



Forging a stronger, more inviting, more vibrant Plain City.

## UPTOWN PLAIN CITY ORGANIZATION (UPCO) 2018 FAÇADE IMPROVEMENT GRANT PROGRAM

### PROGRAM DESCRIPTION

The Uptown Plain City Organization provides 50/50 matching grants, up to \$3,000, for design improvements to commercial or mixed-use properties within the Historic Uptown area (see attached map). Grants will be made in accordance with the criteria and scoring system established by UPCO. Applications are available from the water office located beside the Village Admin building, 213 South Chillicothe Street, or on our website at <http://uptownplaincity.com>. Funds will be awarded at the July 19, 2018 UPCO Farmer's Market.

### OBJECTIVE:

The objective of the UPCO Façade Improvement Grant (FIG) Program is to encourage and facilitate appropriate design improvements to, and in conjunction with, commercial or mixed-use properties, taking into consideration the historic, architectural and site character of subject properties.

PROCEDURE: All items must be submitted with the application or it will be automatically disqualified.

\_\_\_\_\_ 1. Thoroughly review all information, including the Façade Project Guidelines and the Terms and Conditions.

\_\_\_\_\_ 2. Submit photograph(s) of existing conditions.

\_\_\_\_\_ 3. Complete the application form.

\_\_\_\_\_ 4. Include in your application:

- Cost estimate(s), on vendor letterhead.
- Detailed sketch/pictures of proposed improvements.
- Description of scope of project, with specs and materials list.
- Property Owner Release Form (if appropriate).

\_\_\_\_\_ 5. Submit all of the above by June 30, 2018 to:

Via U.S. Mail:                      Uptown Plain City Organization  
   P.O. Box 297  
   Plain City, OH 43064

Or drop off at the UPCO office (put in slot) located behind the Village Admin building at 213 S Chillicothe Street (former zoning office).

NOTE: The Design Review Committee may request additional information from an applicant to further define or clarify his/her specific project.

## FAÇADE PROJECT GUIDELINES

### TERMS AND CONITIONS:

1. The project requires 50% matching funds.
2. You must obtain approval from the Design Review Board for all applicable exterior modifications.
3. You must obtain applicable permits/approvals from the Village of Plain City Zoning Inspector or Union County Building Department.
4. You must save all paid receipts from bona fide contractors or trades people, including proof of payment (i.e. canceled check, vendor receipt, etc.).
5. Funds must be returned to UPCO if project does not receive required approvals from other governmental bodies (permits, etc.), or if the applicant decides to not pursue the project.
6. Any un-awarded funds will get carried-over and added to the budgeted grant amount for the following year.
7. Projects should be completed within 365 days from the date of grant receipt. (In certain extenuating situations, the Design Review Committee may consider extending that deadline, if the request is submitted at the time of application, or immediately upon the occurrence of the extenuating circumstance).
8. Organization or individual applying for the FIG must be a member of UPCO in good standing.

### CRITERIA:

1. Eligible applicants: any person(s) or entity that owns or leases property in the Historic Uptown area, and who is/are also a member of UPCO in good standing are eligible to apply. Previous grant recipients are only eligible if the work related to that previous grant has been completed.
2. Project location in Historic Uptown area (per defined Village of Plain City boundaries).
3. Eligible projects may involve the major maintenance, repair, general rehabilitation, and restoration of commercial storefronts and upper story façades. It may also include the removal and replacement of commercial signs and awnings. Specifically, eligible projects include but are not limited to the following types:

#### A. BRICK AND STONE MASONRY

Structural repairs, cleaning, repointing, and painting

**B. ARCHITECTURAL METALS**

Repair, cleaning, refinishing, painting, duplication, and restoration of exterior building components, e.g., cast iron, pressed tin

**C. DOORS AND WINDOWS**

Maintenance, repairs, replacement, and restoration of window sashes, or exterior door replacement/repair.

**D. EXTERIOR WOODWORK**

Maintenance, repair, rehabilitation and restoration of sills, window and door frames, bulkheads, storefront and roof cornices, window hoods, and decorative molding

**E. STOREFRONTS**

Removal of inappropriate coverings and additions, maintenance, repair, rehabilitation, restoration of display and transom windows, and lighting

**F. SIGNAGE**

Maintenance, repair, removal, and/or replacement; lighting.

**G. PAINTING**

Surface preparation, cleaning and painting

**H. AWNINGS**

Maintenance, installation, repair, or replacement of awnings. Awnings to be replaced must show considerable wear.

**I. ADA-ACCESSIBLE PROJECTS**

Ramps, thresholds, entrances

**J. SIDEWALK PROJECTS**

Restoration, major repair/replacement

**K. ROOFING PROJECTS**

Restoration, major repair/replacement

4. Project timing: Any eligible project that commenced in this calendar year may be considered.

5. Projects/buildings **NOT** eligible under this grant include the following:

- A. Interior work that is not visible from the outside.
- B. Residential-only buildings.
- C. Landscaping-only projects
- D. Parking lot maintenance projects.

