

**DOWNTOWN REVITALIZATION
MICRO-FAÇADE IMPROVEMENT PROGRAM**



I. Program Overview

Statement of Purpose:

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

Funding Mechanism:

A grant program administered by the City of Neligh and funded by the Neligh Local Option Municipal Economic Development Act funds.

Grant Details:

- Available to property owners and business owners within the Neligh Old Mill District
- Maximum funding request is \$1,500. Requires a 75% match (eg. \$2,000 project is \$500 in owner-match and \$1,500 grant).
- Request and design must be approved by the City of Neligh.
- Applications will be processed monthly until funds are exhausted.

II. Program Guidelines

The purpose of this program is to restore, improve or create historic architectural features to facades of commercial buildings anywhere within Neligh's Old Mill District as identified within the Neligh Downtown Plan.

- A. Funds shall be allocated on a competitive basis for a maximum up to 75% of cost of improvements, not to exceed \$1,500.
- B. Where practical, building facades planned for upgrading shall be restored to the original period design. If it is deemed not practical by the City of Neligh, a similar architectural design shall be used. All horizontal and vertical features (lintels and piers) shall be retained.
- C. If a building does not have a historic significant architectural design or feature, another proposed design may be submitted to qualify for the program.
- D. 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.
- E. All exterior color schemes shall accent the building, as well as harmonize with historic character of adjacent buildings.
- F. Funds shall be allocated on a minimum threshold for a maximum up to 75% of the cost of improvements, not to exceed \$1,500 per project. Funds shall be scored as follows by the Old Mill District Design Committee:

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- Building Preservation – 50 points
 - Historic Restoration – 25 points
 - Maximum points may be awarded if plan includes pre-approval from the Nebraska State Historic Preservation and architectural plans.
 - Additional business/property owner investment – 50 points
 - Minimum 75% match of total budget required of Applicant
 - Project Readiness – 25 points
 - Visual Impact in the Downtown District – 40 points
- G. No work for which funding is sought shall begin until authorized by the City Council.
- H. Program monies can be used to perform general repairs.
- I. To qualify for funds, an application with appropriate conceptual plans and other documents must be submitted to the City of Neligh, Attention Greg Ptacek for review and recommendation with final approval by the Neligh City Council.
- J. The work proposed by the applicant requires at least one bids from an outside source to verify that costs are within reasonable parameters.
- K. Improvements must remain intact for a minimum period of five years from date of completion. Changes to improvements prior to five years may trigger repayment of grant.
- L. Government entities and political subdivisions are ineligible to participate in the program.

III. Design Guidelines

For the benefit of the entire Neligh community, the Building Improvement Program encourages the improvement of facades and building in the historic downtown district, so as to accentuate the historic elements of the district through the restoration, renovation, replacement or reconstruction of facades, as defined:

Façade shall mean the front (and side if located on a corner) exterior wall of a building exposed to public view from the building's exterior. This will typically include a visual impact with items such as awnings, windows and signage.

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

Renovation results in improvements which do not attempt to return the building to its original appearance. 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 façade is missing or has been significantly altered so as to make restoration or renovation impractical. Façade designs should

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select materials, dimensions and architectural details that are similar or compatible to surrounding buildings such as façade height, window size and spacing, materials and colors.

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

General Repairs of facades are considered an eligible expense of the program which may include sidewalk repair or replacement.

IV. Design and Document Approval Flow Chart

1. Contact is made with Greg Ptacek with the City of Neligh regarding participation in the Building Improvement Program.
2. Application is filled out and submitted to Greg Ptacek at the City of Neligh, 105 East 2nd Street, along with conceptual planned improvements. (There is no need to provide information from “Supporting Data Checklist” with this application).
3. A meeting of the Old Mill District Design Review Committee to score the application regarding the proposed improvements is scheduled. Committee members meet to discuss the applicant’s ideas and needs.

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

4. If the applicant wishes to participate in the program, applicant arranges for preparation of construction drawings and price quotation and provides a copy to Old Mill District Design Review Committee for review. If no changes are suggested, the applicant completes the application material outlined under “Supporting Data Checklist” and submits two copies to the City of Neligh.
5. The Economic Development Office reviews the formal application, makes a recommendation to the City Council, and communicates formal approval/denial to the applicant.
6. After formal approval and completion of paperwork and documents, the project is undertaken according to approved design. Any changes must be approved by the City of Neligh.
 - The applicant submits invoices to the City.
7. At project completion, the applicant submits all invoices to the City of Neligh which will conduct a final review to ensure it has been completed as proposed.
8. The City of Neligh disburses grant funds upon final inspection.

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9. The City of Neligh reviews façade and building improvements annually for a period of five (5) years to ensure that approved designs remain intact.

V. Supporting Data Checklist

The following information shall be submitted with the application

Façade and Structure improvements:

- Provide a rendering of changes, including paint and awning colors where applicable
- Submit a detailed written estimates from contractor and subcontractors
- Submit color photo of existing structure

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 a 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 the body color and which will be accent colors
- Note where each color will be used
- Submit a 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 a detailed 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.

Windows:

- Provide details on windows being replaced
- Submit a detailed written estimates from qualified contractor
- Provide a copy of a recent energy audit, if available.

Documents:

- Submit signed Hold Harmless Agreement (see attachment)
- Submit a copy of a building permit if required (exterior dimension changes, awnings or signs)
- If applying as a business owner, provide a written authorization from the property owner for the improvements.

