



CITY OF MOLINE

2007 Facade Improvement Program Guidelines/Application Process



Downtown TIF #1 District

PURPOSE

To provide financial assistance to property owners for the rehabilitation of facades of structures, with priority given to historic buildings in Moline TIF District 1 (see map attachment). All rehabilitation work must be respectful of the historic character of the building, with every reasonable effort made to preserve the distinguishing original stylistic features of said building.

The Facade Improvement Program is a Forgivable Loan with reimbursement of eligible costs disbursed upon completion of all authorized work.

PROGRAM DETAILS

- For a building with **one facade** visible to the public, loan may not exceed 50% of the project costs, or \$10,000, whichever is less.
- For buildings with **two or more facades** visible to the public, loan may not exceed 50% of the project costs, or \$ 20,000, whichever is less.

This program has been funded for calendar year 2007 (January 1 – December 31). Applications will be reviewed in the order they are received and funding is available until all program dollars have been committed. Only one loan is allowed per building, per program year and only two projects per building in a five-year period. Program participants are encouraged to work with a Facade Consultant on conceptual design.

The City/Facade Committee shall retain final approval over all project designs.

HOW TO QUALIFY

- A. The applicant must be the owner of the building to be rehabilitated and all property tax payments must be current in order to qualify for participation in the program.
- B. **Work involved with the project cannot start until the applicant has received a Letter of Commitment from the City/Facade Committee.**

APPLICATION PROCESS

All submitted applications will be reviewed by the City/Facade Committee which reserves the right to reject any and all proposed work that does not meet program guidelines or is unsuitable.

The following information must be provided with the program application:

1. Detailed description of the work to be completed.
2. Photos of building to be improved and of adjacent properties.
3. A sketch or rendering of the proposed finished facade.
4. Copies of all cost estimates involved with the project - two estimates required.
(NOTE: If the facade improvement is part of a more extensive interior/exterior remodeling project, only facade improvement costs need be itemized.)
5. Schedule of work to be completed this year. *(NOTE: For those projects that may involve further renovations, we encourage submittal of your long-term plans.)*
6. Proof of property ownership and taxes paid and current.

Following an internal review of the Facade Application and approval of the City Council, a Letter of Commitment will be sent from the City/Facade Committee to confirm the financial commitment to the project.

Please Note

In order to qualify for the loan program, work on the facade project **CANNOT** begin until a "Letter of Commitment" has been received from the City/Facade Committee.

All projects are given **90 days** to complete the work, unless the project involves new construction. If a project is going to take longer than 90 days, it is the applicant's responsibility to contact the City/Facade Committee to ask for an extension beyond the 90-day time period. If an applicant does not ask for an extension before the 90-day time period ends, the loan may not be issued.

ELIGIBLE USES OF FUNDS

Funds may be used only for exterior repairs or improvements. Fronts, sides and rears of buildings are all eligible but priority is given to fronts or other portions of buildings that are directly exposed to the public. Single family residences are not eligible.

Allowable costs may include, but are not limited to:

1. Window/door repair or appropriate replacement work.
2. Storefront rehabilitation, including removal of non-original facade covering.
3. Cleaning or painting of exterior surfaces (sandblasting or abrasive cleaning methods are strongly discouraged and in some cases, may be prohibited).

4. Repair or restoration of architectural detailing.
5. New awnings, signs and replacement cornices.
6. Labor and materials required to rehabilitate the facade(s).
7. Roof work in conjunction with facade improvements.
8. Exterior lighting.

IMPORTANT INFORMATION

1. Roof repairs not associated with facade improvements are not covered under the program.
2. All work must be done in compliance with all applicable City and State codes/ordinances.
3. In those instances where a building is of historic significance (i.e. has been listed as a local landmark, is listed or is eligible for listing on the National Register of Historic Places), the Secretary of Interior's Standards for Rehabilitation as well as Guidelines for Rehabilitating Historic Buildings will apply (see attachment).
4. Compliance with the intent of these guidelines will be determined by a staff review of the proposed improvements with the support of the Moline Historic Preservation Commission, if necessary.
5. A sketch of the proposed improvements must be submitted showing the colors, materials, awnings, signs and other relevant information. **City/Facade Committee reserves the right to reject or modify applications that are plainly inappropriate.**
6. In those instances where rehabilitation of the facade is proposed for a non-historic structure, City/Facade Committee will review the project design and may make suggestions to the applicant.
7. In cases where property owners hire a contractor to complete the work, the contractor must be licensed and registered with the City of Moline.

