

CITY OF NORFOLK, NEBRASKA
DOWNTOWN REVITALIZATION
FACADE IMPROVEMENT PROGRAM

Program Overview

Statement of Purpose:

To improve the blighted appearance of non-residential buildings in the downtown area by restoring, renovating, replacing or reconstructing facades and signage.

Funding Mechanism:

A forgivable loan program administered by the Vehicle Offstreet Parking District No.1 of the City of Norfolk, Nebraska (VPD) and the Northeast Nebraska Economic Development District (NENEDD) and funded by the City of Norfolk, Nebraska Downtown Revitalization (DTR) Community Development Block Grant as available.

Loan Details:

- Available to property owners and tenants within the designated Norfolk DTR Revitalization Area as identified in Phase 1 of the DTR Study which runs from 1st to 8th streets on the East and West and includes both sides of Braasch and Madison on the North and South. Properties on North side of Braasch Avenue and the South side of Madison Avenue must have a Braasch or Madison Avenue address to qualify. See attached map.
- A property, for purposes of this program, is a parcel as identified by the Madison County Assessor's office with a unique parcel number.
- Eligible DTR improvements are rehabilitation of buildings such as facades, storefronts, awnings and signage.
- Must meet approval of Vehicle Offstreet Parking District No.1 of the City of Norfolk, Nebraska Design Advisory Board (DAB). Applications will be approved based on the following priorities, Building Preservation, Visual Impact in the Downtown District, Historic Restoration, and Project Readiness.
- Maximum forgivable loan is 50% of total DTR project cost up to a \$10,000 forgivable loan for each application. The amount awarded will be determined by the Design Advisory Board based on number of applications received and availability of funds.
- Forgiven over 5-year period.
- Application deadline will be determined by the City of Norfolk. If funds are still available after the first application cycle, additional cycles will be determined by the City of Norfolk.
- The five year forgivable loan can be transferred by property owner at the time of a sale to the purchaser if approved by the City of Norfolk. The loan will be prorated at 20% forgiven each year.
- Allow 60 – 90 days for approval and for environmental clearance.

The purpose of this forgivable loan program is to restore, improve or create historic architectural features to facades of buildings within the designated Norfolk DTR Area as identified in Phase 1 of the DTR Study, which runs from 1st to 8th streets on the East and West and includes both sides of Braasch and Madison on the North and South. Properties on North side of Braasch Avenue and the South side of Madison Avenue must have a Braasch or Madison Avenue address to qualify. See attached map.

- A. Where practical, building facades planned for upgrading shall be restored to their original period design. If it is deemed not practical by the Design Advisory Board, then a similar architectural design shall be used. All horizontal and vertical features (lintels and piers) shall be retained.
- B. If a building does not have a historic significant architectural design or feature, then another proposed design may be submitted to qualify for the program.
- C. 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.
- D. All color schemes shall accent the building as well as harmonize with adjacent buildings. Historical murals will be considered on a case-by-case basis.
- E. Maximum forgivable loan is 50% of the total approved façade, storefront, awning or signage improvement project cost up to a \$10,000 forgivable loan per property per application cycle. Funds will be awarded for facades, storefronts, awnings and signage. A property, for purposes of this program, is defined as a parcel as identified by the Madison County Assessor's office.
- F. More than one forgivable loan is allowed on each property. Property that has not been approved a forgivable loan will be given priority over property that has one or more forgivable loans either from this program or from earlier façade improvement programs, property with one forgivable loan will be given priority over property with two or more forgivable loans, and so on.
- G. No work for which a forgivable loan is sought should begin until authorized by the Design Advisory Board and the applicant has received a signed and dated Notice to Proceed from Northeast Nebraska Economic Development District.
- H. No forgivable loan monies shall be used to perform general repair, structural, or habitable work or otherwise to meet code to occupy the building.
- I. To qualify for forgivable loan funds, an application with appropriate conceptual plans and other documents must be submitted to the City of Norfolk.
- J. The work proposed by the applicant requires at least two bids from outside sources to verify that costs are within reasonable parameters.
- K. Contractors are required to comply with Davis-Bacon Wage Determinations, System for Award Management (SAM) registration, and E-Verify requirements (contact Northeast Nebraska Economic Development District for additional information).
- L. Contractors must secure all required building and construction related permits from the City and will be expected to complete the project in accordance with the approved plans, all applicable codes and ordinances, and standard building practices.
- M. Attestation of U.S. Citizenship form is required if applying as an individual.
- N. Projects are subject to Tier II environmental review and approval from the State Historical Preservation Office.
- O. The Design Advisory Board is appointed by the Vehicle Offstreet Parking District No. 1 of the City of Norfolk, Nebraska.
- P. Loan forgiveness period is five 5 years. Improved facades and signage must remain intact on building for a minimum period of five (5) years from date of completion. Changes to improved facades and signage prior to 5 years may trigger repayment of loan.

