



MOLINE CENTRE

2011 Facade Improvement Program Guidelines/Application Process



PURPOSE

To provide financial assistance to owners for the rehabilitation of facades of property tax generating structures, with priority given to historically and architecturally significant buildings in Moline's Downtown TIF District (see map attachment). All rehabilitation work must be respectful of the historic character of the building, with every reasonable effort made to preserve the distinguishing original stylistic features of said building.

The Facade Improvement Program is a forgivable loan with reimbursement of eligible costs disbursed upon completion of all authorized work.

PROGRAM DETAILS

- For facades visible to the public, loan may not exceed 33% of the project costs, or \$10,000, whichever is less.

This program has been funded for calendar year 2011 (January 1 – December 31). Applications will be reviewed in the order they are received and funding is available until all program dollars have been committed. **One loan is allowed per building, per program year and only two projects per building in a five-year period.** Program participants are encouraged to work with a facade consultant on the conceptual design. The Moline Centre Main Street (MCMS) Design Committee shall retain final approval over all project designs.

NOTE: The City of Moline will reimburse for design fees up to \$1,000 (the design fee is a separate allocation from the forgivable loan) only if the project is approved by the MCMS Design Committee and is completed in 2010.

HOW TO QUALIFY

- A. The applicant must be the owner of the building to be rehabilitated and all property tax payments must be current in order to qualify for participation in the program.
 - B. **Work involved with the project cannot start until the applicant has received a Letter of Commitment from the City of Moline.**
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APPLICATION PROCESS

All submitted applications will be reviewed by the Moline Centre Main Street Design Committee, which reserves the right to reject any and all proposed work that does not meet program guidelines or is unsuitable.

The following information must be provided with the program application:

1. Detailed description of the work to be completed.
2. Photos of building to be improved and of adjacent properties.
3. A sketch or rendering of the proposed finished facade.
4. Copies of all cost estimates involved with the project - two estimates required.
(NOTE: If the facade improvement is part of a more extensive interior/exterior remodeling project, only facade improvement costs need be itemized.)
5. Schedule of work to be completed this year. *(NOTE: For those projects that may involve further renovations, we encourage submittal of your long-term plans.)*
6. Proof of taxes paid and current (www.co.rock-island.il.us)
7. Articles of Incorporation, if not an individual applying, and Corporate Resolution authorizing organization to enter into Facade Improvement Program.
Resolution shall specifically state agent authorized to execute all documentation on behalf of organization.

Following an internal review of the facade application and approval from the Moline Centre Main Street Design Committee, a Letter of Commitment will be sent by the City of Moline to confirm the financial commitment to the project.

Please Note

In order to qualify for the loan program, work on the facade project CANNOT begin until a "Letter of Commitment" has been received.

All projects are given **90 days** to complete the work. If a project is going to take longer than 90 days, it is the applicant's responsibility to contact The City of Moline, Planning and Economic Development Department in writing to request an extension beyond the 90-day time period. If an applicant does not request an extension before the 90-day time period ends, the loan may not be issued.

ELIGIBLE USES OF FUNDS

Funds are directed toward major rehab projects and are not intended for general maintenance or repair. Fronts, sides and rears of buildings that are directly exposed to the public are all eligible but priority is given to street facing portions of buildings. Single family residences are not eligible.

Allowable costs may include, but are not limited to:

1. Window/door repair or appropriate replacement work.
2. Storefront rehabilitation, including removal of non-original facade covering.
3. Cleaning or painting of exterior surfaces (sandblasting or abrasive cleaning methods are strongly discouraged and in some cases, may be prohibited).
4. Repair or restoration of architectural detailing.
5. New awnings, signs and replacement cornices.
6. Labor and materials required to rehabilitate the facade(s).
7. Roof work in conjunction with facade improvements.
8. Exterior lighting.

IMPORTANT INFORMATION

1. Roof repairs not associated with facade improvements are not covered under the program.
2. All work must be done in compliance with all applicable City and State codes/ordinances.
3. All proposed facade improvements must be compatible with the recommendations contained within the Moline Centre Design Guidelines. (The general design guidelines are included in this application.) The guidelines can be accessed at <http://www.moline.il.us/departments/planning/planning/index.asp>
4. Compliance with the intent of the Moline Centre Design Guidelines will be determined by the MCMS Design Committee with the support of the Moline Historic Preservation Commission, if necessary.
5. A sketch of the proposed improvements must be submitted showing the colors, materials, awnings, signs and other relevant information. **The MCMS Design Committee reserves the right to reject or modify applications that are plainly inappropriate.**
6. In those instances where rehabilitation of the facade is proposed for a non-historic structure, the MCMS Design Committee will review the project design and may make suggestions to the applicant.
7. In cases where property owners hire a contractor to complete the work, the contractor must be licensed and registered with the City of Moline.
8. Most of the designated facade area is within the **Enterprise Zone**. In most cases, **sales tax may be waived on building materials.**

REQUEST FOR LOAN PROCEEDS

Before or upon completion of the facade improvement work, all loan documents must be signed by the owner. To do so, please contact the City of Moline's Planning & Economic Development Department at 524-2054.