Micro-Façade 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 façade improvement planned (see Design Guidelines):

Restoration Renovation Replacement Reconstruction Repair

Signage improvement planned:

Removal New Alteration Repair

Structural alterations: _____

Cosmetic alterations (i.e. moldings): _____

Painting (approximate sq. ft. area): _____

Interior Improvements: _____

Specify other work (i.e. awnings): _____

Total cost of project: _____

Amount requested (up to 75% of project cost – not to exceed \$1,500) \$ _____

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I hereby submit the attached plans, specifications and color samples for the proposed project, and understand that these must be approved by the City of Neligh. No work may begin until I have received written approval from the City of Neligh. I further understand that there must be a signed contract with a contractor within 60 days of notification of award, and the project must be completed by April 30, 2018. Grant funds will not be paid until the project is commenced. If the City has not received correspondence in that time frame, the funds will be reallocated. 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. If changed before the end of five years, I agree to pay back the funded amount.

Signature of Property Owner

Signature of Business Owner (if applicable)

Printed Name & Title of Property Owner

Printed Name & Title of Business Owner

Date

Date

Release and Hold Harmless Agreement

Release executed on the _____ day of _____, _____, by (Property Owner) _____ and (Business owner if applicable) _____, of (Street Address) _____, City of Neligh, County of Antelope, State of Nebraska, referred to as Releaser(s).

In consideration of being granted monies for restoration, modifications, signage, or other physical changes to the property located at the above address, the Releaser(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 all pertinent regulations. The Releaser(s) waives, releases, discharges, and covenants not to sue or interplead and agrees to indemnify the City of Neligh (or entities under the City’s umbrella), the Northeast Nebraska Economic Development District 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.

Releaser(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.

Releaser’s obligation and duties hereunder shall in no 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)

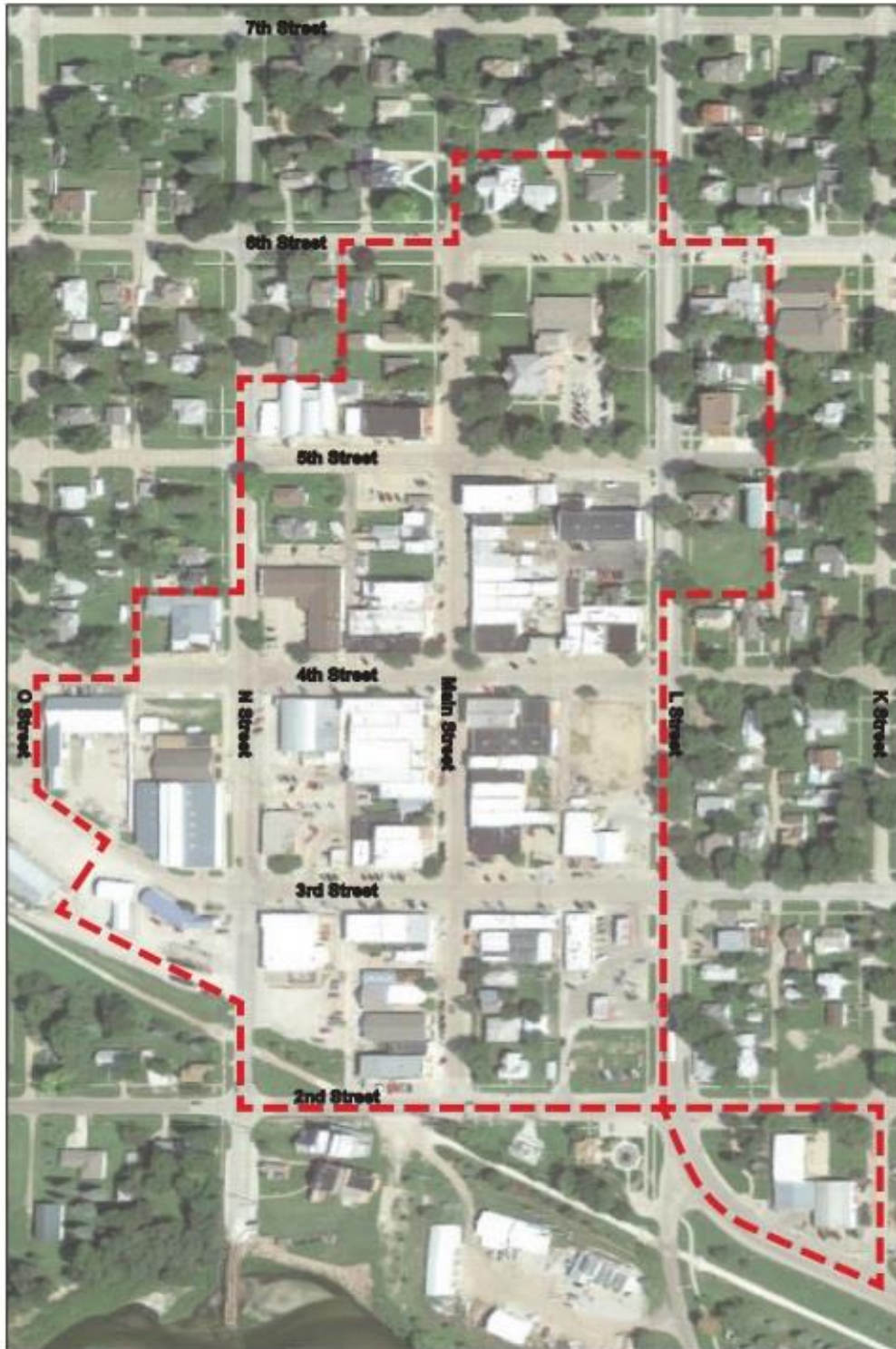
Printed Name & Title of Property Owner

Printed Name & Title of Business Owner

Date:

Date:

OLD MILL DISTRICT MAP



Prepared by:
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Miller & Associates
CONSULTING ENGINEERS, P.C.
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Map of Project Area
Neligh, Nebraska
457-G1-003