

## Cherryville Incentive Grant Program For Downtown Business District Storefront Rehabilitation

### Fact Sheet

#### *What is the Incentive Grant Program for Downtown Business District Storefront Rehabilitation?*

The grant serves as an incentive to taxpayers who improve the appearance of their property while making every effort to maintain the historic character of the property.

It provides up to 50% of the total cost of approved projects for façade improvements, for a maximum reimbursable grant of \$3,000 per facade. Priority is given to front facades. Side facades are eligible on corner buildings and buildings where the side façade is clearly visible from a public right-of-way as the result of a missing building or change in building setback. Rear facades that are highly visible from a public right-of-way are also eligible to receive grant funds. (If a building has more than one eligible facade, each façade is considered separately. See *Examples*)

The program encourages further private reinvestment in existing buildings and promotes appropriate and attractive design projects that preserve the architectural character found in older buildings. The number of grants awarded each year is a function of the funds made available by City Council to support the Cherryville Incentive Grant Program. When requests exceed available funds, the requests may be held for review pending the availability of funds either in the current or subsequent budget years.

#### *Who may apply for the grant?*

Building owners, or tenants with building owner's consent, may apply.

#### *What buildings are eligible?*

Eligibility is granted to any building located in the Cherryville downtown business district, with priority given to improvements that will make the greatest impact on the surrounding built environment.

Buildings currently used in a trade or business or held for the production of income from nonresidential purposes are eligible. Private residences are not eligible.

#### *What storefront rehabilitation expenditures qualify?*

Eligible expenditures include:

- exterior painting of previously painted surfaces or paint removal by approved methods,
- appropriate exterior cleaning (note: sandblasting is not permitted),
- masonry repair and repointing,
- repair of architectural details or materials,
- repair of doors and windows or door and window framing,

- replacement of doors and windows or door and window framing (note: approved commercial doors only; approved commercial windows will be used only when original windows cannot be repaired; residential doors and windows are not permitted),
- removal of siding and exterior false facades,
- removal of inappropriate/out of date signs,
- rehabilitation or compatible reconstruction of storefront,
- new canvas awnings,
- replacement of transom glass,
- installation of new signage attached to the building.

Ineligible expenditures include:

- general maintenance,
- painting of previously unpainted surfaces,
- interior rehabilitation,
- electrical work,
- roof and chimney repairs,
- installation of aluminum, vinyl, stone, stucco brick veneer or other inappropriate building materials,
- sandblasting,
- improvements made prior to grant approval.

***Who makes the decision to approve or reject a request?***

The Cherryville Architectural Review Board (ARB), a volunteer group, which is made up of property and business owners and other interested professionals, recommended by the Cherryville Chamber of Commerce/EDC Board of Directors and appointed by the Cherryville City Council, is charged with that responsibility. The ARB will meet quarterly to review and approve grant applications.

In cases where grant applications are rejected, the ARB will provide the applicant with the reason(s) for rejection, so that the applicant may correct the application and re-apply for a grant at a later date.

***What is the process for applying for a grant?***

- 1) Building owner or tenant meets with the Executive Director of the Cherryville Chamber of Commerce/EDC.
- 2) Building owner or tenant completes an application and provides required supporting materials.
- 3) If needed, building owner or tenant will meet with the Cherryville Architectural Review Board (ARB) to consider the application(s).
- 4) ARB will notify applicant in writing of acceptance, acceptance with conditions, or rejection of application.
- 5) Any changes to approved work during construction must be approved in writing by the Cherryville Architectural Review Board.

- 6) Upon completion, applicant sends copies of paid receipts/statements to Executive Director of the Cherryville Chamber of Commerce.
- 7) The Executive Director of the Cherryville Chamber of Commerce/EDC and the ARB inspect completed work.
- 8) Once verification is made that work is completed in accordance with the application, the Executive Director of the Cherryville Chamber of Commerce/EDC requests disbursement of grant funds. A check will be issued to the property owner or tenant as applicable.

### ***What other conditions apply?***

- 1) Grants are based on the entire scope of the project. All work must be consistent with the approved project or the total grant award may be voided.
- 2) All applications must be approved prior to commencement of work.
- 3) Each building façade is considered separately to meet the 50% matching rule.
- 4) Grant applicants are expected to follow the intent of the program's guidelines and will not complete ineligible work preceding a grant request or following a grant disbursement.
- 5) All applications are reviewed and approved on their merit by the entire ARB. Assurances made by city staff or committee members regarding applications should not be construed as binding.
- 6) The ARB will notify the applicant in writing of all grant approvals and changes to the scope of work for an approved project.

### ***Examples***

- 1) A property owner applies for façade grant for an eligible building. The planned storefront improvement costs \$4,000 and follows the downtown architectural guidelines. The applicant receives a matching grant up to a maximum of \$2,000.
- 2) A property owner applies for façade grant for an eligible building. The planned storefront improvement costs \$10,000 and follows the downtown architectural guidelines. The applicant receives a matching grant up to the grant maximum of \$3,000.
- 3) A property owner applies for façade grant for an eligible corner building with a storefront and a side visible from the street. The planned storefront improvement costs \$4,000. The planned side improvement is \$1,500. The applicant receives a grant of \$2,000 (maximum award) for the front *and* a grant of \$750 (half of \$1,500) for the side. (Important: *On corner buildings, each storefront is considered separately for grant awards. Work completed on the front is considered eligible for a grant on the front and work completed on the side is considered eligible for a grant on the side*). Each façade is considered separately.

## Program Standards

### *The NC Secretary of the Interior's Standards for Rehabilitation*

The Secretary of the Interior's Standards for Rehabilitation are ten basic principles created to help preserve the distinctive character of a historic building and its site, while allowing for reasonable change to meet new needs. All façade changes must meet these standards.

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 in 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.

## Cherryville Incentive Grant Program For Downtown Business District Storefront Rehabilitation

### Application

Location of Property: \_\_\_\_\_

Name of Property Owner/Lessee: \_\_\_\_\_

Address: \_\_\_\_\_

Telephone: \_\_\_\_\_

I am applying as the  property owner or  lessee. (Check one box)

Attach a detailed description of your plans for improving the building. Include a drawing/sketch of proposed renovations specifically identifying changes for each detail of the building. For example, new paint schemes, awning size, placement and color and legitimate estimates of the work to be done.

### Please Check:

I have attached project plans, specifications or other appropriate information including estimates of the work to be done.

I have reviewed (1) the 8/ Cherryville Incentive Grant Program for Downtown Business District Storefront Rehabilitation Fact Sheet; (2) the NC Secretary of Interior Standards for Rehabilitation; and (3) City of Cherryville Downtown Business District Architectural Guidelines and understand the program's requirements and intend to follow the program guidelines.

I understand that grant funds can be used only for the project described in the application. The work must be completed within four (4) months of the date of review by the Cherryville Façade Grant Committee (unless otherwise specified by the committee). All work must be completed according to state and local building codes and ordinances and approved, when necessary, by the proper authorities.

I understand that all façade changes require a zoning permit.

I also understand that this application **must** be reviewed **before** any work is done on the project and that no projects will be funded if work was done before the application was approved. I also agree to provide receipts, invoices, and records to document all work performed on this project in order to receive reimbursable grant funding.

\_\_\_\_\_  
*Signature of Applicant*

\_\_\_\_\_  
*Date*

***If the applicant is leasing the building, then the property owner's signature certifying they have read, understand and approve this project is also required.***

\_\_\_\_\_  
*Signature of Property Owner*

\_\_\_\_\_  
*Date*