

DOWNTOWN LEBANON

FACADE

IMPROVEMENT

PROGRAM

POLICIES & PROCEDURES

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(717) 376-6690 www.DowntownLebanon.com



BEFORE



AFTER



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Program Purpose

The purpose of the Downtown Lebanon façade improvement program is to encourage property owners and businesses to improve the exterior appearance of their buildings and storefronts. We are focused on providing financial incentives such as a matching grant, and design assistance to commercial properties located in our historic central business district.

The guidelines herein have been developed to stimulate private investment in the preservation of historic downtown architecture and to foster image-making improvements to the City's commercial properties. An attractive image is of critical importance to the success of any commercial area. Façade and storefront improvements are proven to be one of the most effective approaches to enhancing a commercial area's image and economic vitality.

Façade Improvement Committee

The Façade Improvement Committee is no less than a four-person committee, consisting of two members of the Downtown Lebanon Main Street Design Committee, one recommended member by the City of Lebanon's Community and Economic Development Department, and one Lebanon Foundation Board Member. This committee is responsible for revision and publishing of the Façade Improvement Program Application. Revisions shall include updates of deadlines for submission as well as other pertinent program details and dates.

This committee is also responsible for managing the activities tasked with reviewing and approving project applications (pending applicant obtaining appropriate permits), creating a contract between the Lebanon Foundation and the applicant, collecting invoices for reimbursement, performing final inspection to confirm work completed followed approved plan, manage disbursement of funds with the Lebanon Foundation. All applications received will be reviewed by the Façade Improvement Committee within 15 days of receiving it.

Program Description

This grant program will reimburse property and business owners a fifty percent match of project costs up to \$5,000. For example, if a project costs a total of \$10,000, \$5,000 will be reimbursed. Any project exceeding \$10,000 will only be eligible for a maximum reimbursement of \$5,000. At the discretion of the Downtown Lebanon Façade Committee, projects with major impact may be eligible for additional funding. Façade improvement projects exceeding \$25,000 in cost are not eligible for this program.

A joint façade improvement project (with 2 or more deeded properties that share a common wall) is eligible for grants up to \$5,000 per deeded property or 50% of the total project cost, whichever is less. One grant per storefront will be considered for tenant/leaseholder/owner applicants.

Program Requirements

Program requirements are as follows:

- All applicants must be up to date on the payment of their School and County taxes as well as City of Lebanon accounts including property taxes in order to be eligible to receive funds.
- Receipt of grant awards is contingent upon submission of construction cost invoices from a PA registered contractor.
- All work must conform to local, state and federal ordinances: permits from the City of Lebanon and/or permission from the property owner will be required, if applicable.
- All designs must be in keeping with the Downtown Lebanon Design Standards.
- All project locations that have been approved for grant funding must post the provided signage on the property while work is being completed.
- All work must be completed in a manner consistent with the work described in the approved Façade Improvement Grant application. Reimbursement will be made upon completion of the project. Proof that the 50% matching funds were paid must be provided in order for the grant funds to be issued.
- Project costs are inclusive of appropriate Pennsylvania sales taxes.
- The applicant must submit to the Downtown Lebanon Façade Committee documentation from the contractor that substantiates the work is complete. The Downtown Lebanon Façade Committee must also complete a site visit to confirm completion.
- All work must be completed within the timeline provided with the application; otherwise the grant may be forfeited. Downtown Lebanon Façade Committee may grant an extension upon review of the written request of the applicant.
- Project progress reports must be submitted to the Downtown Lebanon Façade Committee the first of every month until completion of the project. Failure to comply could result in loss of funds.

Evaluation Criteria and Approvals

Deadline for submission of completed application is posted on www.DowntownLebanon.com. This is a competitive process. Applications will be evaluated on a point system, taking into consideration the following criteria:

- Location/ Visibility from main corridors
- Aesthetic impact
- Business impact
- Historic impact
- Significance of the Grant to the success of the project
- Use of Building
- Ownership
- Project Amount
- Use of design professional
- Overall proposal of the project
- Applicant's ability to carry out the project

Please complete the application checklist found on page 9 before submitting your application. Grant funds are disbursed following the application evaluation, design review and approval, and satisfactory construction completion in accordance with the program requirements.

Program Eligibility

Eligible activities include exterior improvements made to the property that are visible to the street and permanently attached or adhered to the property such as paint, masonry, shutters, windows, downspouts, doors, façade repair and lighting. Projects must achieve visible results that enhance the commercial image, marketability and economic vitality, while presenting the building in its most appealing form with the original character of the building preserved and enhanced.

Only property owners, tenants and business owners located in the Main Street boundary, which is indicated on the map found on page 7 in yellow, are eligible to apply for this grant. Tenants and business owners are encouraged to apply for assistance even if they do not have any ownership in the building. The tenant applicant must receive written permission from the property owner to be submitted with their application. Any applications made for improvements on the same property by the same person must be at least two years apart from completion of project.

