

Downtown Facade Redevelopment Grant Program Handbook



Before



After

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This program is a collaborative effort between
the City of Galesburg and Galesburg Downtown Council.





Downtown Facade Redevelopment Grant Program



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PROGRAM OVERVIEW

OVERVIEW: The Downtown Facade Redevelopment Grant Program is a collaborative effort between the City of Galesburg (City) and the Galesburg Downtown Council (GDC). The Program is administered by the City, with review authority provided by the Facade Advisory Committee (FAC) and final approval through the Galesburg City Council.

OBJECTIVES: The Downtown Facade Redevelopment Grant Program has been designed to encourage architecturally appropriate improvements to commercial facades. The goal is to promote the attraction and retention of business operations and enhance the interest in visiting the downtown area. Crowded sidewalks indicate healthy economic activity and a safe environment for people to come and enjoy. Owners who utilize the grant program to make improvements are investing in the downtown area and over time that will foster other owners to undertake improvements, and ultimately the taxable value of these improved properties will increase. The increased tax revenue will in effect help pay back the Tax Increment Financing (TIF) and Special Service Area funds and allow others in the designated area to apply for funds for more revitalization and redevelopment efforts.

ELIGIBILITY: Any property owner, or occupant of the property with written consent of the owner to participate in the program, proposing a facade redevelopment on a taxable building within a designated geographical area known as the Downtown Area (see Appendix C) which has 50% or more of its floor space devoted to a commercial use. Property insurance, real estate taxes and City service accounts must be current at the time of application for funding. A signed Facade Grant Agreement will be required if the application is approved by City Council, which will be recorded in the Knox County Office of Recorder of Deeds.

FUNDING LIMITATIONS: For projects located in both the Downtown Area and the Special Service area, the total project cost for any proposed facade project must be a minimum of \$30,000 to be eligible. The City and GDC are willing to participate in a reimbursement of 50% of the total project cost, up to a maximum of \$80,000, subject to availability of funds. The applicant is required to inject a minimum of 10% owner's equity into the Facade project.

For those projects located in the Downtown Area, but not within the Special Service Area, the proposed facade project cost must be at least \$30,000 to be eligible. The City is willing to participate in a reimbursement of 50% of the total project cost, up to a maximum of \$80,000. The applicant is required to inject a minimum of 10% owner's equity into the Facade project.

ELIGIBLE EXPENDITURES: The Grant Program provides funding for facade improvements to the exterior of the existing buildings visible from a public street or alley in order to bring the facade into conformity with the Design Guidelines (Appendix B) and Specific Façade Standards (Appendix C).

Eligible expenses which may be included in the grant application:

- Design and architecture expenses from an Illinois licensed design professional;
- Labor costs and contractor fees
- Cost of materials

INELIGIBLE EXPENDITURES:

- Any project activities started prior the signing to the Facade Grant Agreement with the exception of architectural fees as recommended by the FAC and approved 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;

- The cost of regular maintenance work, unless it is an essential part of a larger project. Examples include: painting of trim, cleaning of exterior, replacement of window panes or tuck pointing;
- 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.
- Roof repairs not visible from the public way;
- Refinancing existing debt and non-fixed improvements;
- 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.

GRANT PROCEDURE

PRELIMINARY REVIEW: All projects must have the initial concept of the façade work reviewed by the Façade Advisory Committee. The applicant shall submit Form A – Facade Application, with all information known at the time of submittal. Attachments are listed on the application, some items may not be available at this stage, but at a minimum should include: an architectural conceptual elevation, color and fabric samples, narrative project description, photographs and estimated project cost. The Committee will review the proposed design and offer suggestions to the applicant.

GRANT APPLICATION SUBMISSION: After the preliminary review is done and requested changes are incorporated into the project, submit an updated and complete Form A –Facade Application and all required attachments, including full construction drawings, to the Planning Manager. The purpose of the application and attachments is to provide the Façade Advisory Committee with all relevant information needed to make an appropriate recommendation to the City Council concerning funding. 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 will be considered.

