

Facade Improvement Program

Heart of the Tree City (HOTTCity)

*Commerce
Culture
Community
through
Preservation*

Introduction

An investment in the further enhancement of Downtown Greensburg is an investment in the further economic growth and prosperity, and overall quality-of-life of the entire community, Decatur County, and the region.

The Heart of the Tree City Organization is committed to establishing downtown Greensburg as a hub for commerce, culture, and community through preservation. Creating an inviting environment that incorporates new, attractive amenities as well as preservation and care for architectural assets is crucial. **The Facade Improvement Program** provides direct assistance to property owners to improve building facades. This program will help the private sector make their buildings the best they can be in order to generate income from their investment. To manage this program, the HOTT City Organization has established a **Design Review Board**. This team of individuals comprised of members of the Façade Grant Committee, The HOTTCity Board, and the Regional Director of the Historic Landmarks Foundation of Indiana, will review program applications, choose projects to support financially and assist property owners in making wise decisions as they seek to improve their buildings. The Review Board will be using the [Guidelines For Rehabilitating Historic Buildings](#) established by the Secretary of the Interior to evaluate requests for the grant. The guidelines may be provided upon request, or viewed on the Internet at: <http://www.cr.nps.gov/hps/tps/tax/rhb/index.htm>

Careful following of the procedures and standards is encouraged. While historic preservation can be challenging because of the attention to detail, it is very important that Greensburg's architectural uniqueness be appropriately improved and preserved. The guidelines are a tool to help, not hinder, building improvements.

Why Design Guidelines?

The Heart of the Tree City organization encourages property owners, merchants and resident to recognize, enhance, protect and promote Downtown Greensburg's unique character and identity. To assist business and property owners in improving their storefronts as part of this revitalization process, Heart of the Tree City has accepted these guidelines in conjunction with its Facade Improvement Program, which offers matching grants. The economic vitality as well as the aesthetic quality of each business enterprise is

important, and both are linked in part to the success of surrounding commercial establishments. Studies have shown that thoughtful design improvement often lead to greater sales for a business. Similarly, the physical character of Downtown Greensburg contributes greatly to the overall image of the community for its residents, customers and visitors.

Greensburg's Historic District Boundaries

The boundaries of the area under this program's purview are North Street south to Railroad Street, Lincoln Street west to Ireland Street.

Facade Improvement Program

Greensburg HOTTCity Goals:

1. Work with the City government and private landowners to conserve and improve the value of property within the Historic District.
2. Protect and enhance the attractiveness of Greensburg to home buyers, home owners, residents, tourists, visitors, and shoppers, thereby supporting and promoting business, commerce, industry, and providing economic benefit to the city.
3. Provide a mechanism to identify and preserve the distinctive historic and architectural characteristics of Greensburg.
4. Foster civic pride in the aesthetics and cultural accomplishments of the past as represented in Greensburg's landmarks and historic areas.
5. Encourage preservation, restoration, and rehabilitation of structures, areas, and neighborhoods.

Program Overview

The program is designed to initiate aesthetic improvements and architectural appreciation and preservation while enhancing economic development.

The Greensburg HOTTCity Design Review Board is the administrative group for the program and will work directly with applicants to achieve successful revitalization projects in a timely manner, providing financial assistance for approved projects.

Eligibility Requirements

1. Downtown Greensburg property owners and operator/tenants are eligible to apply, as long as the building in need rests inside the Historic District.
2. Operator/tenants must have written approval of the property owner.
3. Only work begun after approval from the Design Review Board is eligible.
4. The building must be commercial or mixed-use. Property owned by religious institutions is not eligible.*
5. Taxes on the property must be current.
6. Historic Preservation standards apply if locally or nationally listed or considered eligible.
7. The property cannot be condemned, in receivership, or in litigation.
8. Exterior code violations must be remedied as a part of the project, if applicable.

*Because local government funds are used in this project, only non-religious organizations can receive funding. For questions, please contact the HOTTCity Board.

Eligible Activities

Items include, but are not limited to:

1. Repair to building exterior facades (front, rear, and side facades are eligible).
2. Masonry repair.
3. Cleaning of building exterior.
4. Exterior painting.
5. Repairing, replacing, and/or adding cornices, entrances, doors, windows, decorative detail, awnings.
6. Sign removal, repair, or replacement.
7. Adding or replacing appropriate lighting or other design elements to enhance exterior.
8. Other repairs that may improve or restore the aesthetic and historic quality of the building.

Ineligible Activities

Items include, but are not limited to:

1. Interior improvements (except window display areas).
2. Roofing
3. Additions to existing structures.
4. Sidewalks
5. Purchase of furnishings, equipment, or other personal property that does not become a part of the real estate.
6. Improvements completed or in progress prior to notification of approval.
7. Repair or creation of features not compatible with original architecture.

Funding

Facade Improvement Grant

A 50% reimbursement for up to \$5,000 of the actual costs for the facade and/or related exterior rehabilitation expenses. Applicants must match the grant amount with funding from other sources, public or private. Funds spent before grant approval are not eligible as matching funds.

Architectural Assistance

A 100% reimbursement for up to \$500 of actual architectural costs associated with facade improvements, providing the owner utilizes the architectural plans in the facade renovation. An accredited architect must be retained for concept drawings, specifications, and consultation to maintain the historical character of building renovation. This assistance is for properties eligible for or listed on the National Register of Historic Buildings (50 years or older).

Sign, Awning and Lighting Rebate

A 50% reimbursement for up to \$2,500 of actual costs associated with the replacement, of existing awnings, lighting, and/or signage or installation of new signage or retractable cloth awnings and canopies. Lighting fixtures chosen must be appropriate to age and character of the building. These must meet Greensburg HOTTCity Design Review Board guidelines. A rebate is available for each street level business within a storefront project.