Design Guidelines

For the benefit of the entire City of Norfolk, Nebraska community, the Facade and Signage Improvement Program encourages the improvement of facades and signage in the historic downtown district, so as to accentuate the historic elements of the district through restoration, renovation, replacement or reconstruction of facades, as defined:

Facade shall mean the 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, doors and signage.

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

Renovation results in facade improvements which do not attempt to return the building to its original appearance. The objective should be a return in the appearance to the appropriate period architecture of the building. Historic features should be preserved and inappropriate later remodeling such as stucco, aluminum siding and vinyl siding should be removed. 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 facade is missing or has been significantly altered so as to make restoration or renovation impractical. Facade designs should select materials, dimensions and architectural details that are similar or compatible to surrounding buildings. Example: facade height, window size and spacing, materials and colors.

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

Therefore, this program encourages the following specific design guidelines for facades and signage in Norfolk:

- o Contemporary design alterations should not destroy significant historical, architectural or cultural material.
- o Distinguishing original qualities and character should be retained.
- o Historic material and distinctive architectural features should be retained.
- o Skilled craftsmanship that characterizes the building should be retained.
- o Deteriorated architectural features should be repaired rather than replaced. If replacement is necessary, new materials should match as closely as possible in design, color, texture and other visual qualities.
- o Building surface cleaning should be completed using the gentlest means possible. Exterior sandblasting or methods that will damage historic building materials should be avoided.

Design Guidelines

- o Alterations to facades should be done in a manner that if the alterations were to be removed in the future, the integrity of the structure and subsurface would be unimpaired.
- o Non-original building siding such as stucco, vinyl and aluminum should be removed whenever possible.
- o Replacement glass should be similar in size color and reflectivity to the original.
- o Dark-tinted glass should not be used.
- o Original historically significant facades should be restored with as little physical alteration as possible.
- o The use of incompatible materials for reconstruction should be discouraged; e.g. aluminum or steel siding, faux brick, asphalt or cedar shingles, plastic, fiberglass and stucco.
- o Storefronts should incorporate the three design elements of a traditional storefront to retain the integrity of the streetscape: bulkhead, storefront windows and transom windows.
- o Signage should accentuate the period architecture and should comply with local signage code ordinances.

Design and Document Approval Flow Chart

1. Application is filled out and submitted to the City of Norfolk, along with all items found in the Supporting Data Checklist.
2. The Design Advisory Board (DAB) reviews applications and then communicates formal approval/denial to the City. Applications will be approved based on the following priorities:
 - Building Preservation
 - Visual Impact in the Downtown District
 - Historic Restoration
 - Project Readiness
3. To avoid a potential conflict of interest, members of the DAB who are also property owners and/or tenants within the designated program area are eligible to apply for the forgivable loan program, but must abstain from voting on the award of such funds with respect to their own property.
4. The City of Norfolk contacts applicants regarding status of application.
5. The City of Norfolk will contact Northeast Nebraska Economic Development District for Tier II environmental review on approved applications. Please allow 60-90 days for approval & environmental clearance.
6. The Northeast Nebraska Economic Development District will meet with applicant and contractors to review and complete paperwork and legal documents during a preconstruction conference.
7. After receiving written Notice to Proceed, signed and dated by Northeast Nebraska Economic Development District, the project is undertaken according to approved design. Any changes must be approved by Design Advisory Board and Northeast Nebraska Economic Development District.
8. The Northeast Nebraska Economic Development District works with applicant and contractors to complete final paperwork and legal documents.
9. Applicant will pay the contractors invoice and submit proof of payment of all invoices to the City of Norfolk for reimbursement.
10. The City of Norfolk disburses forgivable loan proceeds to the applicant upon receiving an Acceptance of Project Completion from Northeast Nebraska Economic Development District.
11. The Design Advisory Board reviews facade and signage improvements annually for a period of five (5) years to ensure that approved designs remain intact.

Facade Improvement Program Application Form

Applicant Name _____

Applicant's Phone Number _____

Applicant's email address _____

Business Name _____

Business Dun's Number _____

Business Owner _____

Property Owner _____

Property Address _____

Property Legal Description _____

Type of façade improvement planned (See Design Guidelines)

- Restoration Renovation Replacement Reconstruction

Type of Signage improvement planned

- Removal New Alteration Repair

Structural alterations _____

Cosmetic alterations (moldings, etc.) _____

Painting (approximate sq. ft. area) _____

Other work – Please specify (awnings, etc.) _____

Total Cost of Project _____

Amount requested (**50% of total approved Façade Improvement project cost**) _____

I hereby submit the attached plans, specifications and color samples for the proposed project and understand that these must be approved by the Design Advisory Board of the Norfolk Vehicle Parking District #1. No work should begin until I have received written approval from the Northeast Nebraska Economic Development District. I further understand that the project should be completed within six (6) months from date of project approval and that loan monies will not be paid until the project is completed. 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. I understand that a Deed of Trust, in the amount equal to the loan amount will be placed upon the property at the time that the client(s) signs the promissory note. This lien, in favor of the City of Norfolk, will take a subordinate position to all existing liens.

