



HISTORIC DOWNTOWN WILKESBORO GRANT PROGRAM



Updated 07.01.2020



The Value of Main Street



Main Street has changed the definition of “economic development.” Today it is widely understood that the reason we do downtown revitalization is the same reason we do the industrial park – jobs, new businesses, expanded businesses, loan demand, increased tax revenues, additional local income. But here’s the kicker – while a successful industrial park doesn’t make a downtown more successful, a successful downtown is a great asset for the industrial park.

- Donovan D. Rypkema



HISTORIC DOWNTOWN WILKESBORO GRANT PROGRAM SIGN GRANTS

The Town of Wilkesboro and the Wilkesboro Historic Preservation Commission are pleased to announce the creation of a new downtown grant category for sign projects. In response to the challenging economic times that we face and in preparation for updates to the town's sign ordinance, this grant opportunity will allow businesses to apply for up to \$3,000 in funding for sign fabrication, window decals, lighting, brackets, and other related expenses.

Businesses and property owners within the historic and central business districts are eligible to apply for funding beginning in **May 2020 through May 2021**. This special category provides modified requirements from the rest of the grant program as noted below.

- **Project Scope:** Sign fabrication, window decals, lighting, brackets, and other related expenses
- **Maximum Award Amount:** \$3,000.00
- **Match Ratio:** 40% match by business / 60% max. coverage by grant program
- **Required Quotes:** One (1) quote required per product
*Design must be coordinated with staff and approved by HPC COA process.
- **Eligibility:** Applicants can apply for this grant even if they have been awarded a grant within the past six (6) months.
- **Review Meetings:**
2020: May, June, August, November
2021: February, May (*Program ends June 30, 2021)
- **Project Completion:** Projects must be completed within three (3) months of awarding and all receipts must be submitted with reimbursement request.



HISTORIC DOWNTOWN WILKESBORO GRANT PROGRAM FAÇADE, CAPITAL, & ARCHITECTURAL SERVICES

The Town of Wilkesboro, as part of the North Carolina Main Street Program, sets aside annual funding to stimulate investment and re-investment in and around Historic Downtown Wilkesboro. The funding described in this document is focused on restoration and preservation projects. To be eligible for funding, properties must be located within the Historic Downtown Wilkesboro and/or Central Business District.

Architectural Design Services are available to encourage good design that meets current building code before a project begins. It can either be used to capitalize on the rehabilitation of existing properties and/or the introduction of new building design that is appropriate to the historic character of the district. The Town of Wilkesboro highly encourages property owners to seek architectural design services before beginning a façade or capital improvement project. The NC Main Street Center offers design services free of charge to Main Street communities. These services are competitive and dependent upon current workload. Please contact town staff to explore options for architectural services as well as Main Street Center design services.

The **Façade Improvement** component of the program is designed to encourage improvements to the exterior façades of buildings. This incentive-based measure will spur, encourage, and provide economic inducement for restoration and preservation of building facades in order to provide more aesthetically appealing Main Street storefronts and associated streetscapes.

The **Capital Improvement** component is designated for improvements that would enhance the functionality of the building. These improvements include, but are not limited to: roof repair or replacement, electrical work including upgrading HVAC, equipment repairs and replacement, energy efficiency upgrades, improving restroom facilities, flooring, and structural repairs.

All three components of the program have a maximum request of \$7,000 per project per component. Different components of the program can be used in conjunction with each other in order to meet architectural, façade, and/or capital needs of a property. Any grant request over \$10,000 requires Wilkesboro Town Council approval.



HISTORIC DOWNTOWN WILKESBORO GRANT PROGRAM GUIDELINES FAÇADE, CAPITAL, & ARCHITECTURAL SERVICES

WHO IS ELIGIBLE?

Property and/or business owners located in Historic Downtown Wilkesboro and the Central Business District are eligible for grants described in this document. Either the property owner or the business tenant of a building may submit an application. An applicant may request up to \$7,000 per grant component (Façade, Capital, & Architectural Services) in a single application. Applications that combine components and exceed \$10,000 are subject to Town Council review and approval. On a case-by-case basis, applications for architectural services or façade improvements to residential properties will be reviewed by the Town Council. These residential properties must have a substantial impact on downtown streetscapes. No capital improvement grants will be awarded to single family residential properties.

REQUIRED RETURN ON INVESTMENT RATIO

An application must include a scope of work which encompasses all improvements anticipated during the project, not just those covered by the grant request. The inclusion of all work will enhance the project's return on investment and in turn make the application more competitive and favorable during the review process. An investment ratio of at least 2:1 is required. Properties along secondary streets, not located on Main Street, are required to show at least a 3:1 investment ratio.

QUARTERLY REVIEW OF APPLICATIONS

The Grant Review Committee will review applications during the following months: February, May, August, and November. It is the discretion of the committee to approve multiple applications at any given time as long as grant funds remain for the current fiscal year.

