

Quincy Preserves

Façade Program Guidelines

I. Program Objectives

The intent of this program is to promote the continued revitalization of commercial buildings within the Central Business District by:

- A. Restoring period architectural design details and characteristics of building facades and
- B. Correcting property maintenance code violations related to building facades.

II. Eligibility

A combination of loan and grant awards will be made available for commercial buildings or buildings with commercial uses on the main floor and residential uses above the main floor on a property by property basis. Eligibility for the program will be determined by the Quincy Preserves, Inc. Façade Committee here after referred to the Façade Committee. The Quincy Preserves, Inc. Board of Directors will make loan/grant awards.

A. Location

To be eligible for consideration, a structure must be located within the area bounded by Front Street, 12th Street, Broadway Street and State Street. Buildings on both sides of the boarder streets are eligible for consideration. Sufficient historical architectural buildings outside the designated boundaries may be considered by the Quincy Preserves Board of Directors.

B. Architectural or Historic Significance

Preference will be given to structures of local architectural or historic significance as determined by the Façade Committee. Properties lacking architectural or historic significance may be deemed eligible for the program if the proposed changes will create a façade typical of the time period in which the building was constructed, if between 1880 to 1940. The Façade Committee shall determine building eligibility under façade re-creation provisions.

III. Eligible Work Items

A. The following are among the types of exterior improvements for loans/grants:

1. Window/door repair or appropriate replacement work.
2. Storefront rehabilitation, including removal of non-original siding.
3. Cleaning or painting of exterior surfaces.
4. Repair or restoration of architectural detailing.
5. Awnings.
6. Signs.
7. Architectural, engineering and design fees.
8. Any sandblasting must have prior approval from the Illinois Historic Preservation Agency (IHPA).

B. Preference will be given to projects involving full façade restorations instead of story by story renovations.

C. All proposed exterior major renovations to historical buildings (pre 1940) must be approved by the Historic Quincy Business District (HQBD). Approval is based upon

conformance with the Secretary of Interior's Standards for Rehabilitation and Guidelines for Rehabilitating Historic Buildings. Non-historic buildings (after 1940) do not require HQBD review.

IV. Applicant Eligibility

- A. Applicants must meet one of the following ownership criteria:
 - 1. The applicant owns the property (loan/grants may be authorized with conditional approval, contingent upon applicant securing ownership prior to actually receiving the loan/grant) and all mortgages and liens must be identified.
 - 2. The applicant is the purchaser of the property under a land sale contract, and
 - i. Provides the Façade Committee with a copy of the signed contract,
 - ii. Accepts financial responsibility for the improvement work,
 - iii. Provides written consent from the title holder for the proposed rehabilitation work and
 - iv. Secures the title holder's consent to execute and record the agreement between the Façade Committee and the recipient with the Adams County Recorder.

V. Program Procedures

- A. The applicant can utilize the Illinois Main Street Design Services or select an architect registered by the State of Illinois. Restoration shall be done to resemble the building façade during the period of 1880 to 1940 or the earliest date of when the building was built (for major exterior renovations).
- B. The applicant will submit to the Façade Committee the following material:
 - 1. A preliminary architectural plan proposal (for major exterior renovations).
 - 2. Cost estimate for exterior façade improvement, meeting minimum city building code requirements.
 - 3. Verification of property ownership, such as an attorney's opinion, title update or title commitment.
 - 4. Completed application form.
- C. The Façade Committee will review the renovation plans and determine the building's compatibility with the architectural character of the Historic District or the historic context of the CBD. Based on the review of the Façade Committee shall tentatively approve a loan/grant or deny the application. (If funds are not available, the applicant will be notified in writing.)
- D. Upon approval, a six month funding reservation commitment is established. The applicant must prepare final detailed plans and specifications and sign a façade loan/grant agreement. If the project does not go under contract within this six month period, the Façade Committee's commitment will be released and the applicant will be notified in writing.

VI. Financing and Conditions

- A. Assistance on façade renovation will be provided through a combination low interest rate loan and grant. Loan amounts will not exceed \$25,000 or 25% of the total project cost and grant amounts will not exceed \$25,000 or 25% of the total project cost. The percentage of the loan and grant amounts in a single project must be equal. For example: A property owner with a total façade restoration project of \$10,000 would be required to

- invest \$5,000 (50%) of their own money and the Façade Program would provide a low interest loan of \$2,500 (25%) as well as provide a grant in the amount of \$2,500 (25%).
- B. There is a \$1,000 loan and \$1,000 grant minimum.
 - C. Interest rate has a minimum of 3%. The term and amortization schedule would match that of the participating financial institution or be set by the Façade Committee.
 - D. Loans must be secured by collateral sufficient to assure repayment. Acceptable security could include one or more of the following: a mortgage on land, a building, equipment, or a personal guaranty from the borrower. A life insurance policy matching the loan amount naming the Façade Committee as beneficiary may also be required.
 - E. The applicant/property owner will enter into a façade loan/grant agreement with the Façade Committee for the external renovation work. The applicant will agree to make and maintain improvements to the building during the term of the loan/grant agreement. No alterations to the building façade will be allowed during the term of the loan/grant agreement without prior agreement. This includes signage associated with the building for the business(s) in the building.
 - F. Loans/grants will only be approved for permanent quality exterior improvements to a property that maintain or enhance the building's architectural or historical features.
 - G. Loans/grants shall not be provided for minor exterior maintenance activities which are the owner's responsibility.
 - H. An applicant may apply for a loan/grant for more than one property.
 - I. The applicant will pay all other fees (not included in eligible work items) attributable to the project.
 - J. The Façade Committee reserves the right to recall a loan/grant if any of the eligibility requirements are violated.

VII. Deadlines

Application Period – Applications will be received and prioritized every 30 days beginning the first of every month, as funds exist.

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July 16, 2008

Prioritizing Projects

Priority Ranking Criteria

1. Geographic Location
 - ✓ Within the CBD Façade Improvement Area 0 pts
 - ✓ Within the Historic District 5 pts
 - ✓ Targeted Preference Block 10 pts
2. Building Significance
 - ✓ Non-Contributing 0 pts
 - ✓ Contributing 5 pts
3. Building Use / Adaptive Re-Use
 - ✓ First Floor Utilization 5 pts
 - ✓ Upper Floor Utilization
 - Existing 5 pts
 - Proposed (demonstrated by plans & financing) 5 pts
 - No specific plans/storage 0 pts
 - Apartment bonus (application pending) 5 pts

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Date of Application _____ Application Number _____

Applicant

(Please print Last, First name and Social Security #)

Applicant(s)

(Please print Last, First name and Social Security #)

Address _____

(Number, Street, Apt. #)

City _____ State _____ Zip _____

Phone Number (s): Home _____ Cell _____ Work _____

Signature of Applicant (s)

Address of property for loan/grant _____

Legal Description (attach continuation if needed) _____

Verification of Title (Attorney's Opinion, Commitment or Update Attached)

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Title Holder Name and Address (if not applicant):

(Last name/First name) Please print

(Number/Street/ Apt. #)

(City/State/Zip)

Phone: Home _____ Cell _____ Work _____

Signature of Title Holder: _____

Rehabilitation Proposed for rental units? Yes ___ No ___

Has owner concurrently applied to CBD Commercial or Rental Rehabilitation programs? Yes ___ No ___

Description of Proposed Work: (Attach explanation sheet(s), plan and photographs)

If Property is occupied, attach a list of tenants and names of businesses.

Amount requested \$ _____

Façade Restoration Cost \$ _____

Amount of private investment for
Interior and additional rehabilitation \$ _____

Architects Fee \$ _____