



CITY OF CREEDMOOR

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ARCHER WILKINS

RESOLUTION 2017-R-15 FACADE IMPROVEMENT PROGRAM

WHEREAS, the Board of Commissioners of the City of Creedmoor has recently prioritized the creation and implementation of a Facade Improvement Program as described in Creedmoor | FORWARD, 10-year Strategic Plan. This program is intended to incentivize private investment toward the improvement of non-residential downtown buildings; and

WHEREAS, the planning staff has researched many initiatives from other municipalities around the State of North Carolina and with the help of the Planning Board and the general public has drafted policy guidelines for the program; and

WHEREAS, the Board of Commissioners in accordance with G.S. §160A-456 is authorized to engage in, appropriate, and expend funds for community development programs and activities that provide assistance and financing the rehabilitation, restoration and preservation of private buildings; and

WHEREAS, the Planning Board at its April 13, 2017 meeting recommended approval of the Facade Improvement Program as drafted and included herein; and

WHEREAS, the Board of Commissioners has conducted a duly noticed public hearing on the topic at its meeting on May 2, 2017; and

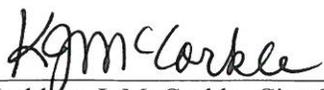
NOW THEREFORE, BE IT RESOLVED BY THE BOARD OF COMMISSIONERS OF THE CITY OF CREEDMOOR:

- Section 1.** The Board authorizes the implementation of the Facade Improvement Program Policy Guidelines as attached hereto; and
- Section 2.** The Board intends to fund the program an amount to be determined at the beginning of each fiscal year; and
- Section 3.** The Board adopts the policy guidelines as provided in Attachment A.
- Section 4.** The Board finds the foregoing resolution, having been submitted to a vote, received the following vote and was duly adopted this 2nd day of May, 2017.

Ayes: 5
Noes: 0
Absent or Excused: 0


Darryl D. Moss, Mayor

ATTEST:


Kathleen J. McCorkle, City Clerk



FAÇADE IMPROVEMENT PROGRAM

WHAT IS A FACADE?

A facade is defined as one vertical side of a building regardless of the number of stories. Each store front of a building can be considered an individual facade. The rear and/or side of a building may also be considered for a facade improvement grant, with priority given to the portion of the building visible from a public street.

PURPOSE OF FACADE IMPROVEMENT PROGRAM

The Facade Improvement Program is a City of Creedmoor sponsored program intended to encourage private investment by reimbursing a portion of costs incurred, improve the visual aesthetic and provide an economic incentive for the:

- ❑ Renovation, restoration, or reinvention of commercial building facades in the downtown area;
- ❑ Implementation of appropriate design standards for the rehabilitation of Main Street district buildings; and
- ❑ Preservation of the unique architectural and commercial character of Creedmoor.

EXAMPLES OF IMPROVEMENTS INCLUDE:

- ❑ Removing of false fronts, aluminum panels, and metal siding or canopies
- ❑ Paint removal or safe cleaning of brick and stone fronts
- ❑ Repointing brick and mortar
- ❑ Restoring glass storefronts to original architecture
- ❑ Relocation of electrical service boxes from front of the building
- ❑ Exterior lighting fixtures (if part of building facade)
- ❑ Entryway improvements
- ❑ Roof repair (if roof is part of building facade and visible from the street)
- ❑ Canvas awning installation (no advertising allowed on awnings)
- ❑ Structural facade repair
- ❑ Whole facade painting
- ❑ Demolition and labor (as part of a restoration project)
- ❑ Entrance door replacement (wood preferred)

WHO IS ELIGIBLE?

- ❑ Any property owner or tenant in a nonresidential building in the designated project area is eligible to apply. Government facilities and private residential dwellings are excluded from consideration.
- ❑ Either the property owner or the tenant of a building may submit an application. Property owners and tenants may also apply jointly. In any case, only one grant may be awarded for each facade in a three-year period.
- ❑ A tenant applicant must obtain the property owner's written consent for a facade renovation and submit it with the application. A property owner should attach any provisions for renovation undertaken while a property is occupied.
- ❑ The owners of any property for which an application is submitted must be up to date in their property tax payments on that property. There shall not be any

outstanding code enforcement issues or zoning violations associated with the applicant business or property in question.

