

# TOWN OF PITTSBORO FAÇADE GRANT PROGRAM

## SOURCE OF FUNDS

The program is funded through an allocation by the Town of Pittsboro Board of Commissioners.

## OBJECTIVE AND PURPOSE

1. The objective of the program is to dramatically improve the facades of downtown buildings so that after completion of work, citizens will notice a marked improvement in the appearance of the buildings.
2. The purpose of the program is to provide an economic incentive (financial assistance) to:
  - a. Promote storefront rehabilitation in the downtown area;
  - b. Preserve the unique character of downtown's historic buildings;
  - c. Encourage aesthetic compatibility for improvements to facades of non-historic structures;
  - d. Encourage the use of quality materials, good design, and workmanship in the rehabilitation of downtown properties;
  - e. Make improvements that make a highly visible contribution to downtown Pittsboro.

## ELIGIBILITY

1. A façade is defined as an individual storefront or commercial building side which faces a public right-of-way or is otherwise visible to the general public.
2. Although deemed less important, project proposals affecting rear facades will be considered.
3. Commercial building must be located within the designated Main Street Project Area – see attached map).
4. Owner or tenants are eligible; however the owner must sign the application.
5. If there is a building with multiple public-facing facades (i.e. – a corner building), each façade is eligible for a grant. Two different applications must be filled out and each is treated independently.
6. Only established businesses (those which have been in operation for more than two (2) years) are eligible for a grant relating to new signage.

## GUIDELINES

1. All rehabilitations must:
  - a. Meet the Building Code and Zoning Ordinance requirements of the Town of Pittsboro.
  - b. Follow the U.S. Secretary of the Interior's Standards for Rehabilitation (see attached).
2. Approved types of rehabilitations include:
  - a. Safe cleaning of brick/stone fronts or wall surfaces (chemical stripping, water wash or scraping – no sand blasting is allowed).
  - b. Masonry repair, mortar joint repair, re-pointing of brick.
  - c. Re-painting and patching of façade walls.
  - d. Repair/replacement of windows and/or doors.

- e. Removal of siding and exterior false facades and metal canopies.
  - f. Repair, reconstruction, and/or replacement of original architectural details.
  - g. Installations of canvas-type awnings.
  - h. Structural and cornice repair and/or replacement.
  - i. Railings, ironwork repair or addition.
  - j. Historic reconstructions, rehabilitation or compatible reconstruction of a store front.
  - k. Landscaping including sidewalks and plantings.
  - l. Murals.
  - m. Installation/replacement/repair of exterior lighting and appropriate signage including structures or frames that contain or hold a sign.
3. Ineligible projects include:
- a. Improvements made prior to grant approval.
  - b. Interior rehabilitation/improvements
  - c. Construction of false fronts.
  - d. Blocking up of windows or installing storm/vinyl windows and doors.
  - e. Demolition of historic features.
  - f. Roof and chimney repair and construction of mansard roof.
  - g. Installation of any type of veneer – aluminum, vinyl, stone, stucco or any other inappropriate materials that interferes with the historic integrity of the building. (This includes the repair of the cedar shake shingles so prevalent downtown).
  - h. Materials that are inappropriate to the original structure or nearby structures.

## **INTENT AND GUIDANCE**

1. Rehabilitation of structures in the downtown district should respect and reflect the architectural integrity of the entire building and retain those elements that enhance the building.
2. Priority is given to rehabilitation projects that notably and visibly improve downtown facades.
3. This program is to aid substantial investments to improve the aesthetic qualities of a building as well as protect it for the future.
4. Façades should be in harmony with the character of the Downtown and in coordination with the shape, color and design of adjacent facades.
5. Use colors that are compatible with other buildings and that are true to the style and age of the structure.
6. The Town reserves the right to withhold approval of grant application if color, design, sign design or other façade component is not deemed appropriate to the historic integrity of the structure and/or the Downtown as a whole.
7. The applicant is encouraged to seek the services of the State Historic Preservation Office (SHPO), including restoration consultants, before an application is completed and designs are formulated. Visits can be arranged by calling 919-807-6578. Design assistance has also been offered through the state Main Street Program. Applicants are encouraged to contact Stephanie Richardson with NC Dept. of Commerce at [srichardson@nccommerce.com](mailto:srichardson@nccommerce.com) or (919) 571-4900 x 224.

