effective, however, they cannot be unduly restrictive. These guidelines are not meant to require detailed restoration of each building to a specific date in the past. Rather, the guidelines are intended to promote sensitive upgrading of existing significant and unique building features. The guidelines are intended to serve as a general framework within which creativity and personal choice is allowed.

The guidelines are especially applicable to older Main Street commercial buildings. However, some downtown buildings are much newer and lack significant features. The guidelines still apply to rehabilitation of these buildings in that their renovation should be sensitive to their surroundings in terms of scale, texture, and color.

Design guidelines shall apply only to building facades; defined as any building exterior visible from a public street or alley. Interior renovation is not subject to this design review. Design guidelines shall be used on facade restorations (restoring facade to original components), rehabilitation (improving facade to highlight and feature building's architectural character), and redesign (reconstructing new facade). In the case in which historical tax credits are sought the guidelines of The Secretary of the Interior's Standards for Rehabilitation would apply.

The following is a list of nine general ground rules for the process of sensitive rehabilitation:

1. Investigate thoroughly and set priorities. Past alterations and applications of exterior covering materials may have concealed structural damage or original building features which were rendered irreparable by the alterations. The well-intentioned removal of a deteriorated material or an inappropriate covering from a storefront or facade could reveal original building features underneath that are so badly deteriorated or damaged, that a disproportionately costly effort is required to repair them. Before removing anything, determine the condition of the materials and features underneath. In this way, alternatives can be evaluated, and costs can be determined, and potentially expensive "sidewalk decisions" can be avoided. Plan to make structural repairs first and follow with cosmetic improvements.
2. Conserve special building features. Do not permanently alter or remove an original part of a building, no matter what the building's age, which would preclude its restoration later. Removing decorative cornices, windows, storefront elements, or ornamental features removes the possibility of ever restoring the building later should restoration become an economic possibility. The privilege of owning a building with restoration potential carries with it the obligation to permit a subsequent owner, no matter how remote that idea now seems, to restore the building to its original beauty. Removal of a building's original decorative and ornamental features destroys its unique identity and reduces its value.
3. Stabilize the building. Stabilizing involves measures required to protect a building from further deterioration by weather or structural failure. Correct any structural problems and stabilize the building against water damage first; all other work is futile if the building is not structurally sound and safe from entry of inclement weather.

4. Conserve tasteful alterations. Over the years, many original building facades and storefronts were tastefully redesigned and altered, and attractive new buildings were constructed. These new and altered facades and storefronts completed over the last fifty or sixty years express the functionalism, cleanliness, and streamlining of modernism and were executed with the same care and craftsmanship as the predecessors. These "modern" examples deserve the same respect and consideration as that given to older buildings that are more easily recognized as significant by their elaborate ornamentation. A mix of architectural styles representing various periods is desirable. Conserve these altered buildings by employing the same methods of repair and maintenance as for older buildings.

5. Remove distractions and make necessary repairs. Some alterations over the years, while well intentioned, are insensitive to the original architecture. Other alterations were intended to eliminate the need for further exterior maintenance. Sometimes entire building facades were obliterated by surface coverings to which large signs were attached. Often other constructions, signs, and canopies were projected from the buildings to draw attention to them. Various materials were employed which were inappropriate, improperly installed, or incapable of living up to expectations of longevity. In such instances it may be advisable to remove such distracting or deteriorated additions.

   Sensitive rehabilitation requires that a serious attempt be made to salvage what remains of the original construction beneath. Because of the high quality of original construction materials, salvageable storefronts and facades have often been discovered behind various applied coverings. After removal of the offensive items, repairs can be made to the once concealed materials and the building's original appearance can be substantially recaptured. The appearance of the completed work may lack the perfection of a restored original, but the blemishes are preferable to the application of another cover-up material.

6. Integrate alterations. The removal of distracting alterations and deteriorated covering materials from a building can reveal badly disfigured or irreparable conditions. The cost of repair may be prohibitively high, and therefore inappropriate. In such cases, new alterations may be required. Sensitive rehabilitation requires that all alterations be visually compatible with the character of the building and with neighboring buildings. New work should not be made to look old, but rather, should be an expression of its own time, while maintaining a harmonious relationship with the old. The designer has many devices available to achieve this goal. The rhythm of spacing, location, and sizes of windows should be maintained as well as the relationships of horizontal and vertical lines of references from one facade to the next. The use of similar materials and colors is essential.

