

CITY OF NORFOLK, NEBRASKA
VEHICLE PARKING DISTRICT
FACADE AND SIGNAGE IMPROVEMENT PROGRAM

Program Overview

Statement of Purpose:

To improve the blighted appearance of buildings in the downtown area by restoring, renovating, replacing or reconstructing facades and signage.

Funding Mechanism:

A forgivable loan program administered by the City of Norfolk's Vehicle Parking District #1 and the Northeast Nebraska Economic Development District and funded by 20% of Norfolk's Community Development Block Grant funds in the years 2010, 2011 and 2012 totaling \$30,000 each year.

Loan Details:

- Available to property owners and tenants within the Vehicle Parking District
- Maximum forgivable loan is 49% of cost of improvements
- Funds will be awarded up to \$7,500 for facades, storefronts, awnings and up to \$1,000 for signage. Applicants may apply in both categories.
- Forgiven over 5-year period
- Must meet approval of Norfolk Vehicle Parking District #1 Design Advisory Board (DAB)

Program Guidelines

The purpose of this forgivable loan program is to restore, improve or create historic architectural features to facades of commercial buildings anywhere within the City of Norfolk, Neb., Vehicle Parking District #1.

- A. Where practical, building facades planned for upgrading shall be restored to their original period design. If it is deemed not practical by the Design Advisory Board, then a similar architectural design shall be used. All horizontal and vertical features (lintels and piers) shall be retained.
- B. If a building does not have a historic significant architectural design or feature, then another proposed design may be submitted to qualify for the program.
- C. All storefronts shall be designed, constructed and maintained to complement and accent the architectural features of the building. All accessories, signs and awnings shall likewise harmonize with the overall character of the building.
- D. All color schemes shall accent the building as well as harmonize with adjacent buildings. Historical murals will be considered on a case-by-case basis.
- E. Funds shall be allocated on a first-come basis for a maximum up to 49% of cost of improvements. Funds may be awarded as follows:
 - Up to \$7,500 for facades, storefronts, awnings
and/or
 - Up to \$1,000 for signage.
- F. No work for which a forgivable loan is sought should begin until authorized by the Design Advisory Board.
- G. No forgivable loan monies shall be used to perform general repair, structural, or habitable work or otherwise to meet code to occupy the building.
- H. To qualify for forgivable loan funds, an application with appropriate conceptual plans and other documents must be submitted to the Vehicle Parking District with approval by the Design Advisory Board.
- I. The work proposed by the applicant requires at least two bids from outside sources to verify that costs are within reasonable parameters.
- J. Contractors are required to comply with Davis-Bacon Wage Determinations and E-Verify requirements (see contractor packet from Northeast Nebraska Economic Development District for additional information).
- K. Attestation of U.S. Citizenship form is required if applying as an individual.
- L. Projects are subject to Tier II environmental review.
- M. The Design Advisory Board is appointed by the Vehicle Parking District.
- N. Loan forgiveness period is five 5 years.
- O. Improved facades and signage must remain intact on building for a minimum period of five (5) years from date of completion. Changes to improved facades and signage prior to 5 years may trigger repayment of loan.

Design Guidelines

For the benefit of the entire Norfolk, Neb., community, the Facade and Signage Improvement Program encourages the improvement of facades and signage in the historic downtown district, specifically the Vehicle Parking District #1, so as to accentuate the historic elements of the district through restoration, renovation, replacement or reconstruction of facades, as defined:

Facade shall mean the exterior wall of a building exposed to public view from the building's exterior.

Restoration is the preferred treatment for building facade improvement. Restoration is most applicable to buildings where there has been very little change to the building facade over time. This results in the return of the facade to its original appearance through the use of authentic materials and the replication of missing or deteriorated components.

Renovation results in facade improvements which do not attempt to return the building to its original appearance. The objective should be a return in the appearance to the appropriate period architecture of the building. Historic features should be preserved and inappropriate later remodeling such as stucco, aluminum siding and vinyl siding should be removed. Improvements made should be sensitive to historic details and materials and should respect whatever original character remains.

Replacement of facades is appropriate when the majority of the original facade is missing or has been significantly altered so as to make restoration or renovation impractical. Facade designs should select materials, dimensions and architectural details that are similar or compatible to surrounding buildings. Example: facade height, window size and spacing, materials and colors.