## **GRANT AWARD**

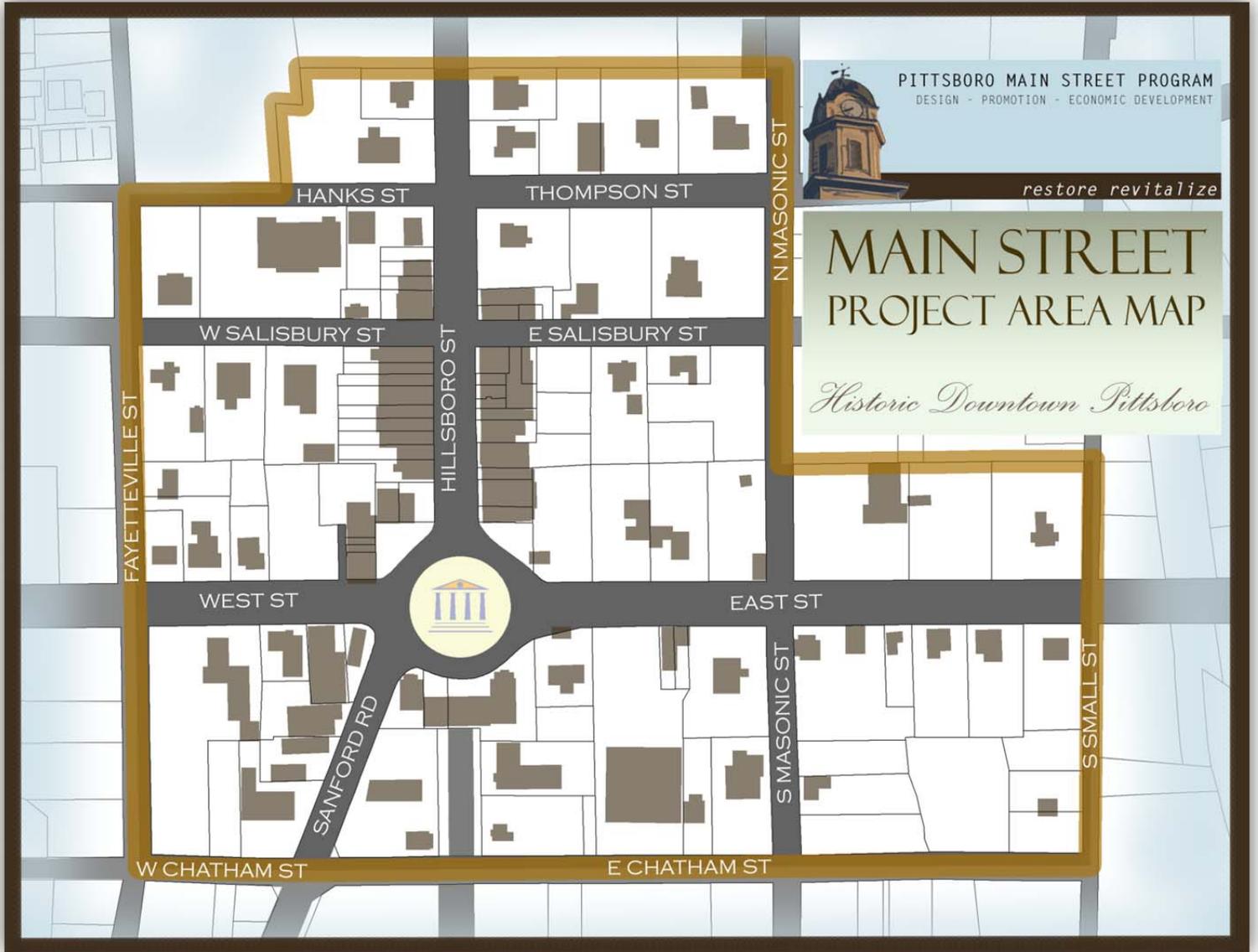
1. Grant award amounts are at the discretion of the Town.
2. Decisions may be based upon, but not limited to, size, project cost and amount of available funds.
3. Qualifying projects are eligible for a grant at a minimum of five hundred dollars (\$500) but not more than three thousand dollars (\$3,000) per façade on a fifty/fifty (50/50) matching, reimbursement basis. At the discretion of Town and based on applications received, larger grants may be considered on a case by case basis.
4. Any façade with more than fifty (50) lineal feet of public frontage is eligible for an additional amount of twenty five dollars (\$25)/lineal feet above fifty feet (50).
5. At least two (2) project cost estimates must be submitted with the application. If both estimates are deemed equal (in regards to quality of materials used, etc.) only fifty percent (50%) of the lowest estimate will be granted, regardless of which bid is accepted by the building owner.
6. The grant amount shall be determined at time of application approval and paid when the project is completed.
7. The work must be completed within four (4) months of application approval but the owner may request one extension for two (2) months based upon compelling valid reasons for the delay. Extensions are discouraged.
8. The façade improvement must stay in place for three (3) full years from the date of completion. If not, the grant amount for that project must be repaid in full.