Signature of Property Owner

Signature of Tenant (if applicable)

Printer Name & Title of Property Owner

Printed Name & Title of Tenant (if applicable)

Date

Date

Supporting Data Checklist

Please submit this checklist as part of your final application

Major facade alteration:

- Provide a rendering of major changes, including paint and awning colors where applicable
- Submit two (2) written estimates from contractor and subcontractors

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 two (2) 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 body color and which will be accent colors
- Note where each color will be used
- Submit two (2) 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 two (2) 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*

Documents:

- Submit signed Hold Harmless Agreement (see attachment)
- If applying as an individual, submit signed United States Citizenship Attestation Form (see attached)
- Submit copy of current Occupational License and Certificate of Use (if applicable)
- Provide Business's DUNs Number (Data Universal Numbering System)
(Contact Northeast Nebraska Economic Development District for assistance if needed)

Release and Hold Harmless

Release executed on the _____ day of _____, _____, by (Property Owner)

_____ and (Tenant if Applicable)
_____, of (Street Address)

City of Norfolk, County of Madison, State of Nebraska, referred to as Releasor(s).

In consideration of being granted monies for restoration, modifications, signage, or other physical changes to the property located at the above address, the Releasor(s), understands that they are solely responsible for providing their own contractors, and to assure that those contractors are fully insured and registered and have obtained all necessary permits in accordance with City regulations. The Releasor(s) waives, releases, discharges, and covenants not to sue the Vehicle Offstreet Parking District No.1 of the City of Norfolk, Nebraska, the Northeast Nebraska Economic Development District or the City of Norfolk, Nebraska 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 related to the façade and signage improvement program

Releasor(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.

Releasor(s) further states that it has carefully read the above release and knows the contents of the release and signs this release as its own free act.

Releasor's obligations 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 Tenant (if applicable)

Printer Name & Title of Property Owner

Printed Name & Title of Tenant (if applicable)

Date

Date

GRIEVANCE PROCEDURE

In the event that an applicant feels that he/she has been unfairly treated or discriminated against during the process of selection of projects to be funded, or during any other process of the Downtown Revitalization Façade Improvement Program, he/she may appeal the Design Advisory Board decision to the Vehicle Offstreet Parking District No. 1 of the City of Norfolk, Nebraska (VPD) for their consideration. The written appeal must be received by the chairperson of the VPD within 14 calendar days of the Design Advisory Board decision. The VPD will then act to support or overturn the Design Advisory Board action within 14 calendar days of receipt of the written appeal. The applicant may appeal the decision of the VPD to the Mayor of Norfolk and the City Council within 14 days of the VPD decision. The Mayor and the City Council have final authority in the decision and will act to support or overturn the action of the VPD within 30 days of the receipt of the appeal by the City Clerk. Nebraska Department of Economic Development (NEDED) will be notified of any grievances that the grantee receives which are not resolved by the grantee's standard grievance procedures. In some cases it may be necessary to use a neutral third party as mediator between the business owner, the grantee, the grant administrator, and the contractor. The third party mediator cannot be the grant administrator or a member of the grantees decision making council. Economic Development Districts throughout the State of Nebraska would be utilized as the third party mediator. It will be agreed, that the decision of the mediator will be final and binding on parties involved in the dispute. All parties in a dispute have the right to contact the NEDED.

AMENDMENTS TO PROGRAM GUIDELINES

In an ongoing effort to improve the quality of the City of Norfolk's Downtown Revitalization Façade Improvement Program, the City of Norfolk will accept suggestions from the public, program participants, contractors, program staff, or members of the Vehicle Offstreet Parking District No. 1 of the City of Norfolk, Nebraska and City Council with regard to program guideline amendments. All suggestions received will be taken under consideration by the City Council. Upon approval of NEDED and adoption by the City of Norfolk, the amendment will be included in the program guidelines. All amendments to the guidelines must be approved by NEDED.

United States Citizenship Attestation Form

For the purpose of complying with Neb. Rev. Stat. §§ 4-108 through 4-114, I attest as follows:

_____ I am a citizen of the United States.

— OR —

_____ I am a qualified alien under the federal Immigration and Nationality Act, my immigration status and alien number are as follows: _____, and I agree to provide a copy of my USCIS documentation upon request.

I hereby attest that my response and the information provided on this form and any related application for public benefits are true, complete, and accurate and I understand that this information may be used to verify my lawful presence in the United States.

PRINT NAME _____
(first, middle, last)

SIGNATURE _____

DATE _____

Downtown Revitalization (DTR) - Facade Improvement Program Boundaries

Available to property owners and tenants within the designated Norfolk Downtown Revitalization Area as identified in Phase 1 of the DTR Study which runs from 1st to 8th Streets on the East and West and includes both sides of Braasch and Madison Avenues on the North and South. Properties on north side of Braasch Avenue and the south side of Madison Avenue must have a Braasch or Madison Avenue address to qualify.

