



Downtown Monroe

Facade Incentive Grant

Application



Owner's Name: _____ **Date:** ____/____/____
Owner's Mailing Address: _____ **Phone:** _____

Building Name: _____
Building Address: _____
Building's Physical Address: _____
 _____ **Project Start:** ____/____/____
 _____ **Project End:** ____/____/____

Project Description:

 _____ **Project Cost: \$** _____

- Please attach the following:**
- | | |
|---|---|
| 1) Color photographs of existing conditions of proposed improvement area/historic photos (if available) | 4) Written specifications outlining scope of work |
| 2) Samples of paint and wall coverings and floor coverings | 5) Drawings of proposed renovations |
| 3) Description of appliances, light fixtures, etc. to be installed | 6) Contractors estimate and NC License Number |

INCOMPLETE APPLICATIONS WILL NOT BE CONSIDERED

Tenant's Name: _____ **Phone:** _____
Business Name: _____

By providing this **Grant Application** to the City of Monroe, I hereby certify for the company that all the information provided is true and correct. I also agree to cooperate with the City of Monroe by providing such information and such access to our records as may be necessary to verify the enclosed information. I also understand that any facts found to be incorrect or false, will be grounds for termination of the incentive grant agreement.

Authorized Corporate Signature: _____ **Date:** ____/____/____

Please Print Name and Title: _____

City of Monroe—Downtown Monroe
113 West Morgan Street • Monroe, North Carolina 28112

FIG – Façade Improvement Grant

The **Façade Improvement Grant (FIG)**, was created for the purpose of encouraging private investment in the restoration of building façades in downtown Monroe. The grant assists with the costs associated with exterior improvements of buildings that reside within the Central Business District and can significantly reduce these costs by as much as 50%, up to a limit of \$4,000. There are many design restrictions, such as exterior colors and awning materials that ensure quality rehabilitation which preserves the architectural character that is unique to Downtown Monroe.

Any property owner of a building or tenant located within the Central Business District of the City of Monroe may apply for a FIG subject to the following:

1. The grant portion of the project must be for the exterior renovation of an existing building **only**.
2. The proposed project must meet all applicable zoning requirements.
3. All required permits (i.e. zoning, building, etc) must be obtained before work begins.
4. The proposed project follows the guidelines for renovation of historic structures or structures within historic districts as outlined herein.
5. At least three years have elapsed since the last grant was awarded and the property is in need of further improvements. Or Downtown Monroe, City of Monroe may judge a property eligible for an additional FIG if: (a) there is a change of property ownership, (b) maximum grant funds were not previously allocated, (c) the building undergoes significant expansion which requires improvement to the façade, or (d) a new business moves in and requires changes in the building's façade.

Examples of Eligible Projects may include:

- Canvas style awnings;
- Paint removal from brick surfaces by chemical and water wash methods only;
- Tuck-pointing of brick;
- Repairing cornices;
- Repair/replacement of windows and doors with compatible materials and design;

... the purpose of the program is to encourage private investment in the restoration of building façades

Procedure to receive a FIG

FIG applications may be submitted to the Downtown Monroe office at any time. Due to funding cycles, the award of grants begins with the fiscal year beginning July 1st of each year. Grants are awarded to eligible applicants until all funds are expended.

1. The Property Owner or Tenant submits a completed application, photographs, drawings, plans & specifications and contractors cost proposals to Downtown Monroe, City of Monroe. The package must be complete in order to qualify for funding.
2. Once Downtown Monroe, City of Monroe and the Design Committee reviews the project, the applicant will be notified of the status of the application. Construction may **not** begin until the project has been approved.
3. This is a cost reimbursement grant program. Grant monies will be approved upon completion of the project as certified by Downtown Monroe, City of Monroe that the work completed substantially conforms to the pre-approved plans and the project is eligible for the grant payments. Grant monies will be disbursed once the Downtown Monroe office receives copies of all invoices plus a copy of cancelled checks showing proof of payment and after the project has been inspected. It takes approximately two (2) weeks after approval of the project to receive reimbursement.