Note:

- *The Design Review Board reserves the right to grant additional money to targeted projects that they believe will have a significant impact on the area.*
- *Building improvements must remain intact for a period of 8 years minimum, unless approval is granted under extenuating circumstances by the Design Review Board.*

Application Process

Secure a Greensburg HOTTCity Façade Improvement Program grant application. Complete it in full and return it with the Façade Improvement Checklist to the Design Review Board at the City Hall, 221 N. Monfort St., Greensburg.

Timeline

1. HOTTCity Design Review Board receives application
2. Preliminary Approval: There will be an on-site inspection of the property by members of the Design Review Board. After this inspection, they will make a preliminary decision on the status of the application.
3. Architectural Assistance applications selected. (If applicable)
4. Completed architectural drawings and plans of the building which illustrate all proposed work, including any structural work or repair, awnings, signage, cost estimates, construction schedules and paint colors submitted to the Design Review Board; \$500 architectural assistance grant issued.
5. Design Review Board selects projects on a six-month cycle (January-July). The decision to grant is based on: 1) The adherence to Design Review Guidelines; 2) The applicant's readiness to take action; 3) The project's impact; and 4) Historic significance. If not approved, the Design Review Board will explain, in writing, to the applicant the reasons for rejection and what, if any, steps can be taken to receive approval.
6. Grant agreement signed; total grant determined. The intent is to assist property owners by providing reimbursement for major elements as they are completed. No funds will be issues without proof of payment.
7. Grantee is responsible for obtaining any permits required for the project.
8. Project proceeds. The Design Review Board must authorize all changes in approved work specifications; deviations from an approved plan may disqualify the applicant from this grant program.
9. Project is completed. Proof of payment submitted and full amount of grant allocated.

General Requirements

1. All work must be in accordance with the HOTTCity Design Review Guidelines, all applicable local, state and federal codes.
2. All exterior code deficiencies or violations and imminent health and safety hazards must be corrected in conjunction with facade renovation. Additionally, any improvements clearly needed (aesthetic and/or structural) should be of top priority for the applicant.
3. Applicant shall be responsible for all construction management and contracting work to be done, as well as obtaining all local permits and following all local codes that are applicable to the project.
4. Upon completion of work, ALL receipts must be presented before funding will be available.
5. After inspection of property to insure that work completed complies with that submitted and approved through the application process, reimbursement will be made, (not to exceed original funds allocated through the Design Review Board).
6. Property improvements must be completed within 6 months of approval or applicant will be required to resubmit application. Limited funds are available and there is NO guarantee funding would be available.
7. Grants are limited to ONE PER ANNUM.

Program Amendments

The details of the Facade Improvement Grant Program may be amended subject to the formal approval of a majority of the Heart of the Tree City Organization.

The ultimate goal of this program is to encourage improvements that stress the historic significance and uniqueness of downtown structures through building restoration and beautification. To this end, projects involving major historical renovations, as they are received, will be given priority over projects consisting of minor maintenance or preservation.

Facade Improvement Program Application

I am seeking: (check all that apply)

Architectural Assistance Facade Improvement Grant Sign/Awning/Lighting Rebate

1. Address of property to be improved:

2. Age of property (Approx.):

3. Owner name:

4. Phone:

5. Owner address:

6. E-mail address:

7. Applicant address (*If different from owner*):

8. Applicant phone:

9. E-mail address:

10. Do you own or lease the property? Own Lease (Term)

11. Is the first floor of the building to be improved currently occupied? Yes No

· Name of Business:

· Type of Business: Retail Service Professional Other

· Number of Employees:

Telephone:

12. The following information must be submitted with your application to insure quick processing:

- a. Project plans and specifications or other appropriate design documentation.
 - b. Samples of paint colors to be used on facade improvements or signage
 - c. Photograph of existing condition of property
 - d. Application Checklist
 - e. Copy(s) of cost estimate(s) (minimum of 2 estimates required)
 - f. Written permission from property owner if applicable (attach)
- I understand that I am responsible for the maintenance of the facade improvements described here for a period of eight (8) years from the date of the project completion or until such time as the building is sold.
 - I understand the improvement grant must be used for the project described in this application and that HOTTCity Design Review Board must review the application and approve it prior to beginning construction. I understand that failure to comply with the approved application may result in losing my eligibility to receive funds.
 - I acknowledge that the Heart of the Tree City Organization is obligated only to administer the grant procedures and is not liable to the applicant, owner, or third parties for any obligations or claims of any nature growing out of, arising out of or otherwise related to the project or application undertaken by the applicant and/or owner.

Applicant's Signature

Date

Property Owner(*if different from applicant*) Date

Facade Improvement Program Checklist

Please submit this checklist as part of your application:

General

Application

Photograph of existing condition of property

Project plans and specifications of proposed improvements, including all materials and colors.

Written permission from property owner (if applicable)

Architectural Assistance

Written proposal from an accredited architect

Facade

Provide a rendering of major changes include specifications of all materials and colors.

When painting, provide paint samples and note where each color will be used.

When installing an awning provide information about the color, style, and position of awning chosen

Submit written estimates from a minimum of two contractors

Sign/Awning/Lighting

Provide a color rendering of design

Include specifications as to the size (height, width, and depth) of the sign/awning and/or lighting

Note how and where the sign/awning/lighting will be located on the building

Submit two (2) written estimates

Mail Completed Application to:

Facade Improvement Program

Heart of the Tree City

535 N. Michigan Ave

Greensburg, Indiana 47240