GRANT AWARD LIMITATIONS

Grant awards for an eligible property must be separated by no less than six months from the date of award letter.

Architectural Design Services are available to encourage good design that meets current building code long before a project begins. It can either be used to capitalize on the rehabilitation of existing properties and/or the introduction of new building design that is appropriate to the historic character of the district. The Town of Wilkesboro highly encourages property owners to seek architectural design services before beginning a façade or capital improvement project.

EXAMPLES OF ARCHITECTURAL DESIGN SERVICES:

Architectural Design Services may include, but are not limited to the following:

- Feasibility studies
- Measured drawings
- Schematic design
- Rendered sketches of interior and/or exterior
- Floor plans drawn to scale
- Preliminary scope of work and cost estimates
- Construction documents
- Code review
- Pro forma

The **Façade Improvement** component of the program is designed to encourage improvements to the exterior façades of buildings. A facade is defined as the public face of a building regardless of the number of stories. Each storefront of a building can be considered a façade depending on the building and business setup. This incentive-based measure will spur economic inducement for restoration and preservation of building facades in order to provide more aesthetically appealing Main Street storefronts and associated streetscapes.

EXAMPLES OF FACADE IMPROVEMENTS

Facade Improvements may include, but are not limited to the following:

- Removal of false fronts (metal canopies and additions that detract from a building's historical and architectural character)
- Safe cleaning of brick storefronts (chemical stripping, scraping, power washing, and sand blasting are not recommended)
- Exterior painting (no initial painting of unpainted masonry is covered by grant funds)
- Historic reconstruction (storefront, door, or window repair or replacement, masonry re-pointing, etc.)
- Awning installation or repair
- Structural repairs to façade of building
- Exterior lighting
- Landscaping installation and maintenance (eligible but by themselves will be given low priority)
- Frames, hangers, borders, and/or other decorative elements housing signage

The **Capital Improvement** component is designated for improvements that would enhance the functionality of the building. No capital improvement grants will be awarded to single family residential properties.

EXAMPLES OF CAPITAL IMPROVEMENTS:

Capital Improvements may include, but are not limited to the following:

- New HVAC system
- Energy efficiency measures
- New electrical systems and wiring
- Roofing
- Installation of handicap accessible bathrooms
- Flooring improvements
- Structural repairs
- Up-fitting the interior which could include:
 - Improving lighting
 - Re-installing walls that have been removed
 - Repairing stairways or re-installing stairways
 - Up-fitting or putting back into use an elevator

Proposed projects shall:

- Meet applicable zoning and code requirements.
- Comply with the grant guidelines.
- Receive approval from the Grant Review Committee prior to beginning work.
- Receive Certificate of Appropriateness (COA) approval from the Wilkesboro Historic Preservation Commission (HPC) prior to beginning work (*if located in Historic Downtown District).
- Adhere to the guidelines and suggestions made by the Grant Review Committee and HPC.
- The property owner's written consent for any improvement must be submitted with the application.

Projects Not Eligible for Grant Awards:

- Signs & advertising element (frames and structures that stay with the property will be considered)
- Improvements made prior to grant approval
- Routine maintenance
- Interior décor, furnishings, or other personal property which does not become part of the real estate
- Property acquisition
- Working capital
- Inventory acquisition

APPLICATIONS:

If the tenant is applying for the grant, he/she cannot be approved until the property owner has submitted in writing approval of the project and has agreed to the terms and conditions of paying for the improvements. If a building has multiple units, each tenant may apply separately. A property does not have to be occupied at the time a grant application is submitted. The applicant takes full responsibility to ensure all work and reimbursement requests are done in the manner and spirit in which this program was intended.

In cases where the business and/or property owner seeks to make improvements themselves, grants funds can only be used for materials, not labor. Labor performed by business and/or property owners, including those covered by the following conflict of interest statement, cannot be used as required match: *Grant recipients cannot use companies and/or contractors which create a conflict of interest. A financial conflict of interest exists when the recipient's designated contractor has a direct or indirect financial and/or familial connection.*

Exterior improvements must not be to the detriment of architectural features and should in fact be improvements which will help preserve the architectural integrity of the property. Priority consideration will be given to proposals that make highly visible and significant design contributions, and which contribute to the program goal of preserving the architectural, historical, and commercial character of Historic Downtown Wilkesboro and the Central Business District.

Applications shall include before photographs, proposed plans, sketches, specifications, color choices, method of cleaning, property owner approval signature, copies of two itemized cost estimates (covering labor and materials), and a detailed scope of work. If the project involves future phases, an outline of anticipated future work should be included in the scope of work document.

The Historic Preservation Commission will act as the Grant Review Committee. Each applicant is encouraged to seek the services of the State Historic Preservation Office (SHPO) (252-830-6580) before an application is completed and designs are planned. Each applicant will receive a letter notifying him/her of the commission's decision and notification of any permit requirements. Applicants have 90 days to then apply for required permit(s), if applicable, or begin work.