Reconstruction takes place when the building and its features no longer exist. With reconstruction, facade designs are created through new construction to replicate, mimic, resemble or accentuate historic period details.

Therefore, this program encourages the following specific design guidelines for facades and signage in Norfolk:

- Contemporary design alterations should not destroy significant historical, architectural or cultural material.
- Distinguishing original qualities and character should be retained.
- Historic material and distinctive architectural features should be retained.
- Skilled craftsmanship that characterizes the building should be retained.
- Deteriorated architectural features should be repaired rather than replaced. If replacement is necessary, new materials should match as closely as possible in design, color, texture and other visual qualities.
- Building surface cleaning should be completed using the gentlest means possible. Exterior sandblasting or methods that will damage historic building materials should be avoided.
- Alterations to facades should be done in a manner that if the alterations were to be removed in the future, the integrity of the structure and subsurface would be unimpaired.
- Non-original building siding such as stucco, vinyl and aluminum should be removed whenever possible.
- Replacement glass should be similar in size color and reflectivity to the original.
- Dark-tinted glass should not be used.
- Original historically significant facades should be restored with as little physical alteration as possible.
- The use of incompatible materials for reconstruction should be discouraged; eg. aluminum or steel siding, faux brick, asphalt or cedar shingles, plastic, fiberglass and stucco.
- Storefronts should incorporate the three design elements of a traditional storefront to retain the integrity of the streetscape: bulkhead, storefront windows and transom windows.
- Signage should accentuate the period architecture and should comply with local signage code ordinances.

Facade and Signage Improvement Program Application Form

Applicant Name: _____

Applicant's Phone Number: _____

Applicant's email address: _____

Business Name: _____

Business Owner: _____

Property Owner: _____

Property Address: _____

Property Legal Description: _____

Type of facade improvement planned (see Design Guidelines):

- Restoration Renovation Replacement Reconstruction

Signage improvement planned:

- Removal New Alteration Repair

Structural alterations: _____

Cosmetic alterations: (moldings, etc.): _____

Painting: (approximate sq. ft. area): _____

Other work: Please specify (awnings, etc.): _____

Total cost of project: _____

Amount requested (up to 49% of project cost: \$ _____

Signage loan not to exceed \$1,000

Facade loan not to exceed \$7,500

I hereby submit the attached plans, specifications and color samples for the proposed project and understand that these must be approved by the Design Advisory Board of the Norfolk Vehicle Parking District #1. No work should begin until I have received written approval from the Vehicle Parking District. I further understand that the project must be completed within six (6) months from date of project approval and that loan monies will not be paid until the project is commenced. I agree to leave the completed project in its approved design and colors for a period of five (5) years from the date of completion. I understand that a Deed of Trust, in the amount equal to the loan amount will be placed upon the property at the time that the client(s) signs the promissory note. This lien, in favor of the City of Norfolk, will take a subordinate position to all existing liens.

Signature of Property Owner

Signature of Business Owner (if applicable)

Printed Name & Title of Property Owner

Printed Name & Title of Business Owner (if applicable)

Date: _____

Date: _____

Supporting Data Checklist

Please submit this checklist as part of your final application

Major facade alteration:

- Provide a rendering of major changes, including paint and awning colors where applicable
- Submit two (2) written estimates from contractor and subcontractors

Signs:

- Provide a color rendering of the design chosen
 - Include specifications as to the size and width of the sign
 - Note how and where the sign will be hung on the building
 - Submit two (2) written estimates from a sign company or qualified contractor
 - Submit written verification that design and size comply with city codes
- Note: Awning design must take into account the architectural style of the building*

Paint:

- Provide samples of the colors chosen
- Mark which color will be body color and which will be accent colors
- Note where each color will be used
- Submit two (2) written estimates from painter of your choice

Awnings:

- Provide information about color and style of awning chosen
 - Note where awning will be placed on building
 - Submit two (2) written estimates from qualified contractor
 - Submit written verification that design and size comply with city codes
- Note: Awning design must take into account the architectural style of the building*

Documents:

- Submit signed Hold Harmless Agreement (see attachment)
- If applying as an individual, submit signed Attestation of U.S. Citizenship (see attached)
- Submit copy of current Occupational License and Certificate of Use (if applicable)
- If applying as a tenant, provide a written authorization from the property owner for the improvements

Release and Hold Harmless Agreement

Release executed on the _____ day of _____, _____, by (Property Owner)

_____ and (Tenant if Applicable)
_____, of (Street Address)
_____, City of
Norfolk, County of Madison, State of Nebraska, referred to as Releasor(s).