**DISCLAIMER:**

UPCO and its affiliates (including the Design Review Committee) disclaim any responsibility for ensuring that improvements undertaken through its Façade Improvement Grant (FIG) Program comply with the requirements of ADA. Owners should seek their own legal, architectural, or

engineering advice concerning ADA compliance. Awarding of a grant in no way constitutes approval of ADA or any other (including state or local) requirements. Furthermore, we do not accept any responsibility for any errors in improvements or omissions concerning construction, engineering, or architectural matters or the like.

DESIGN GUIDELINES:

To facilitate compliance with design standards, UPCO has adopted general guidelines pertaining to the preservation, maintenance, repair, or replacement of building components, such as masonry, wood, architectural metals, windows, entrances and store fronts. The basis for these guidelines was adopted from the Secretary of the Interior’s Standards for Rehabilitation. The Design Review Committee will review and comment on all submitted projects in terms of these design standards and guidelines, specifically numbers 1, 2, 5, 9, and 10 (see attached).

SCORING SYSTEM:

Exterior building improvement:	+5 points
Project that faces main arterial street (Main or Chillicothe)	+5 points
Pre-approval of project by the DRB (next meeting 5/7/18)	+10 points
Project start time:	
Completed/in-progress to 3 months	+ 10 points
3 to 6 months	+ 7 points
6 to 9 months	+ 5 points
9 to 12 months	+ 2 points

Design Review Committee Point Awards:

Significant visual improvement	+0 to 10 points
Benefit to Uptown	+0 to 10 points
Historic preservation components	+0 to 10 points

QUESTIONS:

Contact Shannon Pine, UPCO Vice President, at [steelerspines@gmail.com](mailto:steelerspines@gmail.com).



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UPCO FAÇADE IMPROVEMENT GRANT PROGRAM APPLICATION

PROJECT INFORMATION:

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

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

Business(s) to be affected by this project: \_\_\_\_\_

CONTACT INFORMATION:

Contact Name: \_\_\_\_\_ Contact #: \_\_\_\_\_

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

E-Mail Address: \_\_\_\_\_

Is applicant the owner of the site? Yes \_\_\_ (attach Release Form) No \_\_\_ (attach Consent Form)

Briefly describe the Façade Improvement project (attach material list and use separate page if necessary): \_\_\_\_\_

Expected start date of construction: \_\_\_\_\_

Expected completion date (provide explanation on separate page if longer than 1 year from start date): \_\_\_\_\_

Estimated Total Project Costs: \$\_\_\_\_\_ (Attach estimate, if applicable)

Grant Request: \$\_\_\_\_\_ (1/2 total cost of project or up to \$3,000 maximum, whichever is lower)

I hereby acknowledge that I understand and accept the Terms and Conditions of the UPCO Façade Improvement Grant (FIG) Program. This signature indicates my intent to meet the specified Terms and Conditions if grant money is awarded. I further understand that, upon grant award, payment will be in strict accordance with UPCO-approved Façade Design Guidelines and the Terms and Conditions thereof, which are hereby made part of this agreement.

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

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(For Office Use Only)

Application Receipt Date: \_\_\_\_\_ Date of DRC Evaluation: \_\_\_\_\_

Total Score: \_\_\_\_\_ (See comments on Evaluation Form)

UPCO PROPERTY OWNER RELEASE FORM (For Owner/Applicants)

UPCO Façade Program Applicant: \_\_\_\_\_

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

Description of Project: \_\_\_\_\_

\_\_\_\_\_

(Estimated) Project Start Date: \_\_\_\_\_

I, \_\_\_\_\_, as owner of the above property, hold the Uptown Plain City Organization (UPCO), and its agents, harmless of any and all liability that may arise from the implementation of this project or the UPCO Façade Improvement Grant Program.

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

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PROPERTY OWNER CONSENT FORM (For Tenant Applicants)

UPCO Façade Program Applicant: \_\_\_\_\_

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

Description of Project: \_\_\_\_\_

\_\_\_\_\_

(Estimated) Project Start Date: \_\_\_\_\_

I, \_\_\_\_\_, as owner of the above property, do give my consent for this project to occur, holding the Uptown Plain City Organization (UPCO), and its agents, harmless of any and all liability that may arise from the implementation of this project or the UPCO Façade Improvement Grant Program.

Signature: \_\_\_\_\_

Date: \_\_\_\_\_







## Secretary's Standards for Rehabilitation

(<https://www.nps.gov/tps/standards/rehabilitation.htm>)

Rehabilitation projects must meet the following Standards, as interpreted by the National Park Service, to qualify as "certified rehabilitations" eligible for the 20% rehabilitation tax credit. The Standards are applied to projects in a reasonable manner, taking into consideration economic and technical feasibility.

The Standards apply to historic buildings of all periods, styles, types, materials, and sizes. They apply to both the exterior and the interior of historic buildings. The Standards also encompass related landscape features and the building's site and environment as well as attached, adjacent, or related new construction.

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.