All eligible work must be completed according to information submitted in the original application. Vendor invoices must be returned along with verification of payment from the business owner.

Following an inspection by the MCMS Design Committee that ensures the facade improvement work has been completed satisfactorily, a loan check will be issued.

City of Moline TIF Districts



Moline Centre Design Guidelines
General Design Guidelines

- The mass, volume and height of new infill structures should be compatible with existing buildings in the immediate area.
- Façade modifications should maintain a compatible relationship with those of adjoining structures in terms of window sill or header lines, proportion of window and door openings, horizontal or vertical emphasis, and architectural detail.
- The selected building materials and colors should complement and be compatible with existing buildings in the immediate area.
- Exterior remodeling should be designed to consider the entire building façade. The ground floor exterior should be designed to harmonize with the upper stories.
- Storefront window display areas should be considered an important part of the retail marketing strategy in the downtown area. Large street level display windows should be retained as part of remodeling or new construction.
- Existing buildings and structures should be recognized as products of their own time. Alterations which have no historical basis are discouraged.
- New infill construction should be designed to honestly reflect their specific use and architectural period while maintaining a unified appearance with adjoining buildings. Contemporary designs that copy historic appearance are discouraged. Avoid blank facades or facades with very little detail when designing for new infill construction.
- If the storefront has been altered substantially, attempt to bring back original historic proportions through the use of design elements, even if they are not a restoration of the original. Avoid altering, concealing or removing historic details when renovating existing older buildings.
- The sizing and placement of signs should fit the building.
- If demolition occurs, the subsequent void should be designed to maintain the rhythm and character of the streetscape pattern.
- Commercial alleys and the rear sides of existing buildings that are used as retail entrances should have an attractive visual appearance. All off-street parking and service areas should be landscaped and screened. All vacant storefronts and lots visible from public right of way should be maintained in an attractive appearance.

Specific recommendations for various architectural elements are included in the Moline Centre Design Guidelines Document starting on page 7.

Downtown Facade Program

Timeline and Checklist

APPLICATION MUST BE TURNED IN ONE WEEK PRIOR TO THE REGULARLY SCHEDULED DESIGN COMMITTEE MEETING.

_____ Completed signed application which includes:

- Photos of the building to be improved; sketch or rendering of the proposed finished facade
- Verification of property taxes paid (www.co.rock-island.il.us)
- Two estimates for each work item and preference indicated
- Required documents: Copies of Articles of incorporation (**if not an individual**), & corporate resolution

PLEASE NOTE: If you do not have all the above-mentioned items attached to your application, it will be considered an incomplete application and will not move forward through the process until all items are received.

_____ Applicant presents project to the Design Committee at the regularly scheduled monthly meeting.

_____ If appropriate, the Design Committee will assign a design consultant.

_____ Meet with City of Moline's Planning & Economic Development Department to review loan documents (524-2054). Required documents: Articles of Incorporation (if not an individual) and corporate resolution.

_____ A licensing agreement and sign permit may be required for awnings and signage. Please consult with Chris Mathias, Property Management Coordinator, at 524-2036. For your convenience, attached is the Licensing Agreement Application and Sign Permit Applications.

_____ No work can commence until the Design Committee approves the project and a letter of commitment has been received by the applicant. **All projects must be completed by December 1 with no extensions after December 1.**

_____ Submit photos of completed project after all work has been finished.

_____ The City of Moline will issue the reimbursement check after receiving an invoice from all contractors stating that they have received payment and all loan documents have been executed.

Moline Centre 2010 FACADE IMPROVEMENT PROGRAM APPLICATION

Please fill out the application completely and submit it along with applicable documents to:
Moline Centre Main Street, 619 – 16th Street, Moline, IL 61265. *(NOTE: This completed application must be turned in one week prior to the regularly scheduled Design Committee meeting.)*

APPLICANT INFORMATION

Name _____

Property Address _____

Business Name _____

Business Mailing Address _____

Business Daytime Phone Number _____

DESCRIPTION OF FACADE IMPROVEMENTS _____

TOTAL PROJECT COST _____

DESIGN CONSULTANT FEE REQUESTED _____

CHECKLIST: The following items must be attached to your application:

1. Proof of property taxes paid and current. (www.co.rock-island.il.us)
2. Detailed description of the work to be completed.
3. Photos of building to be improved and of adjacent properties.
4. A sketch or rendering of the proposed finished facade.
5. Copies of a minimum of 2 bids with all cost estimates involved with the project.
Note: If the facade improvement is part of a more extensive interior/exterior remodeling project, only facade improvement costs need be itemized.
6. Schedule of work to be completed this year.
Note: For those projects that may involve further renovations, we encourage submittal of your long-term plans.
7. Provide copies of Articles of Incorporation (if not an individual)
8. Provide authorizing Corporate Resolution (if not an individual)

BID/ESTIMATE SUBMITTAL INFORMATION

Note: Please attach all bids/estimates to this application.