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

The Committee will review applications to assure compliance with program guidelines 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 shall sign a Facade Grant Agreement, which is a legal agreement between the applicant and the City that outlines the conditions under which the grant will be received and administered. After the Facade Grant Agreement has been executed by all parties and the applicant has secured all required permits, the project may proceed with the obligation of the City to reimburse costs as approved in the Agreement. In order to assure funds are available, improvements to be made under this grant must be initiated within one-hundred-eighty (180) calendar days after executing of the Facade Grant Agreement. Extensions may be granted at the discretion of the Director for documented just cause.

MODIFICATION OF APPROVED PLANS: If at any time during the course of carrying out the project work, the applicant finds he/she is unable to substantially adhere to the work as described in the application, work should be halted as soon as is reasonable and the Planning Division should be informed immediately. Work should not be resumed until the Façade 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

INITIAL DOLLARS: Since the Downtown Façade Redevelopment Grant funding assistance is provided through the reimbursement of eligible project costs, the applicant must have available the financial resources necessary to complete the total project. Prior to any Downtown Façade Redevelopment Grant dollars being released, all other dollars associated with the Façade project (owner's equity, private bank loan, etc.) must be expended on the project. These are referred to as "Initial Dollars".

REQUEST FOR REIMBURSEMENT: The Architect shall submit an Application and Certificate for Payment reimbursement request to the City either at the end of the project or for each pay period that occurs during the project. These forms will be used by the City to track the expenditure of Initial Dollars.

Such requests shall include:

- A detailed breakdown of any costs associated with the Project showing amounts expensed to date and the amounts then due and unpaid;
- Receipts and invoices;
- Lien Waivers from each material dealer, contractor and subcontractor who has done work or has furnished materials for the Project; and
- Certified Transcript of Payroll by all contractors and subcontractors indicating compliance with the Illinois Prevailing Wage Act for those pay periods covered by each reimbursement request.

DISBURSEMENT: Façade 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 Façade 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 REQUIREMENTS

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 shall be required for the following aspects of each façade 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 a number of 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 Façade 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 on the basis of 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 façade 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 Prevailing Wage documents and lien waivers on the project. The architect shall then submit all pay certifications, prevailing wage documents and lien waivers to the Planning Division. Without these documents, the Planning Division will not authorize any release of grant funds.

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 façade 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 in order 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 Planning & Public Works Director 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 five (5) 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 five (5) years from the date of grant disbursement. In the event that the owner of the building seeks to redevelop the building site within the five (5) 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. It shall be the shared responsibility of the City, the Galesburg Downtown Council and the Façade Advisory Committee to notify property owners and tenants within the grant area of the program. Grant area boundaries initially designated herein shall be reviewed on an annual basis, and shall be subject to modification upon the action of the City Council. As properties are improved, the grant area boundaries may be reduced, expanded, deleted or otherwise changed by the City Council as justified and recommended by the Façade Advisory Committee.

PREVAILING WAGE: The Illinois Prevailing Wage Act requires all laborers, workers and mechanics employed by contractors and subcontractors on publicly funded projects earn fair wages and benefits based on the “prevailing wage” for similar work performed in the area. The prevailing wage rate is determined by the Illinois Department of Labor. Contractors must comply with provisions of the Illinois Prevailing Wage Act, which requires certain language pertaining to prevailing wage be inserted into subcontracts.

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 Façade Advisory Committee, City of Galesburg and Galesburg Downtown Council 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 Façade 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 of the Downtown Strategic Plan 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.

These guidelines apply to downtown Galesburg structures in varying degrees. 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 General Ground rules and Specific Standards which comprise these design guidelines are adapted from materials developed by the National Trust for Historic Preservation for the Galesburg Main Street Project of 1978.

General Ground Rules

The U.S. Secretary of the Interior's Standards for Rehabilitation are the nation's guidelines for rehabilitating buildings while preserving their original features and design integrity. The guidelines presented here are a *practical adaptation* of the Secretary's Standards for application to Galesburg's commercial buildings.