In consideration of being granted monies for restoration, modifications, signage, or other physical changes to the property located at the above address, the Releasor(s), understands that they are solely responsible for providing their own contractors, and to assure that those contractors are fully insured and licensed and have obtained all necessary permits in accordance with City regulations. The Releasor(s) waives, releases, discharges, and covenants not to sue the Norfolk Vehicle Parking District #1, the Northeast Nebraska Economic Development District or the City of Norfolk for loss or damage, and claims or damages therefore, on account of any work that has been performed in accordance with City or State guidelines.

Releasor(s) agrees that this release, waiver, and indemnity agreement is intended to be as broad and inclusive as permitted by the laws of the State of Nebraska and that if any portion of the agreement is held invalid, it is agreed that the balance shall; notwithstanding, continue in full legal force and effect.

Releasor(s) further states that it has carefully read the above release and knows the contents of the release and signs this release as its own free act.

Releasor's obligations and duties hereunder shall in not manner be limited or restricted by the maintaining of any insurance coverage related to the above referenced event.

This release contains the entire agreement between the parties to this agreement and the terms of this release are contractual and not a mere recital.

Signature of Property Owner

Signature of Business Owner (if applicable)

Printed Name & Title of Property Owner

Printed Name & Title of Business Owner (if applicable)

Date: _____

Date: _____

Attestation of U.S. Citizenship

For the purpose of complying with Neb. Rev. Stat. §§ 4-108 through 4-114, I attest as follows:

- I am a citizen of the United States.
-- OR --
- I am a qualified alien under the federal Immigration and Nationality Act, my immigration status and alien number are as follows: _____, and I agree to provide a copy of my USCIS documentation upon request.

I hereby attest that my response and the information provided on this form and any related application for public benefits are true, complete and accurate and I understand that this information may be used to verify my lawful presence in the United States.

Print Name: _____
first, middle, last

Signature: _____

Date

Design and Document Approval Flow Chart

1. Contact is made with Vehicle Parking District #1 regarding participation in the Facade and Signage Improvement Program.
2. Application is filled out and submitted to the Vehicle Parking District, along with a preliminary conceptual sketch of the planned improvements. (This no need to provide information from "Supporting Data Checklist" with this application).
3. Vehicle Parking District contacts Northeast Nebraska Economic Development District for Tier II environmental review.
4. A meeting of the Design Advisory Board is scheduled with the applicant at the site of the proposed improvement. The following items are to be addressed at the meeting:
 - Board members provide historical photos if available.
 - Board members take photos of building in its current condition.
 - Board members and applicant discuss the applicant's ideas and needs.

Note: Sketches of the planned improvements need only be conceptual but must show enough detail so the Design Advisory Board can make comments and recommendations.

5. If the applicant wishes to participate in the program, applicant arranges for preparation of construction drawings and price quotation and provides a copy to Design Advisory Board for review. If no changes are suggested, the applicant completes the application material outlined under "Supporting Data Checklist" and submits two copies to the Vehicle Parking District.
6. The Design Advisory Board and Northeast Nebraska Economic Development District review formal application and then communicates formal approval/denial to the applicant.
7. With approval, Northeast Nebraska Economic Development District meets with applicant and contractors to review and complete paperwork and legal documents.
8. After formal approval and completion of paperwork and documents, the project is undertaken according to approved design. Any changes must be approved by Design Advisory Board.
9. At project completion the Design Advisory Board conducts a final review and provides a written report to the Vehicle Parking District and the Northeast Nebraska Economic Development District indicating that the project has been completed as proposed.
10. Northeast Nebraska Economic Development District works with applicant and contractors to complete final paperwork and legal documents.
11. City of Norfolk disburses forgivable loan proceeds.
12. Design Advisory Board reviews facade and signage improvements annually for a period of five (5) years to ensure that approved designs remain intact.