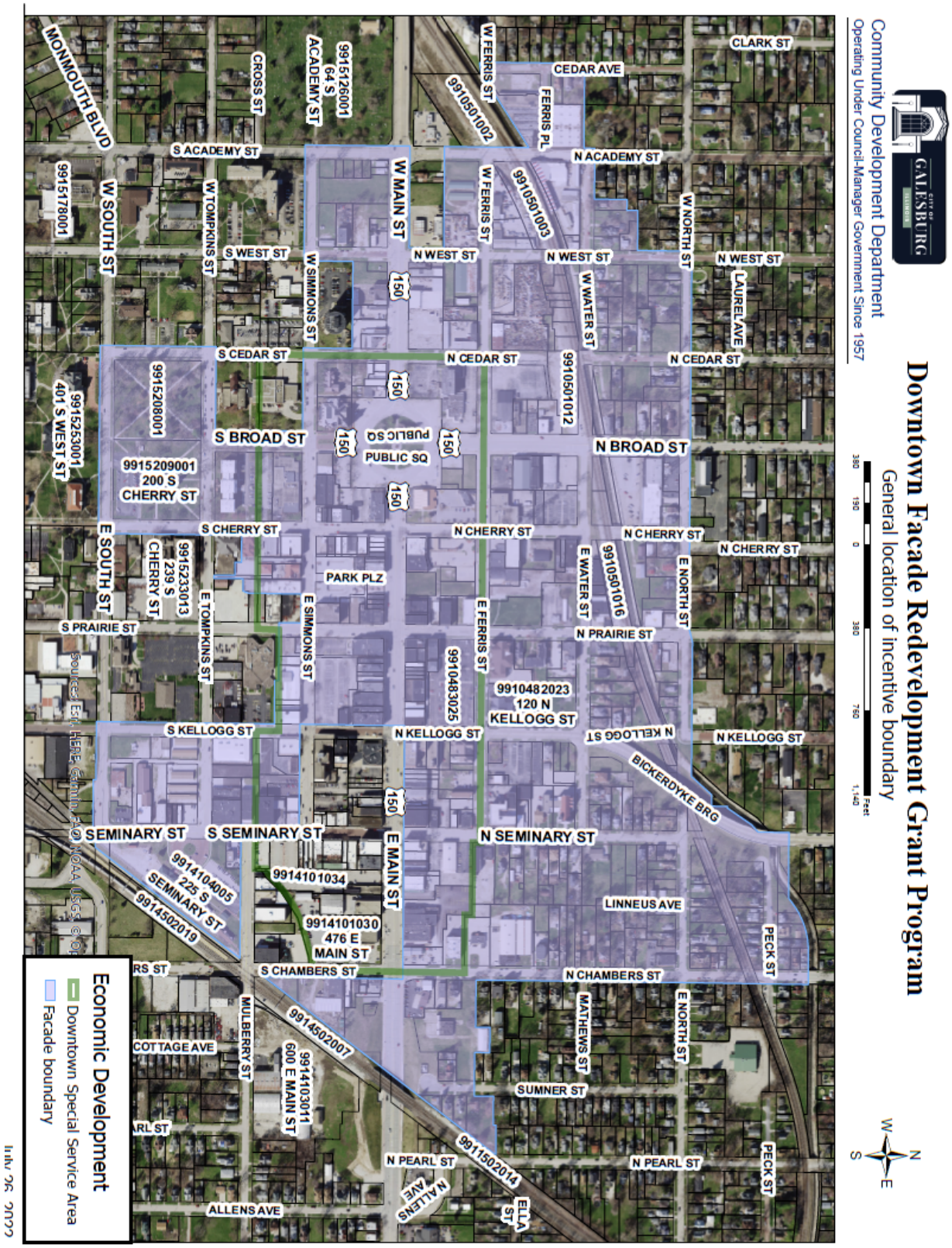
7. Clean building materials carefully. As a general rule, do not clean masonry building exteriors. The buildings of Galesburg have never been exposed to high concentrations of deleterious substances which normally alter exterior building materials. The natural patina of aged building surfaces is an attribute rather than a distraction. Improper cleaning methods can cause irreparable damage to building materials and alter the protection afforded by natural defenses of the materials against harm. If cleaning is determined to be required, experiment on test areas first, using the least aggressive method which will accomplish the job. Soap and water are sometimes all that is required. Abrasive methods such as sandblasting are unacceptable unless otherwise approved in advance by the City.

   The selection of colors for each building's masonry, mortar, signage, paints, and awnings should create continuity and be made regarding all neighboring buildings. Cooperation among neighbors in color choices can produce a distinctive overall effect without loss of individuality. Color should never be used to call attention to a building. A building is enhanced by its ability to blend harmoniously with its surroundings rather than to stick out and call attention to itself.