Description of work: _____

Bid #1: Submitted by: _____ Amount _____

Bid #2: Submitted by: _____ Amount _____

Description of work: _____

Bid #1: Submitted by: _____ Amount _____

Bid #2: Submitted by: _____ Amount _____

Description of work: _____

Bid #1: Submitted by: _____ Amount _____

Bid #2: Submitted by: _____ Amount _____

Description of work: _____

Bid #1: Submitted by: _____ Amount _____

Bid #2: Submitted by: _____ Amount _____

Please **CIRCLE** which bid you prefer for each description of work listed above.

Note: Proof of payment (invoices and receipts) and an "after" picture are required for reimbursement after project completion.

PROPERTY OWNER CONSENT

Property Owner Name _____

Property Owner Mailing Address _____

Property Owner Daytime Phone Number _____

As the legal owner of the above property, I hereby grant authorization to complete the facade improvements indicated on this application. I also stipulate that I have read the entire application and applicant checklist. I understand my responsibilities and obligations as the property owner under this application.

Property Owner's Signature: _____ **Date:** _____

*For questions regarding this program,
please call (309) 524-2054.*

Right-of-Way Licensing Agreement Application

Application Fee of \$560 is waived.

Received ___/___/_____

Right-of-way licensing agreements require a hearing at the Committee-of-the-Whole of the Moline City Council and requires 2 readings at the City Council. After City staff review of the application, dates of Council action will be set. Any dates discussed before staff review is completed are approximate only.

Applicant Name: _____

Applicant Address: _____

Applicant Phone: _____ Applicant Fax: _____

Applicant E-mail: _____

Type of Licensing Agreement: ___ Sign overhanging right-of-way
 ___ Canopy/awning overhanging right-of-way
 ___ Other

Licensing Agreement Address: _____

Licensing Agreement Location (describe where on building structure is to be installed):

Attachments:

1. Proof of insurance in amount as required by code with City of Moline listed as additional insured
2. Section and elevation drawings of structure to be installed
3. If structure contains any advertising or logo, include a completed sign permit application
4. If project is part of Façade Improvement Program show proof of participation in program for proper tracking
5. Application fee

Please return this application to:
Property Management Coordinator - City of Moline, 619 16th Street, Moline, IL 61265.
Call (309) 524-2036 for general assistance.

Licensing agreements are not transferable to other owners/tenants without written permission from the City of Moline. A written request to transfer the licensing agreement must be mailed to _____ Department at least 21 days prior to date of transfer.

An annual renewal fee of \$30.00 is required for each licensing agreement. If an annual fee is not paid and/or an annual copy of adequate insurance coverage is not forwarded to the Accounts and Finance Department the agreement is null and void.

City of Moline, Illinois

Application for Sign Permit

Attached Sign:

Date: _____

Application is hereby made for a permit to erect a sign of the size, location and type as described herein under Chapter 3, Article II of the Code of Ordinances of the City of Moline, Illinois.

Contractor Name: _____ Contractor Phone: _____
Contractor Address: _____

Client Name: _____
Client Address: _____

Building Wall Area: _____ Square Feet Facing: _____ Avenue/Street
Zoning: _____ Maximum Allowable Area of Signage: _____ Sq Ft

Proposed Sign Area: _____ Sq Ft
Sign Location: _____
Valuation: \$ _____ Electric: ___ Yes ___ No Indirect Lighting: ___ Yes ___ No

Existing Sign: _____ Sq Ft Location: _____
Existing Sign: _____ Sq Ft Location: _____
Existing Sign: _____ Sq Ft Location: _____

Draw here or attach separate site plan showing location of sign on building to a specified scale and with dimensions clearly labeled.

Applicant Name: _____
Address (if different from above): _____

Signature: _____

Compliance with Chapter 3, Article II, Moline Code of Ordinances:

City Official: _____ Date: _____

City of Moline, Illinois
Application for Sign Permit

Freestanding Sign:

Date: _____

Application is hereby made for a permit to erect a sign of the size, location and type as described herein under Chapter 3, Article II of the Code of Ordinances of the City of Moline, Illinois.

Contractor Name: _____ Contractor Phone: _____

Contractor Address: _____

Client Name: _____

Client Address: _____

Lot Frontage: _____ Feet on: _____ Avenue/Street Over 100 feet? ___ Yes ___ No
Zoning: _____ Maximum Allowable Area of Signage: _____ Sq Ft

Proposed Sign Area: _____ Sq Ft

Sign Location: _____

Valuation: \$ _____ Electric: ___ Yes ___ No Indirect Lighting: ___ Yes ___ No

Existing Sign: _____ Sq Ft Location: _____

Existing Sign: _____ Sq Ft Location: _____

Existing Sign: _____ Sq Ft Location: _____

Draw here, or attach separate site plan, showing location of sign in relation to property lines. Site plan must be drawn to a specified scale with dimensions clearly labeled.

Applicant Name: _____

Address (if different from above): _____

Signature: _____

Compliance with Chapter 3, Article II, Moline Code of Ordinances:

City Official: _____

Date: _____