EXCLUDED ACTIVITIES INCLUDE:

- ❑ Routine Maintenance or repair on facade or roof
- ❑ Architectural design or Engineering
- ❑ Murals or other artwork
- ❑ Street furniture (benches)
- ❑ Landscaping and planter installations (not intended to be permanent additions)
- ❑ Commercial signage of any type or style
- ❑ Construction begun prior to approval of facade improvement grant
- ❑ Any device, mechanism, or means specifically intended to grab attention or be noticed away from other facades
- ❑ Interior improvements, window displays
- ❑ Rental Assistance
- ❑ Fire sprinkler installation/upgrades

CRITERIA:

- ❑ All facade design proposals must meet applicable zoning requirements of the City of Creedmoor, meet applicable portions of the State Building Code, and comply with the Facade Improvement Program guidelines. All drawings/diagrams necessary for facade improvement grant approval must be included in the application package. Zoning compliance and/or building permit applications will follow, if necessary.
- ❑ Only exterior facade renovations are eligible for consideration under the Facade Improvement Program. The costs of limited interior alterations such as display window showcase changes may be included only if they are a necessary and integral part of the facade design.
- ❑ Phased renovation proposals of limited scope and costs spread over time are eligible subject to meeting guideline requirements and predetermined milestones.
- ❑ Priority consideration will be given to proposals that make visible and significant design contributions, and which contribute to the program goal of preserving the architectural, historic, and commercial character of downtown Creedmoor.
- ❑ A property does not have to be occupied at the time a facade grant application is submitted.
- ❑ Colors, exterior finishes, and material choices all will impact the Planning Board’s decision-making process. Please include as many samples and support information as possible with your application.

COLOR PALETTE:

- ❑ When choosing an exterior paint scheme, please use one of the following palettes: Benjamin Moore’s Historical Colors, Lowe’s/National Trust for Historic Preservation colors or Sherwin Williams’ Exterior Preservation palette.

FUNDING:

- ❑ First come, first served basis.
- ❑ Once the annual allocation is exhausted, applicants must wait until the beginning of the next fiscal year to apply. Applicants not approved during one funding cycle are not automatically rolled over into the next cycle. Each fiscal year's allocation is distributed to awards granted for that fiscal year.
- ❑ Successful applicants must wait three years after initial grant award before reapplying (phased renovations will be considered on a case-by-case basis). There is a maximum cap of \$10,000 awarded to any single property address over a twenty-year period.
- ❑ Facade Improvement Grants will reimburse up to 50% of eligible expenses with a minimum of \$1,000 and maximum contribution from the City of \$7,500. For example, a \$4,000 facade improvement, if approved, would be eligible for a reimbursement of \$2,000 from the City's Facade Improvement Program.
- ❑ Facade grants are paid only when the approved project is completed in accordance with the plans and specifications submitted with the proposal. A preliminary dollar amount of the grant is determined at the time of application.
- ❑ The final award amount must be justified based on documentation of actual costs incurred. Permitting fees (if any) are reimbursable expenses.
- ❑ A project that alters submitted plans without prior approval will be disqualified for payment. Designs not completed as approved may be disqualified.

APPROVAL:

- ❑ Applications are accepted year-round and are processed on a first-come first-served basis. Applications received on or before the third Friday in the month will be reviewed at the following month's Planning Board meeting.
- ❑ Applications must be submitted to the Community Development Building at 211 North Main Street. Following initial review by Planning Staff, the Planning Board will review applications and award or deny within 30 days of review.
- ❑ All applicants' design proposals must meet the building code requirements for the City of Creedmoor.
- ❑ All applicants must provide itemized cost estimates of labor and materials with the application.

POST-APPROVAL:

- ❑ Applicants, after approval, have up to four months to complete their projects.
- ❑ If an applicant needs more time to start a project, he or she must provide a written statement with a reasonable justification for an extension.
- ❑ Applicants will receive reimbursements once the projects are completed and approved by the Planning Director or Building Inspector, if applicable. Copies of invoices for the completed work will need to be turned in to the Planning Director so that appropriate funds can be allocated.

Please direct questions to Planning Director, Michael S. Frangos, AICP, CZO. He can be reached at (919) 764-1016 or at mfrangos@cityofcreedmoor.org.



**CITY OF CREEDMOOR – Community Development
FACADE IMPROVEMENT GRANT APPLICATION**

Information

Applicant Name _____
Property Owner Name _____
Business Owner Name (if different) _____
Business Name _____
Phone # _____
Email _____
Street Address _____
Mailing Address _____

Use of Building

Current use of building: _____
Proposed use of building: _____

Description of Proposed Renovation (Attach drawing, sketch, or conceptual image of proposed renovations, specifically identifying changes and paint color for each detail of the building, along with a photo of the building as it currently exists.):

Itemized Cost Breakdown of Facade Renovation:
(Please attach separate sheet) _____

Checklist for Complete Application

- 1) I have read the City of Creedmoor Facade Improvement Program Outline and fully understand the agreement.
- 2) The owner's written permission is attached, if applicable.
- 3) Drawings, sketches, and/or pictures, including color scheme and samples for project are attached.

I understand the City of Creedmoor Facade Improvement Program must be used in the manner described in this application, and the application must be reviewed and approved by the Planning Board prior to commencement of any project. I understand that failure to comply with the approved application may result in a forfeiture of all grant funds. Funds will be paid within 30 days after all work related receipts have been approved by the Planning Board.

Applicant Signature: _____ Date: _____