To ensure success, get expert advice before starting on the redevelopment of your property. Ideally, consult with an architect who has worked with the Secretary's Standards or other design guidelines and can recommend sensitive alterations to your building. An architect can examine the building and help you establish priorities and an overall budget for the work. When the redevelopment project is defined, the architect can make the necessary drawings and specifications and assist with taking

proposals for the work from contractors and supervise its proper execution.

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 at a later date. Removing decorative cornices, windows, storefront elements, or ornamental features removes the possibility of ever restoring the building at a later date 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; all other work is futile if the building is not structurally sound. Water entry through faulty roofs, gutters, and windows contributes to concealed building damage; stabilize the building against water damage by attending to these kinds of repairs. Perform maintenance on damaged and deteriorating materials in order to arrest deterioration. If funds are not immediately available to perform all of the work required to rehabilitate a building's exterior, patching may be necessary as a temporary stabilizing measure on certain building features. Stabilizing a building feature by temporary patching can minimize continued deterioration by weather and "save" the building for more suitable repair work later.

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, were poorly designed and 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 in order 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 in order 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 Planning & Public Works Director.

Color should be used to create continuity. The selection of colors for each building's masonry, mortar, signage, paints, and awnings should be made with regard to 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. A checklist has also been provided to assist applicants in their review. This checklist serves as a guide for review of applications. Please be prepared to address those points relevant to your project.

SPECIFIC STANDARDS

The following seven standards are specifically desired unless otherwise waived by the Galesburg City Council.

1. Covered Facades - Do not apply materials over buildings' facades which conceal their window openings or original features.
2. Original Building Features - Do not remove original building features. Do not alter such features which would preclude their restoration.
3. Permanent Building Projections - Do not construct additions or permanent projections to facades. When replacement of storefront materials is required, created designs compatible with their surroundings and integrate the alterations in accordance with the General Ground Rules. Do not utilize materials which simulate natural materials in any exterior repairs or alterations.
4. Metal Canopies - Remove all permanently affixed metal and wood canopies which extend from the building face over the right-of-way and are supported by brackets or vertical posts.
5. Awnings- Coordinate sizes, color schemes, and graphics on awnings with neighboring businesses for harmonious overall effect.
6. Signage - Make no alterations to buildings which would cover or obscure original signs or inscriptions. New

signage cannot be oversized and shall be developed to compliment the architecture in the immediate area.

7. Inappropriate Alterations - Maintain original exterior building materials to prevent deterioration which necessitates reconstruction. When major repairs are required, comply with the General Ground Rules and preserve those qualities of the building which exemplify the architectural character of Galesburg.

DESIGN REVIEW CHECKLIST

Note: The applicant must be prepared to address the following points.

_____ Is the actual or perceived HEIGHT of the facade compatible with the Heights of adjacent facades? With the *height* of facades in the rest of the block?

_____ Is the actual or perceived WIDTH of the building compatible with the widths of adjacent buildings? With the *widths* of buildings in the rest of the block?

_____ Is the PROPORTION of the facade, i.e., the relationship between height and width, consistent with the characteristic *proportions* established by adjacent facades? With *proportions* established by facades in the rest of the block?

_____ Is the SETBACK, i.e., distance between the facade and the street, consistent with setbacks of adjacent facades? With *setbacks* of facades in the rest of the block?

_____ Is the ROOF LINE in character with the facade and compatible with the rooflines of adjacent facades? With the *roof lines* of facades in the rest of the block?

_____ Is the COMPOSITION of the component parts, i.e. windows, doors, entryways, etc., of the facade consistent with the *composition* of adjacent buildings? With the *composition* of facades in the rest of the block?

_____ Does the RYTHM of the facade as determined by storefront dimensions, spacing of windows and doorways, etc., respect the inherent rhythm of the building established by the composition its component parts? Is it consistent with the *rhythm* established in adjacent facades? With the *rhythm* established by facades in rest of the block?

_____ Is the PROPORTION OF OPENINGS in the facade, i.e. doors, windows, etc., consistent with the proportion of openings in adjacent facades? With *proportion of openings* established by facades in the rest of the block?