***Note:** The grant program provides funds for façade improvements. It is not just an awning grant. Funds will not be provided to one component of the façade renovation if another component is architecturally inappropriate.*

Guidelines:

1. *The Secretary of the Interior's Standards for Rehabilitation and the Supplementary Requirements for Development in the Central Business District [City of Monroe Land Development Plan, Chapter 157.16] will be used as guidelines for awarding project reimbursements.*
2. Rehabilitation of a structure in the Central Business District should be considered a contemporary solution, which respects the architectural and historical integrity of the

- entire building while retaining those elements that enhance the building.
3. All rehabilitation design proposals must meet with the code requirements of the City of Monroe.
 4. All projects must be completed within one (1) year of the date that the grant is awarded. Any extension beyond one (1) year must be requested by the owner and approved by Downtown Monroe or the funds may be rescinded.
 5. FIG's may **only** be used to finance exterior improvements.
 6. Upon completion, the improvements will be inspected and approved by the Downtown Monroe staff for determination of compliance as submitted in the application.

Selection Criteria

Grants are awarded on a 50-50 matching basis as follows:

1. A maximum grant of \$4,000 per façade that faces a city or state maintained street.
2. Proposals for architectural improvements will be evaluated in terms of compliance with existing ordinances, innovation, context with the surrounding environment, scale, size, technical merit, and any other criteria that relates to the project and the impact on the visual and functional improvement of the district.

Projects meeting one or more of the following criteria will receive priority for funding:

1. Projects which restore or recreate the original façade of a building
2. Projects which front Main Street, Hayne Street, Jefferson Street, Franklin Street, Church Street, Charlotte Avenue, or Windsor Street.
3. Projects which improve the structural integrity of a historic building.

Secretary of the Interior's Standards for Rehabilitation

The U.S. Department of the Interior developed ten national standards that address the rehabilitation of historic buildings. The standards describe a hierarchy of appropriate preservation treatments, which encourages ongoing maintenance and protection of historic properties to minimize the need for more substantial repairs and, in turn, values repair over replacement of historic features.

The Secretary of the Interior's Standards are used in reviewing rehabilitation projects for federal and state Preservation Tax Incentives programs. The City of Monroe has agreed to adhere to these standards, where feasible, for rehabilitation within the South Monroe Historic District. The National Park Service first adopted these ten national standards for rehabilitation in 1976. The 1992 revised version follows:

1. A property will be used as it was historically or be given a new use that requires minimal change to its distinctive materials, features, spaces, and spatial relationships.
2. The historic character of a property will be retained and preserved. The removal of distinctive materials or alteration of features, spaces, and spatial relationships that characterize a property will be avoided.
3. Each property will be recognized as a physical record of its time, place, and use. Changes that create a false sense of historical development, such as adding conjectural features or elements from other historic properties, will not be undertaken.
4. Changes to a property that have acquired historic significance in their own right will be retained and preserved.
5. Distinctive materials, features, finishes, and construction techniques or examples of craftsmanship that characterize a property will be preserved.
6. Deteriorated historic features will be repaired rather than replaced. Where the severity of deterioration requires replacement of a distinctive feature, the new feature will match the old in design, color, texture, and, where possible, materials. Replacement of missing features will be substantiated by documentary and physical evidence.
7. Chemical or physical treatments, if appropriate, will be undertaken using the gentlest means possible. Treatments that cause damage to historic materials will not be used.
8. Archeological resources will be protected and preserved in place. If such resources must be disturbed, mitigation measures will be undertaken.
9. New additions, exterior alterations, or related new construction will not destroy historic materials, features, and spatial relationships that characterize the property. The new work will be differentiated from the old and will be compatible with the historic materials, features, size, scale and proportion, and massing to protect the integrity of the property and its environment.
10. New additions and adjacent or related new construction will be undertaken in a such a manner that, if removed in the future, the essential form and integrity of the historic property and its environment would be unimpaired.

Monroe Code of Ordinances

§ 157.16 THE CENTRAL BUSINESS DISTRICT.

(A) Goal: Restore the social, economic, and cultural vibrancy of downtown Monroe.

(B) Objectives:

- (1) Protect the historic integrity and unique architectural characteristics of downtown;
- (2) Encourage new and expanded small business and service uses in downtown; and
- (3) Promote a pedestrian-friendly atmosphere in downtown.