8. Employ appropriate signage and building appointments. The character of commercial buildings depends greatly upon the elements attached to them. Cooperation among owners is essential to ensure that signs, canopies, and awnings neither compete with each other for shoppers' attention nor obscure their buildings' architectural features. Oversized and crowded signs compete with each other and produce confusion. Tasteful appropriate signage will complement the architecture. Use signage to identify businesses, not advertise products. The best advertisement for any business is the positive image created by a sensitively rehabilitated and well maintained building.

9. Storefronts' Glass. Do not cover storefront glazing to accommodate any new use, retail or otherwise. If blinds, drapery, shutters, constructions, or devices are employed to conceal the activities within an existing storefront, they shall be confined to the interior of the building behind the glass surface and shall not be permanent. The height of the bulkhead in any alteration shall not be raised above that of neighboring properties. Bulkhead is defined as the distance between sidewalk level and glazing. Painting or otherwise rendering glass fronts opaque shall not be permitted.
   The design guidelines provided are intended as an aid to the successful upgrading of individual structures and to the enhancement of the downtown environment as a whole. Please be prepared to address those points relevant to your project.

APPENDIX - B DOWNTOWN AREA MAP



Downtown Facade Redevelopment Grant Program

FORM - A FACADE APPLICATION

Please print or type requested information and submit it to the Community Development Department. **Please be aware, once information is submitted, it is considered public information.**

ATTACHMENTS (READ CAREFULLY – ALL ITEMS ARE REQUIRED AND MUST BE ATTACHED)

- ☐ **PROOF OF BUILDING OWNERSHIP AND FULL LEGAL DESCRIPTION OF PROPERTY** - Such as a copy of the recorded deed
- ☐ **OWNER CONSENT FORM** – Required if the applicant/primary contact is not the owner of the project real estate
- ☐ **REAL ESTATE TAXES** - Statement from the County Clerk certifying there are no delinquent or unpaid taxes or special assessments, no unpaid forfeited taxes, and no redeemable tax sales are against the property
- ☐ **PROPERTY INSURANCE -** Proof of current property and casualty insurance
- ☐ **NARRATIVE PROJECT DESCRIPTION:** A typed statement of what the facade project will involve. Provide as much detail as possible, including what you are changing or replacing, type of new materials to be used, color, location on facade, etc.
- ☐ **PHOTOGRAPH(S) OF EXISTING FACADE** – Submit several photos of your building in its current condition. Be sure to label each photo and indicate what improvements you are proposing to make in each.
- ☐ **DRAWINGS OF PROPOSED FACADE IMPROVEMENTS** - Conceptual elevation plans and full construction drawings prepared by an Illinois licensed Architect who has conducted an on-site inspection and personal interviews with the applicant. Include product sample sheets showing colors, size, type of materials and finishes, etc. If a sign is proposed, graphically indicate sign lettering style, letter and sign dimensions.
- ☐ **DETAILED COST ESTIMATES/BIDS FOR PROPOSED FACADE IMPROVEMENTS -** A minimum of three (3) qualified bids for all exterior facade work to be performed, or a statement of non-availability of contractors or services. Indicate what contractors you are proposing to use on the project. Bids should provide enough detail to make the proposed scope of work clear (quantity, cost and type of work). If an applicant finds the submitted bids are not satisfactory, a new bid process may be required.
- ☐ **LETTER OF COMMITMENT.** A letter of commitment shall be provided from all entities providing funds. This includes verification the owner has the required 10% owner's equity available for the project.

PROJECT INFORMATION

ANTICIPATED PROJECT START DATE: _____ (PROJECT MUST START WITHIN 180 DAYS OF SIGNING FAÇADE GRANT AGREEMENT)

ANTICIPATED PROJECT COMPLETION DATE: _____ (PROJECT MUST BE COMPLETE WITHIN 1 YEAR OF SIGNING FAÇADE GRANT AGREEMENT)

PROJECT ADDRESS: _____ PARCEL IDENTIFICATION NUMBER: 99-_____-_____-_____

BUSINESS TO BE AFFECTED BY THIS PROJECT: _____

HAVE YOU RECEIVED A FACADE GRANT IN THE PAST? YES _____ NO _____ WHAT YEAR? _____

CONTACT NAME: _____ DAY PHONE #: _____

MAILING ADDRESS: _____ EMAIL: _____

IS THE BUILDING LOCATED IN A LOCAL HISTORIC DISTRICT OR A LOCAL LANDMARK? YES _____ NO _____

TOTAL ESTIMATED PROJECT COST: $ _____

OWNERS EQUITY (MUST BE AT LEAST 10% OF PROJECT COST): $ _____ GRANT REQUEST: $ _____

JOBS CREATED OR RETAINED AS A RESULT OF THIS FACADE PROJECT (USE SEPARATE SHEET IF NECESSARY):