_____ Is the COLOR OR MATERIAL of the facade consistent with the architectural style of the facade? With facades in the rest of the block?

**Please note that the standards as outlined below can not be violated without the recommendation of the Facade Advisory Committee.*

Storefront Glass

Do not cover existing storefront glass to accommodate any new use or activity. If blinds, drapery, shutters, or similar 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. Painting or otherwise rendering glass front opaque shall not be permitted. If signage is displayed or painted upon a window, it should cover no more than twenty-five (25) percent of the surface glass area.

Covered Facades

Do not apply material over building facades which would conceal any window or door openings or other original features, (i.e.) transoms, cornices, bulkheads, parapets.

Utilize existing materials on storefronts, (whenever possible) with the goal of repairing rather than replacing. The total number of exterior materials shall be limited to no more than three (3) with one dominant material. Certain materials never should be used on a traditional, commercial building where they have no relationship to the original design themes and, therefore, violate the consistency of the building's appearance and the downtown area. Such inappropriate materials include: imitation brick or stone, any new exposed wood, rough textured wood siding, wooden shingles on mansard roofs, gravel aggregate and/or stucco materials, vinyl, tin or aluminum siding, metal panels, plastic or plywood sheathing, and tinted or reflective glass. Do not remove or cover original building features or alter such features in a way which would preclude their restoration.

Windows

Windows are certainly an important component of the entire facade; they open the building with light and offer a proportional continuity between the upper floors and the street level storefront. Often, deteriorated windows are inappropriately replaced or simply neglected, thereby clearly diminishing the overall character of the building. Every effort should be made to retain and preserve each window, its function and any decorative details still remaining. The use of windows as openings for mechanical equipment is specifically discouraged. If feasible, the majority of the first floor facade area should be maintained in glass. Boarding up of windows or use of raw metal frames is absolutely not permissible. Previously boarded over windows must be uncovered and restored.

Property owners should protect and maintain the wood and metal of the window and its surrounds with appropriate surface treatments, such as cleaning, rust removal, and painting. All bare wood should be primed with a high quality oil-based primer and painted with one or two coats of latex or oil-based paint. Loose or broken windowpanes should be fixed by a qualified glazier. Windows should be made weather tight by re-caulking and replacing or installing weather-stripping.

Check the overall condition of window materials and window features to determine if repairs are required to restore original appearance and function. Replace all parts that are deteriorating or missing. Do not replace the entire window when limited replacement of parts is appropriate.

If a window is missing or deteriorating beyond repair, replace the window with one that best matches the original. Use the overall form and any detailing still evident as a guide. Use the same type of material as the original or a compatible substitute. Always fill the entire original window opening, even if part of the opening previously had been filled in.

Doors

As is the case with window openings, doors should likewise retain their original size and/or design. Replacement doors, when needed, should convey a visual appearance appropriate to the architectural style and character of the building and should resemble the original door, traditionally a dark wood with a large glass panel. Doors may also be aluminum or steel but must be of a dark, neutral color and baked enamel finish.

They should not be over decorated, contain primary signs, or be of a conspicuous bright color, raw aluminum or metallic finish. Residential type doors should be avoided. Fully glass front doors are also permissible, but are not preferred to traditional wooden panel doors.

Awnings & Canopies

A canvas awning was often an important design element in the traditional storefront. It provided shelter, added color and served as a transition between the storefront and the upper facade. Where possible, property owners should retain and repair awning fixtures and canopies that originate from the building's earlier historical

periods. Whenever possible, new awnings should be complementary in placement, proportion, graphics, and color to the buildings original fixtures and to existing awnings and canopies of adjacent buildings, if any.

New awnings must be constructed of appropriate weather treated cloth material. Vinyl, plastic, wood, or metal are inappropriate to historic facades and generally detract from the historic character of the building and those surrounding it. Inappropriate awnings and canopies must be replaced with traditional canvas-type fixtures.

Inappropriate storefront alterations, if extremely difficult or expensive to remove, can at times be effectively disguised by mounting an awning over the alterations while maintaining the proportions of the original storefront. Proper alterations or architectural features should, however, not be concealed.