(C) Strategies:

- (1) Redevelop the site of the former Joffre Hotel with a use that is compatible with and furthers the goals of the downtown development program;
- (2) Continue to support strong design standards for downtown development;
- (3) Continue to lobby NCDOT for the western loop and other identified thoroughfare improvements to reduce the volume of through truck traffic;
- (4) Encourage residential uses in Downtown Monroe, especially on the upper floors of buildings which otherwise would remain vacant;
- (5) Examine the feasibility of widening existing sidewalks;
- (6) Repair existing sidewalks and extend them where necessary to provide a comprehensive pedestrian network;
- (7) Continue to maintain public spaces;
- (8) Develop a policy to guide the use of public sidewalks for private enterprise;
- (9) Resolve solid waste collection problems;
- (10) Improve directional signs and enhance the gateways into downtown; and
- (11) Identify new opportunities to provide public parking.

(D) Special Use Permits within the Central Business District shall adhere to the following policies:

- (1) Awnings and canopies: When used, awnings and canopies shall be placed at the top of window openings and should relate to the shape of the top of the

window. Awnings should be made of canvas or treated canvas material. Vinyl or metal awnings are not appropriate. No awning should extend more than two-thirds the width of the sidewalk or nine feet, whichever is less. Awnings and canopies should be self-supporting from the wall; no supports should rest on or interfere with the use of pedestrian walkways or streets. In no case should any awning extend beyond the street curb or interfere with street trees or public utilities.

(2) Building presentation: Building entrances should face the street and be accessible from the public sidewalk. Any portion of a building facing an adjacent street right-of-way shall be considered a building front and should be subject to the presentation, entrance and fenestration requirements of this section, except that any building with three or more sides facing a street should only be required to designate two of these sides as building fronts and any building located on a through lot should only be required to designate one side as a building front. In any case where a lot has frontage on Main Street, Hayne Street, Jefferson Street, Franklin Street, Church Street, Charlotte Avenue, or Windsor Street, the side(s) of the building which face these streets should be designated as a building front and should be subject to the presentation, entrance and fenestration requirements of this section.

(3) Color: Additions and new construction should relate paint colors to natural material colors found on neighboring historic buildings. Contrasting colors, which accent architectural details and entrances, may be used.

(4) Fenestration: New construction and remodeling of existing buildings in the municipal service district shall maintain the prevalent pattern and spacing of the windows and doorways on downtown buildings built prior to 1950. Windows on the street level front of buildings should constitute at least twenty percent and not more than fifty percent of the front facade. Windows on subsequent levels should be a minimum of 15 square feet. Windows should be clear, transparent glass and should not be lower than two feet above grade. Double hung windows with a height-to-width ratio of 2:1 are preferred for upper stories. No such window or door should be horizontally separated by more than fifteen feet from the nearest other such window or door in the same facade. Frames and sashes for windows should be of wood, vinyl, or pre-finished metal and may have stone, brick, or cast concrete lintels and sills. Window glass should always be set back from the building face rather than flush.

(5) Front build-to line: The fronts of all new buildings constructed in the municipal service district should abut existing public sidewalks, where provided, except for outdoor café-type uses when a low wall or fence is carried across the right-of-way to continue the visual continuity of building faces.

(6) Horizontal rhythms: Downtown building patterns traditionally emphasized a strong horizontal design element. New construction and additions to or remodeling of existing buildings should maintain a clear visual division

between street level and any upper floors. The division of floors may be accomplished by any historically significant architectural feature used to accomplish this effect.

(7) Materials: Facade materials found in the downtown district include wood, brick and stone. Additions and new construction should use facing materials that are compatible in quality, color, texture, finish, and dimension to those common in the downtown area on buildings constructed prior to 1950. Acceptable materials include, but may not be limited to, brick, stone or wood. Under no circumstances should metal siding, unfinished concrete block, or vinyl siding be allowed.

(8) Roofs: Additions and new construction using a flat pitch or low pitch roof design (anything under 3:12) must install parapet walls on all sides or cap the walls with a cornice treatment that provides articulation to the roofline.

(9) Walls and entrances: Walls and entrances in the municipal service district shall be designed to encourage and complement pedestrian-scale activity. Recessed doorways at building fronts are required.
(Ord. O-2003-63, passed 12-16-03)