		# Full-time		# Part-time	
Job Classification	Salary Range	# Retained	# Created	# Retained	# Created

PROJECT COST ESTIMATE			
DESCRIPTION OF WORK AND/OR MATERIAL (PLEASE REFERENCE APPROPRIATE QUOTE)	QUANTITY	UNIT COST	EXTENSION
FACADE DEMOLITION			
FACADE RECONSTRUCTION (FRAMING/CARPENTRY)			
BRICK AND/OR STONE MASONRY			
PAINTING			
WINDOW REPAIR/REPLACEMENT			
DOOR REPAIR/REPLACEMENT			
SIGNAGE			
AWNING			
EXTERIOR LIGHTING			
OTHER CONSTRUCTION COSTS:			
CONTINGENCIES			
SOFT COSTS			
ARCHITECT/ENGINEERING FEES			
CONSTRUCTION PERMITS			
OTHER SOFT COSTS:			
TOTAL FACADE PROJECT COSTS **Minimum of $20,000 to be eligible for Facade Grant funding*			

APPLICANT SIGNATURE

I UNDERSTAND THAT MY SUBMISSION OF AN APPLICATION DOES NOT CONSTITUTE A GUARANTEE FOR FUNDING UNDER THE DOWNTOWN FACADE REDEVELOPMENT GRANT PROGRAM. I CERTIFY THAT ALL INFORMATION IS TRUE AND ACCURATE TO THE BEST OF MY KNOWLEDGE, AND IF APPROVED, WORK WILL BE COMPLETED IN ACCORDANCE WITH THE TERMS AND CONDITIONS OF THE DOWNTOWN FACADE REDEVELOPMENT GRANT PROGRAM HANDBOOK.

BY SIGNING BELOW, THE APPLICANT ACKNOWLEDGES THAT HE/SHE HAS RECEIVED AND READ THE PROGRAM GUIDELINES FOR THE DOWNTOWN FACADE REDEVELOPMENT GRANT PROGRAM. ALSO, THE APPLICANT ACKNOWLEDGES THAT HE/SHE IS DULY AUTHORIZED TO ACT ON BEHALF OF THE COMPANY AND/OR EACH PRINCIPAL OF THE COMPANY AND THAT THE COMPANY IS PROPERTY ORGANIZED AND LICENSED TO CONDUCT BUSINESS IN THE STATE OF ILLINOIS.

_____ _____

Applicant/Owner Signature Date

FORM - B OWNER CONSENT

If the applicant/primary contact does not own the property, this form must be completed by the property owner and submitted with the application. Read carefully and please print or type requested information.

The undersigned owner of the existing building located at: _____(Address) hereby grant permission to _____ (Applicant/Primary contact) to act on behalf of the owner for this funding request and has the authority to deal with the property and Downtown Façade Grant Redevelopment funding request in all aspects. I understand that I will be required to jointly (with the applicant/primary contact) enter into a Façade Grant Agreement with the City of Galesburg.

I further grant my permission to _____ (Applicant/Primary contact) and his/her contractors or agents to implement the improvements listed on the Façade Application or associated attachments as approved through the Façade Advisory Committee and City Council. The undersigned also agrees to work with the applicant/primary contact to adhere to the façade program requirements, which include maintaining the improvements authorized by the façade program for a period of three years from the date of grant disbursement. If the owner desires to redevelop the building within the three year period, they will come before the Façade Advisory Committee to present the planned development.

I certify that I have received a copy of the Downtown Façade Redevelopment Grant Program Handbook from the applicant/primary contact and am fully aware of what is being proposed. The undersigned agrees and understands it will be the applicant's/primary contact's responsibility to inform all other interested parties of any correspondence and the status of the Downtown Façade Grant Redevelopment funding and program.

The undersigned hereby waives any claim against the City of Galesburg arising out of the use of said grant funds for the purposes set forth in the Façade Application. The undersigned agrees to hold the City harmless for any charges, damages, claims or liens arising out of the Applicant's participation in the Downtown Façade Grant Redevelopment Program.

In witness whereof, the owner has hereunto set his hand and seal, or if a corporation, has caused this instrument to be signed in its corporate name by its duly authorized officer and its seal to e hereunto affixed by authority of its Board of Directors, if a Partnership by its Partners, if a LLC, by its Members/Managers, etc.

_____
Company Name

By: _____ (Seal)

Name: _____

Title: _____

Corporate Seal

By: _____ (Seal)

Name: _____

Title: _____