Painting

The purpose of paint is to enhance visual appeal, seal the building surface from the elements, and to prevent deterioration of materials from temperature and humidity extremes. Generally, wall surfaces that have not been painted should remain unpainted, such as brick, terra cotta, cast concrete block and stone. Soft, porous brick that was originally painted should remain painted. Always select paint that is formulated for the particular surface application planned. A primer coat should be applied as it seals the surface and enhances the bond with the compatible topcoats. On unsealed wood and metal surfaces, use oil or alkyd primers. Unsealed masonry requires a specialized primer/sealer. When repainting over an existing topcoat, continue to use the same paint formulation-oil or latex. If a formula change is necessary, or if the original paint type cannot be determined, then prime with a first coat specifically made for the topcoat planned. Finally, apply two topcoats to provide the most durable finish.

Proper surface preparation of wood, metal, and masonry prior to repainting will maximize the longevity of the topcoat. Thoroughly remove dirt, mildew, fading/peeling paint, corrosion, and paint chalk prior to repainting. Sandblasting, high pressure washes or other abrasive or harsh chemical paint removal methods should never be undertaken.

Well-documented evidence shows that these methods do irreversible damage to wood and masonry surfaces. Sandblasting removes the hard, glazed surface from kiln fired masonry and exposes thinner, more porous material to water infiltration and accelerated deterioration. Sandblasting also severely pits the surfaces of masonry and wood, and with the latter, opens the grain to moisture, dirt, and mildew infiltration.

Roofs

Original rooflines, including decorative cornices, should be retained in all cases except where structural integrity requires an alteration. The type of roof should be similar to those found on the majority of adjacent buildings. Gables, mansards, or other projections should not be added to flat roofs. Wood shingles on roofs are prohibited. Properly sized guttering and down spouts to streets or alleys must be provided.

Color

Color must be used to create continuity and as an accent to bring out, or highlight building features and separations. The selection of colors for each building's masonry, mortar, signage, trim, dominant surface areas, and awnings should be made with regard to 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 and should normally blend harmoniously with its surroundings rather than to stick out and call attention to itself. Not less than two (2), nor more than three (3) total colors should be used to paint a structure, preferably one dominant and two accent colors. This placement of colors, rather than the number, is the best way to enhance building appearance and tie together architectural elements.

Rear Entrances

As is the case with storefronts, the appearance of rear entryways should blend with its neighbors within the same block. Enclosures or screenings should be constructed for refuse containers. A neutral, compatible, color should be used to paint or stain these enclosures or screenings.