REQUEST FOR LOAN PROCEEDS

Before or upon completion of the Facade Improvement work, all loan documents must be signed by the owner. To do so, please contact Economic Development at 797-0705.

All eligible work must be completed according to information submitted in the original application. Vendor invoices must be returned along with verification of payment from the business owner.

Following an inspection by City/Facade Committee that ensures the facade improvement work has been completed satisfactorily, a loan check will be issued.

THE SECRETARY OF THE INTERIOR'S STANDARDS FOR REHABILITATION

The following Standards are to be applied to specific rehabilitation projects in a reasonable manner, taking into consideration economic and technical feasibility.

1. A property shall be used for its historic purpose or be placed in a new use that requires minimal change to the defining characteristics of the building and its site and environment.
2. The historic character of a property shall be retained and preserved. The removal of historic materials or alteration of features and spaces that characterize a property shall be avoided.
3. Each property shall 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 architectural elements from other buildings shall not be undertaken.
4. Most properties change over time; those changes that have acquired historic significance in their own right shall be retained and preserved.
5. Distinctive features, finishes and construction techniques or examples of craftsmanship that characterize a historic property shall be preserved.
6. Deteriorated historic features shall be repaired rather than replaced. Where the severity of deterioration requires replacement of a distinctive feature, the new feature shall match the old design, color, texture, and other visual qualities and, where possible, materials. Replacement of missing features shall be substantiated by documentary, physical, or pictorial evidence.
7. Chemical or physical treatments, such as sandblasting, that cause damage to historic materials shall not be used. The surface cleaning of structures, if appropriate, shall be undertaken using the gentlest means possible.
8. Significant archeological resources affected by a project shall be protected and preserved. If such resources must be disturbed, mitigation measures shall be undertaken.
9. New additions, exterior alterations, or related new construction shall not destroy historic materials that characterize the property. The new work shall be differentiated from the old and shall be compatible with the massing size, scale and architectural features to protect the historic integrity of the property and its environment.
10. New additions and adjacent or related new construction shall be undertaken in such a manner that if removed in the future, the essential form and integrity of the historic property and its environment would be unimpaired.

Moline Centre TIF 2007 FACADE IMPROVEMENT PROGRAM APPLICATION

Please fill out the application completely and submit it along with applicable documents to: **Economic Development Division, City of Moline, 619 – 16th Street, Moline, IL 61265.**

APPLICANT INFORMATION

Name _____

Property Address _____

Business Name _____

Business Mailing Address _____

Business Daytime Phone Number _____

DESCRIPTION OF FACADE IMPROVEMENTS _____

TOTAL PROJECT COST _____

AMOUNT REQUESTED _____

CHECKLIST: The following items must be attached to your application:

1. Proof of property ownership, and taxes paid and current.
2. Detailed description of the work to be completed.
3. Photos of building to be improved and of adjacent properties.
4. A sketch or rendering of the proposed finished facade.
5. Copies of a minimum of 2 bids with all cost estimates involved with the project.
Note: If the facade improvement is part of a more extensive interior/exterior remodeling project, only facade improvement costs need be itemized.
6. Schedule of work to be completed this year.
Note: For those projects that may involve further renovations, we encourage submittal of your long-term plans.

PLEASE NOTE: If you do not have all the above-mentioned items attached to your application, it will be considered an incomplete application and will not move forward through the process until all items are received.

BID/ESTIMATE SUBMITTAL INFORMATION

Note: Please attach all bids/estimates to this application.

Description of work: _____

Bid #1: Submitted by: _____ Amount _____

Bid #2: Submitted by: _____ Amount _____

Description of work: _____

Bid #1: Submitted by: _____ Amount _____

Bid #2: Submitted by: _____ Amount _____

Description of work: _____

Bid #1: Submitted by: _____ Amount _____

Bid #2: Submitted by: _____ Amount _____

Description of work: _____

Bid #1: Submitted by: _____ Amount _____

Bid #2: Submitted by: _____ Amount _____

Please **CIRCLE** which bid you prefer for each description of work listed above.

Note: Proof of payment (invoices and receipts) and an "after" picture are required for reimbursement after project completion.

PROPERTY OWNER CONSENT

Property Owner Name _____

Property Owner Mailing Address _____

Property Owner Daytime Phone Number _____

As the legal owner of the above property, I hereby grant authorization to complete the facade improvements indicated on this application.

Property Owner's Signature: _____ **Date:** _____

For questions regarding this program,
please call (309) 797-0705.