FUNDING:

Different components of the program can be used in conjunction with each other in order to meet architectural, façade, and/or capital needs of a property. Any total grant request over \$10,000 requires Wilkesboro Town Council approval. The final reimbursement amount is based on documentation of actual costs. Grants are paid only when the approved project is completed in accordance with the approved plans and specifications submitted with the application.

POST-APPROVAL:

All work must be completed within six (6) months of application approval unless otherwise approved. Applicants are encouraged to contact the Planning & Community Development Department, who will inform the Grant Review Committee, if the original scope of the project changes (either the project or the projected cost of the project). If additional time is needed, the applicant must provide a written statement requesting extension for review and approval.

The Planning & Community Development Department will inspect and sign-off on work prior to issuance of grant award. Reimbursement checks will be processed by the Town of Wilkesboro within thirty (30) days. Work completed that differs from the approved application or Certificate of Appropriateness will be disqualified for reimbursement. Upon completion and sign-off of work, copies of the approved application along with documentation of: 1) an invoice copy from the contractor; 2) a copy of a cleared check/proof of payment (credit card statement, bank statement, etc.); and 3) a release of lien affidavit from the contractor.

HISTORIC DOWNTOWN WILKESBORO GRANT PROGRAM APPLICATION

Applicant Information

Date: _____ Type of Application: Architectural Services Façade Improvement Capital Improvement
 Signs (2020-21)

Applicant Name: _____
Last First MI

Relationship to Property: Property Owner Business Owner Both

Physical Address of Property: _____

Business or Building Name: _____

Applicant Phone: _____ Applicant Email: _____

Project Information

Project Description: *Please attach a detailed description of the proposed project to this application.*

Estimated Start Date of Work: _____ Estimated Date of Completion: _____

Total Cost of Project: \$ _____ Amount Requested (max. \$7,000): \$ _____

Acknowledgement of Grant Program Guidelines

Applicant: _____
Signature Printed Name Date

Property Owner: _____
Signature Printed Name Date

For Wilkesboro Planning & Community Development Dept. Use

Application Number: _____ Date Received: _____ Staff Initials: _____

Quarterly Review: February May August November

Notes: _____

For Wilkesboro Historic Preservation Commission Use

Approved as Submitted Approved with Modifications or Conditions (See Reverse) Denied (See Reverse)

Review Date: _____

Andrew Carlton, Planning Director

Reimbursement Information

Approved for Reimbursement Rejected for Reimbursement Documented Cost of Project: \$ _____

Town of Wilkesboro Reimbursement: \$ _____

Andrew Carlton, Planning Director

***** All documentation must be attached for reimbursement. No reimbursement can be given without documentation. *****

For Wilkesboro Historic Preservation Commission Use

Approved with Modifications or Conditions:

Denied:

Grant Program Checklist

Application Checklist

- Contact the Wilkesboro Planning & Community Development Department to determine if your project is eligible for the grant program.
- Do not begin work prior to receiving approval of grant funds or your application will be disqualified
- Contact the State Historic Preservation Office (252-830-6580) for guidance with plans and designs (Encouraged, but not required)
- "Before" photographs of building and project area
- Description of proposed project
- Project Details (if applicable):
 - Plans
 - Sketches
 - Specifications
 - Materials
 - Color Choices
 - Method of Cleaning
- Signature of Property Owner on application and written approval of the project and terms/conditions of paying for improvements.
- Two (2) itemized cost estimates (covering labor and materials).
- Submit application to the Planning & Community Development Department

Approved Project Checklist

- Apply for necessary permits or begin work within 90 days of approval
- All work must be completed within six (6) months of application approval unless otherwise determined by the Grant Review Committee.
- When project is complete, contact the Planning & Community Development Department for an inspection. The project must be inspected and approved prior to issuance of grant award.
- Submit "After" photographs of project area to the Planning & Community Development Department
- Submit copies of paid statements and receipts to the Planning & Community Development Department.
- Reimbursement checks will be processed by the Town of Wilkesboro within thirty (30) days.

HISTORIC DOWNTOWN WILKESBORO GRANT PROGRAM
CONTRACTOR AFFIDAVIT OF RELEASE OF LIENS

Owner: _____

Contract For: _____

Contract Date: _____

Project Information: _____

Location: _____

The undersigned hereby certifies that to the best of his knowledge, information and belief, the Releases or Waivers of Lien attached hereto include the contractor, all subcontractors, all suppliers of materials and equipment, and all performers of work, labor or services who have or may have liens against any property of the owner arising in any manner out of the performance of the contract referenced above.

Contractor: _____

Address: _____

Contractor Signature: _____

Subscribed and sworn to before me
this _____ day of _____ .

Notary Public
Signature: _____

Printed Name of
Notary Public: _____

Commission
Expiration: _____

Supported Documents
Attached Hereto: _____