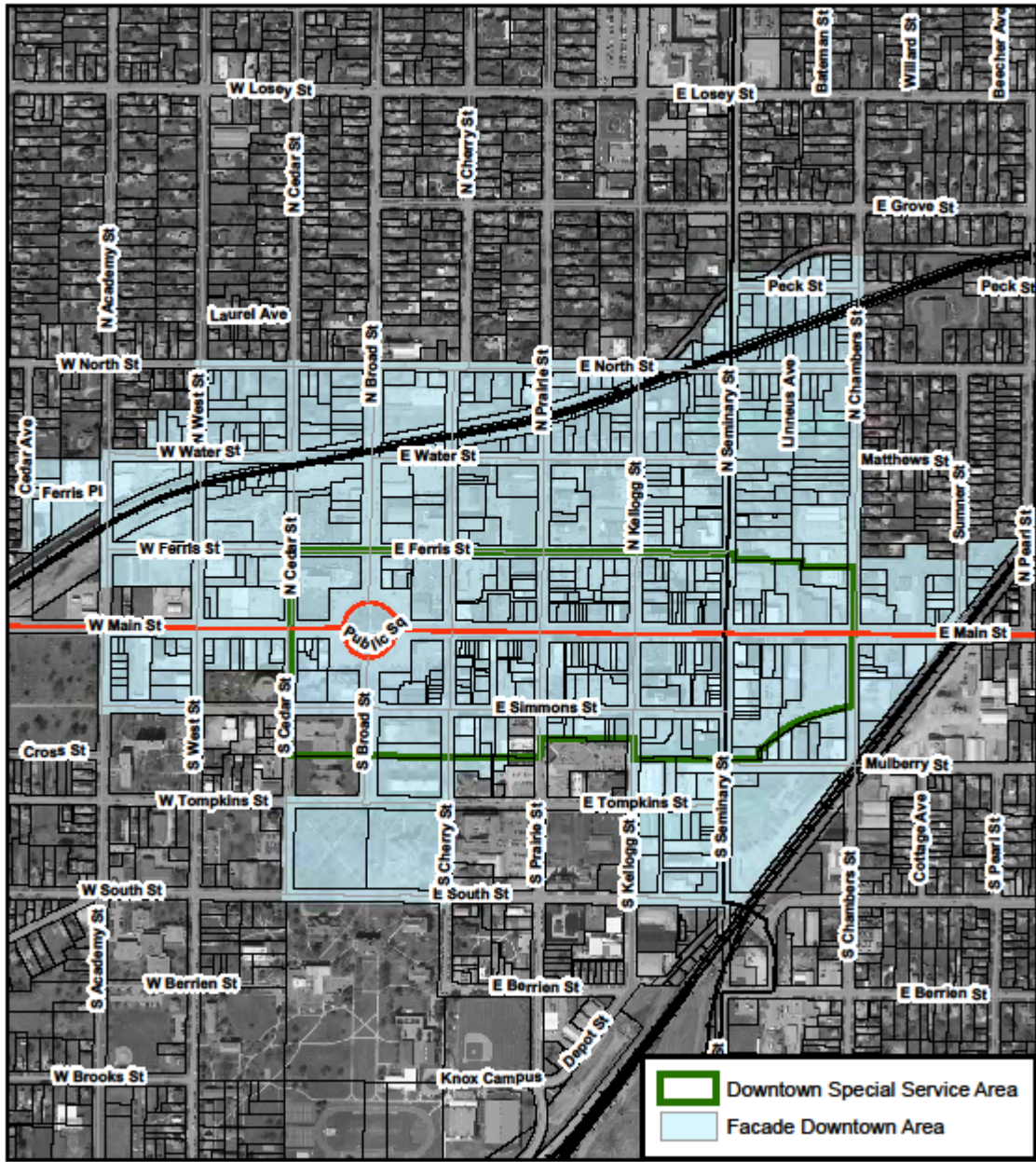
Rear entrance areas must be cleaned of all debris and inappropriate vegetation, and adequate storm water drainage maintained. Street address numbers should be displayed on or near the rear door or entranceway. It is suggested that a small sign identifying the business be placed on or near the rear door. Entire rear facades, including wall materials, windows, and doorways, must be held up to the same general standards as storefronts.

CITY OF GALESBURG
Community Development Department
Operating Under Council-Manager Government Since 1957

**Downtown Facade
Redevelopment Grant Program**



750 375 0 750 Feet



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

Imagery date: April 2007
Division 305 created November 22, 2010



Downtown Facade Redevelopment Grant Program



FORM - A FACADE APPLICATION

Please print or type requested information and submit it to the Planning Division

Read carefully and complete all items. **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: _____

**Proposed facade improvements shall begin within 180 days of signing the Facade Grant Agreement*

ANTICIPATED PROJECT COMPLETION DATE: _____

APPLICANT/PRIMARY CONTACT INFORMATION

Primary contact name	Mailing address	City, State, Zip
Phone	Fax	Email

OWNER INFORMATION

Owner name _____ Mailing address _____ City, State, Zip _____

Phone _____ Fax _____ Email _____

BUSINESS NAME: _____

TAXPAYER IDENTIFICATION NUMBER: _____

TYPE OF BUSINESS: INDIVIDUAL/SOLE PROPRIETOR PARTNERSHIP LAND TRUST
 LIMITED LIABILITY COMPANY CORPORATION OTHER

PROVIDE THE FOLLOWING INFORMATION FOR EVERY PERSON THAT HOLDS 10% OR MORE OF THE OWNERSHIP.

