

Facade Grant Program

Eligibility Requirements

- Property owner must sign application and submit proof of ownership.
- Only buildings located within the Historic Commercial District are eligible for the Facade Grants. The area of coverage being addressed in the Lake City Historic Commercial District is from the South side of Railroad Street to the North side of Duval Street, from the East side of Columbia Avenue, to the West side of Hernando Avenue.
- All work must be done on the exterior of the building and result in a publicly visible improvement. Work on the roof of a building is not eligible for a facade grant.
- All work done must be in accordance with City Code and Florida Building Code. All required permits must be obtained. Work must include the correction of any exterior building code violations.
- Signs are eligible for a facade grant but must not amount to more than 50% of the total project expenditure.
- Only work begun **after** approval by the Facade Grant Committee will be eligible for a grant. Work in progress or performed before approval will not be eligible.
- All work must comply with the Facade Grant Program's Design Guidelines or be approved by the City's Facade Grant Review Committee.
- The following types of property are **not eligible**:
- **Tax delinquent property.**
- **Property in litigation.**
- **Property in condemnation or receivership.**
- **Property owned by religious groups.**

Applications

Application packages must include enough documentation to illustrate the visual impact of the project and its cost. The items submitted should include:

- A completed application form.
- Photographs of the existing conditions.
- Accurate scaled drawings of the proposed improvements signed and sealed by an architect or engineer if required (ie: structural integrity, life safety issues).
- Samples of materials and colors to be used.
- Manufacturer's literature and specifications for windows, doors, awnings, signs, etc.
- Any other documentation necessary to illustrate the visual impact of the proposed project.
- At least 3 written, competitive proposals from licensed and bonded contractors on their letterhead. These proposals should give detailed information about the work to be done, the costs, and the project completion schedule. Copies of insurance and license(s). Any contractor that has submitted a competitive, detailed estimate may be used.
- If unable to obtain at least 3 written proposals, complete information sheet on vendors contacted.
- The documentation submitted with the application will not be returned to the applicant.

Application Review

The Facade Grant Review Committee shall be comprised of the following: 2 merchants, 2 property owners, 2 interested parties, 1 city staff member. Merchants and property owners shall be from the area encompassed in the Grant.

If the property owners on the committee wish to apply for a grant they shall abstain from decisions in reference to their property.

If the property owner of the merchants on the committee wishes to apply for a grant they shall abstain from decisions in reference to their property.

The Review committee will determine if the application package that is submitted is sufficiently complete to review and draft a recommendation to the Facade Grant Committee. The Growth Management Department will review submitted application packets to determine if a permit will be required and if all building code requirements have been met.

Complete applications will be reviewed by the Facade Grant Review Committee to determine whether the project should receive a grant and determine the amount of the award. In making the determination, the Facade Grant Review Committee will consider the following factors and may give priority to projects that meet the following criteria:

- **Is the project in a historic district or is it an individually eligible historic building?**
- **Will the project positively contribute to a city assisted redevelopment effort?**
- **Will the project improve a blighting influence?**
- **Will the project leverage substantially more investment than the required matching amount of the grant?**
- **Will the grant result in an improvement that would not be made otherwise?**
- **Does the project comply with the Facade Grant Program's Design Guidelines?**

Applications should be turned into the Following:

City of Lake City
City Manager's Office
Attn: Facade Grant Applications
205 N Marion Avenue
Lake City, FL 32055

The Facade Grant Review Committee will meet as soon as possible after the application deadline. You will be notified of their determination within 2 weeks of their meeting.

Award Reimbursement

- Reimbursement shall be limited to 75% of the total cost of eligible improvements, not to exceed \$7,500. Larger buildings with more than one storefront and/or more than one side visible (on a corner) may be considered for larger grants on a case-by-case basis by the Facade Grant Committee. All necessary government approvals, building permits, and taxes are not eligible items for reimbursement. Any projects totaling less than \$1,000 are not eligible.
 - The Facade Grant Review Committee reserves the right to refuse reimbursement in whole or part for work or expenditures that:
 - Do not conform to the program or design guidelines.
 - Do not conform to the proposal(s) submitted with your application and authorized by the Facade Grant Review Committee.
 - Are not commensurate with the workmanship and costs customary in the industry.
 - Are not completed within one hundred twenty (120) days. Since Facade Grant Review Committee cannot reserve funds for your project indefinitely, your grant may be subject to cancellation if not completed or significant progress hasn't been made by the progress deadline. Requests for extensions will be considered only if made in writing and progress toward completion has been demonstrated.
- Staff will inspect work to ensure that it complies with the approved plans. Any changes to the approved plan will require a written request from the applicant and approval by the Facade Grant Review Committee in order to retain the facade grant.
- Reimbursement can be expected in approximately three (3) weeks after all of the following documentation has been submitted:

- Copies of all paid invoices and cancelled checks for all of the facade work covered by the grant.
- These must equal at least the required matching amount plus the amount of the facade grant. All project expenditures must be paid by check. The invoices must be marked paid, signed, and dated by the contractors.
- Copies of the signed contracts with the contractors that are chosen to do the work. Copies of lien waivers from all general contractors, subcontractors, and major material suppliers.
- Photograph(s) of the completed project.
- All necessary Federal Labor Standards materials from contractors.
- Copy of final inspections performed by the City, if required.

The Facade Grant Design Guidelines outline the standards, which should be followed when renovating buildings using a Facade Grant. These design guidelines take into consideration a building's historic significance in determining an appropriate design solution to the renovation.