## **DECISION PROCESS**

1. Applications will be reviewed for completeness and compliance with the criteria above by the Town's Planning Director and Main Street Program Coordinator. After review by the Planning Department staff, successful applications will be forwarded to the Town Manager with a recommendation for approval. Incomplete or unsuccessful applications will be returned to the applicant.
2. If the application is not approved, a meeting will be scheduled with the applicant and Town staff to refine the proposal to enable it to qualify if possible. If other more appropriate applications are pending, they will take precedence; however, efforts will be made to help applicants succeed.
3. A notification letter or email will be sent to applicants explaining approval or denial.
  - a. Denied applications may be improved/corrected and submitted for reconsideration. If the revised/corrected application is also denied, the applicant can appeal the denial of grant award to the Board of Commissioners via the Town Manager.
4. If awarded, the applicant and owner must accept contract/ grant agreement before work begins.
5. Applicant must obtain necessary zoning and building permits if applicable.
6. Applicant may then begin work.
7. Upon completion of work, applicant must submit any documents evidencing payment required by the Town including, but not limited to, canceled checks, contractors' payment receipts and lien waivers, to the Town of Pittsboro Planning Department.
8. Town Staff inspects work for conformance with the approved application.
9. If the work is accomplished in accordance with agreement, then the Town shall reimburse the Applicant for one half of the actual project costs or the grant amount, whichever is less.

For more information, please contact Paul Horne at [phorne@pittsboronc.gov](mailto:phorne@pittsboronc.gov) or 919-542-4621 x62.

DESIGNATED MAIN STREET PROJECT AREA MAP



## **U.S. SECRETARY OF THE INTERIOR'S STANDARDS FOR REHABILITATION**

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.



# Town of Pittsboro

## Façade Grant Program Application

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

Owner Name: \_\_\_\_\_

Applicant Name: \_\_\_\_\_

Applicant Mailing Address: \_\_\_\_\_

\_\_\_\_\_

Applicant Phone Number: \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_

Applicant Email Address: \_\_\_\_\_

Grant Request Amount \$ \_\_\_\_\_ Business Name \_\_\_\_\_

### APPLICATION SUBMITTALS

Completed original and two copies of the application form and supporting documentation:

1. Detailed written explanation/description of the project including total cost of improvements and projected date of completion,
2. At least two (2) detailed, itemized, construction bids/estimates/quotes of the project cost
3. Design plans/drawings/sketches of the proposed improvements
4. Color schemes or samples of paint colors
5. Current color photographs of the site

Submit application and attachments (paper and/or digital copies) to:

- [phorne@pittsboronc.gov](mailto:phorne@pittsboronc.gov); or
- Town Hall (635 East Street – to deliver in person); or
- Town of Pittsboro, Planning Department, PO Box 759, Pittsboro, NC 27312 (mail)

*I understand the limits and requirements of this program and if approved, agree to complete the project according to plan. I understand that failure to comply with the approved application may result in the termination of the grant.*

Applicant Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Owner Signature: \_\_\_\_\_ Date: \_\_\_\_\_