FULL NAME DATE OF BIRTH ADDRESS TELEPHONE NUMBER % OWNERSHIP

PROPERTY INFORMATION

PROJECT ADDRESS: _____
 STREET _____ CITY _____ STATE, ZIP _____

PARCEL ID NUMBER: _____

ZONING ON PROPERTY: _____

WHAT IS YOUR LEGAL INTEREST IN THE BUILDING? PROPERTY OWNER OR TENANT

*IF TENANT, THE PROPERTY OWNER MUST COMPLETE AND SUBMIT AN OWNER CONSENT FORM.

YES NO IS AT LEAST 50% OF THE TOTAL BUILDING FLOOR SPACE UTILIZED FOR COMMERCIAL PURPOSES?

PROVIDE A LIST OF ALL BUSINESSES OPERATING FROM THE PROJECT ADDRESS – ATTACH A SEPARATE SHEET IF NECESSARY

BUSINESS NAME TYPE OF BUSINESS (COMMERCIAL, SERVICE, RESTAURANT, RETAIL, ETC) OWNER'S NAME SQUARE FOOTAGE

YES NO IS THE BUILDING CURRENTLY LOCATED WITHIN A LOCAL HISTORIC DISTRICT OR A LOCAL LANDMARK?
 IF SO, THIS WILL REQUIRE AN APPLICATION TO BE SUBMITTED FOR A CERTIFICATE OF APPROPRIATENESS THROUGH THE GALESBURG LANDMARK COMMISSION

YES NO IS THE BUILDING CURRENTLY LOCATED WITHIN THE SPECIAL SERVICE AREA AND WOULD YOU LIKE TO BE CONSIDERED FOR THE GALESBURG DOWNTOWN COUNCIL FACADE GRANT PROGRAM FUNDS?

*THE GDC PROGRAM HAS AN EQUAL AMOUNT OF FUNDS THEY MAY MAKE AVAILABLE UNDER SIMILAR GUIDELINES TO THIS PROGRAM.

SOURCE OF FUNDS FOR FACADE PROJECT

SOURCE/PROVIDER OF FUNDS	ANTICIPATED DATE OF RECEIVING FUNDS	ANTICIPATED AMOUNT OF FUNDS	PERCENT OF TOTAL SOURCES OF FUNDS
OWNER'S EQUITY (MINIMUM 10% OF PROJECT COST REQUIRED)			
FACADE GRANT (SHOW AMOUNT BEING REQUESTED)			
TOTAL SOURCE OF FUNDS*			
NOTES: TOTAL SOURCE OF FUNDS SHOULD MATCH TOTAL ARCHITECT'S ESTIMATE. LETTERS OF FUNDING COMMITMENTS SHALL BE SUBMITTED FROM ALL SOURCES			

ARCHITECT'S ESTIMATE

DESCRIPTION OF WORK AND/OR MATERIAL (PLEASE REFERENCE APPROPRIATE QUOTE)	QUANTITY	UNIT COST	EXTENSION
FACADE DEMOLITION			
FACADE RECONSTRUCTION (FRAMING/CARPENTRY)			
BRICKWORK			
PAINTING			
WINDOW REPAIR/REPLACEMENT			
DOOR REPAIR/REPLACEMENT			
SIGNAGE			
AWNING			
EXTERIOR LIGHTING			
<i>OTHER CONSTRUCTION COSTS:</i>			
CONTINGENCIES			
SOFT COSTS			
ARCHITECT/ENGINEERING FEES			
CONSTRUCTION PERMITS			
<i>OTHER SOFT COSTS:</i>			
TOTAL FACADE PROJECT COSTS			
<i>*Minimum of \$40,000 to be eligible for projects seeking City and GDC Façade Grant funding</i>			