The Facade

The facade is the entire exposed exterior surface of a building that fronts a public street and contains the building's principal entrance. Any elevation not containing the main entrance but fronting a public street exposed to public view will be considered a secondary elevation. Secondary elevations may also be eligible for facade grants.

Acceptable paint colors for the facade are included in this packet.

Storefronts

It is the intent of these guidelines that most buildings should have a storefront - type glazing the street. When alterations are made to the first floor levels of buildings that currently have more closed up or opaque storefronts, the Facade Grant Program will usually require that the storefront be restored to its original condition of a more open facade. Opaque or permanently enclosed storefronts are prohibited, as are window treatments, which significantly decrease the amount of original window area. All damaged or otherwise deteriorated elements of storefronts, display windows, entrances, upper facades or signs should be repaired or replaced to match or be compatible with the original materials and design of the building. Buildings that are an integral element of the traditional streetscape should reflect and complement the character of surrounding area to the greatest extent possible.

If an existing storefront is to be replaced, the new storefront should be traditional in character and include an appropriately designed bulkhead panel, large glass display windows, a glazed transom surmounted by a storefront cornice, and a traditional glazed storefront door. This new storefront should fill the full height of the original masonry opening.

Masonry

Unpainted brick, stone, or terra cotta should not be painted or covered by another cladding material. Previously painted masonry, however, may be painted. If it is necessary to remove paint or clean unpainted masonry, the gentlest method should be used to do so. Sandblasting and other abrasive cleaning methods are prohibited because of the damage it can do to the masonry.

Defective mortar should be repainted by duplicating the original mortar in color, style, texture, and strength. Deteriorated masonry should be replaced with new masonry that duplicates the old masonry material as closely as possible.

Upper Story Windows

Upper story windows that are visible from the public right-of-way should be restored to their original condition, if possible.

Creating additional openings, enlarging or reducing window opening sizes and filling openings with materials such as glass block, should be avoided. If the replacement of a window sash is necessary, the replacement should duplicate the appearance and design of the original sash to the greatest extent possible. Modern style window units such as a horizontal sliding sash or single panes of fixed glass in place of an original double hung sash, as well as the substitution of units with glazing configurations not appropriate to the style of the building should be avoided.

Trim & Ornamentation

All structural & decorative elements of eligible facades should be repaired or replaced to match or be compatible with the original materials and design of the building to the greatest extent possible. This includes, but is not limited to window caps, carved stonework, ornamental plaques, and cornices.

Awnings & Entrance Canopies

If storefront awnings are to be used, they should be of a traditional tent style. Internally illuminated, half round hoop, and truncated wedge shaped awnings will generally not be approved. Awnings should be made of canvas or neoprene impregnated fabric instead of shiny vinyl. Awnings with soffit panels should not be used to allow the structure on the underside of the awning to be exposed. Custom awnings may be approved if sensitively designed to enhance a new storefront design. Awning colors and patterns shall compliment the facade colors.

Entrance canopies extending out to the curb may be permitted if they are traditional in design, fabric covered, and sized to complement the proportions of the storefront. Fixed, metal, asphalt shingle or mansard type canopies should not be used.

Signage

New signage should be traditional in character to complement the architecture of many of the older buildings. There are many types of traditional signs that are appropriate for use on older storefronts.

All signage must meet the code requirements for the City of Lake City.

- **Signboards**

A flat signboard with hand painted or raised lettering is the most appropriate type of sign for older commercial buildings. These signs should be placed in the narrow band above the storefront called the sign zone and is externally lit. Modern, internally lit box signs are not permitted when using the Facade Grant Program.

- **Awning Signs**

Awning signs have lettering on the edge flap or "skirting" of the awning that remains visible when the awning is either retracted or open. Lettering on the main part of the awning is generally not permitted.

- **Display Window Lettering**

Another common type of storefront signage is lettering that is painted on or etched into the interior side of display windows and glazed entry doors. These signs should consist of only lettering and/or a logo, should not cover more than 1/5 of the area of the glass panel, and should not obscure the display area.

- **Hanging Signs**

A permitted hanging sign is attached to the supporting members of an awning.

- **Transom Signs**

A transom sign is made of leaded glass letters that are built into the transom above the storefront display window or door. These can be illuminated at night with backlighting or illuminated from the glow of interior store lights. These signs can be made today by

leaded glass crafts workers and can be made as easy to remove panels that can be changed when tenants change.

- **Neon Signs**

Neon signs first became popular in the late 1920's and 30's, and are seeing a renaissance in popularity today. There are many neon sign artists who can design new signage that will complement an older storefront. Exterior neon signs are most appropriate for post 1920's commercial buildings, while neon signs that are mounted within a display window can be successfully adapted for use on all types of commercial structures.

Security Gates and Bars

The installation of either interior or exterior, permanent or retractable security gates or bars is prohibited. They are out of character with the architecture; create an impression that the area is unsafe, and ultimately hurt business. Less obtrusive security devices, alarm systems or unbreakable glazing material are preferred alternative security measures.

Exterior Lighting

Spot or flood lighting to highlight the architectural detailing of a building should be inconspicuous and blend with the wall on which it is mounted. No lights should move, flash, or make noise.

Other Exterior Elements

Existing exterior fire escapes, ladders, standpipes, vents, etc. should either be painted to blend with the wall on which it is mounted. No lights should move, flash, or make noise.

Landscaping & Fencing

In some projects landscaping and fencing will be considered. Planters or retaining walls should be built of a material, which compliments the materials of the adjacent buildings. Priority will be given to projects which will create a buffer.