ACKNOWLEDGEMENTS

INITIAL
BELOW

- _____ I/WE HAVE READ AND UNDERSTAND THE DOWNTOWN FACADE REDEVELOPMENT GRANT PROGRAM HANDBOOK AND AGREE, TO THE FULLEST EXTENT FEASIBLE, TO ABIDE BY SAID PROGRAM.
- _____ I/WE UNDERSTAND THAT A FACADE GRANT AGREEMENT WILL BE SIGNED WITH THE CITY REQUIRING PRORATED REPAYMENT OF THE INJECTED GRANT DOLLARS IN THE EVENT: THE PROPERTY DOES NOT MAINTAIN 50% OR MORE OF ITS FLOOR SPACE DEVOTED TO A COMMERCIAL USE; FAILURE TO PROPERLY MAINTAIN IMPROVEMENTS TO THE PROPERTY FINANCED IN PART BY THE CITY PER THE AGREEMENT; OR IMPROVEMENTS ARE UNDERTAKEN OUT OF COMPLIANCE WITH PROGRAM GUIDELINES.
- _____ I/WE UNDERSTAND THAT MY/OUR PROJECT MUST BE COMPLETE AND ALL CONTRACTOR CERTIFIED PAYROLLS VERIFYING PREVAILING WAGES WERE PAID AND FINAL LIEN WAIVERS MUST BE SUBMITTED.
- _____ I/WE UNDERSTAND THE OWNER/APPLICANT WILL BE RESPONSIBLE FOR ASSURING ALL APPLICABLE FEDERAL, STATE, COUNTY AND CITY PERMITS ARE SECURED AND ASSOCIATED FEES ARE PAID PRIOR TO THE ONSET OF WORK.
- _____ DUE TO THE LIMITATION ON THE AMOUNT OF AVAILABLE PROGRAM FUNDS, I/WE UNDERSTAND THAT AN ELIGIBLE, COMPLETED APPLICATION IS NOT NECESSARILY A GUARANTEE OF PROJECT FUNDING.
- _____ I/WE UNDERSTAND THAT MY/OUR PROPERTY MUST BE LOCATED WITHIN THE GEOGRAPHICALLY DEFINED BOUNDARIES OF THE DOWNTOWN FACADE GRANT PROGRAM AREA AND THE SUBJECT PROPERTY MUST ALSO BE SUBJECT TO REAL ESTATE TAXES.
- _____ I/WE UNDERSTAND THE OWNER OF THE PROPERTY IS CURRENT ON ALL REAL ESTATE TAXES AND MORTGAGE PAYMENTS.
- _____ I/WE UNDERSTAND THAT, BARRING THE OCCURRENCE OF UNFORESEEN CIRCUMSTANCES BEYOND THE CONTROL OF ME/US AS APPLICANT, I/WE WILL BE OBLIGATED TO SATISFACTORILY COMPLETE THE FACADE REDEVELOPMENT.

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

STATE OF ILLINOIS, COUNTY OF KNOX} SS

The above individual(s), being first duly sworn, deposes on oath and says that he/she has read the foregoing affidavit subscribed by him/her, knows the contents thereof, and that the statements therein are true.

SUBSCRIBED AND SWORN TO before me this ____ day of _____, 20__.

Official Seal and Signature of Notary Public

OFFICE USE	
On _____, 20 ____	the Facade Advisory Committee recommended:
<input type="checkbox"/> Approval	
<input type="checkbox"/> Denial	
<input type="checkbox"/> Approval with the following conditions:	
▪ In an amount not to exceed \$ _____	or
▪ _____	percent of the total facade project cost.
▪ _____	

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. Please print or type requested information and submit it to the Planning Division. Read carefully and complete all items.

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 five years from the date of grant disbursement. If the owner desires to redevelop the building within the five 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

Corporate Seal

By: _____ (Seal)

By: _____ (Seal)

Name: _____

Name: _____

Title: _____

Title: _____

STATE OF ILLINOIS, COUNTY OF KNOX} SS

The above individual(s), being first duly sworn, deposes on oath and says that he/she has read the foregoing affidavit subscribed by him/her, knows the contents thereof, and that the statements therein are true.

SUBSCRIBED AND SWORN TO before me this _____ day of _____, 20 _____

Official Seal and Signature of Notary Public

My commission expires