Corner properties and properties with two facades visible from public thoroughfares may be eligible for additional funding. Please indicate this on the application. At the discretion of the Downtown Lebanon Façade Committee, projects with major impact may be eligible for additional funding.

What is eligible?

Permanent exterior improvements on commercial or mixed use buildings. Facades must be visible from a public right-of-way. Eligible improvements include the following:

- Masonry repairs and tuck pointing
- Repair/replace/preserve historically significant architectural details
- Storefront reconstruction back to original basis
- Cornice repair
- Exterior painting and stucco
- Awnings and canopies
- Window and door repair or replacement
- Permanent exterior signage fixture integrated into the storefront design
- Exterior lighting
- Repair/replacement of gutters and down spouts
- Façade building code items
- Architectural, engineering or design fees

What is not eligible?

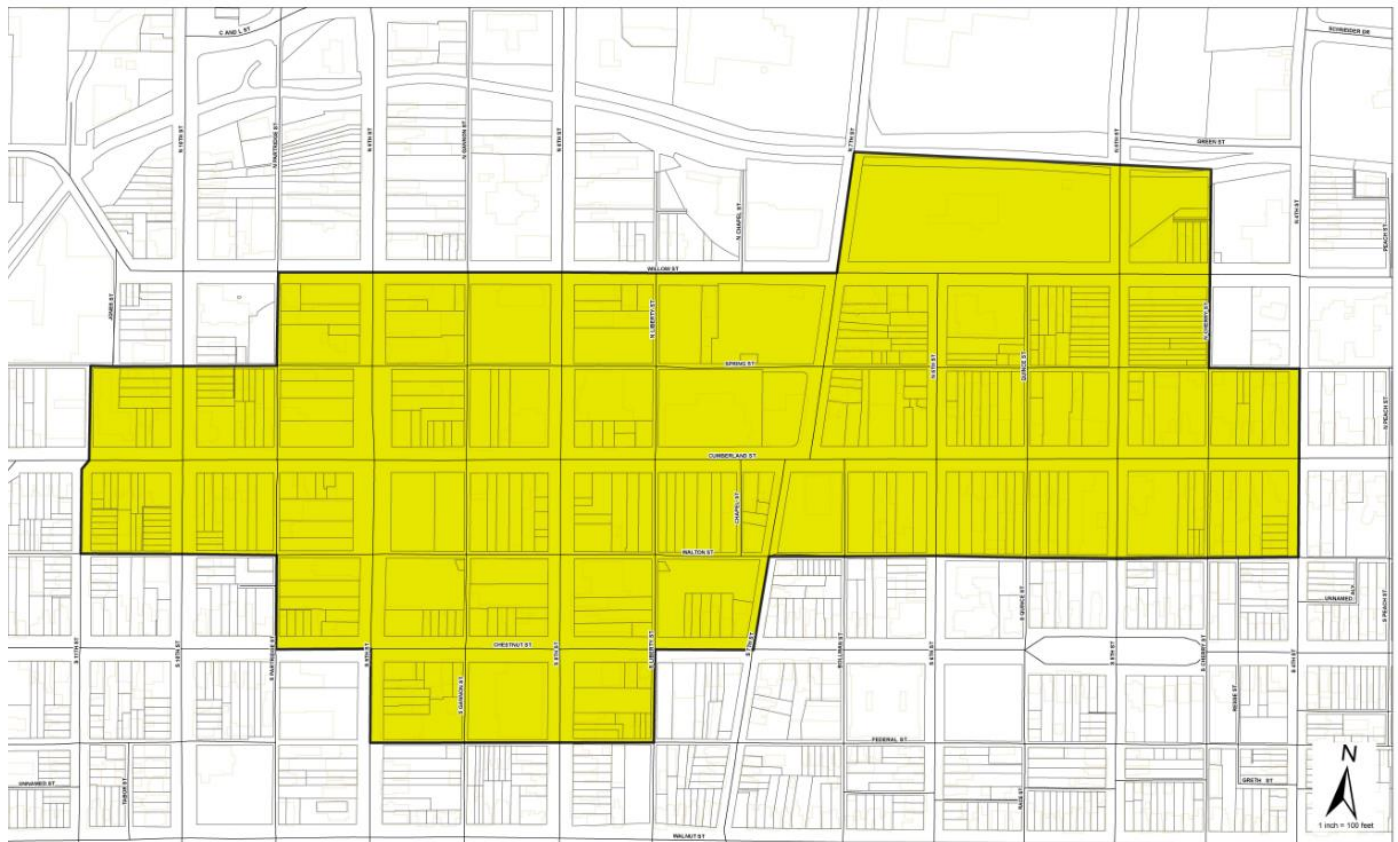
Generally, the following items are not eligible:

- Attached, hanging or projecting signs unrelated to the architecture of the building
- Mechanical equipment enclosures (non-visible)

- Parking lots/sidewalk
- Interior renovation
- Temporary, portable or non-permanent improvements
- Facades not visible from a public right-of-way
- New construction
- Property acquisition
- Landscaping
- Expansion of building area
- Conversion of use
- Working capital
- Refinance of existing debt
- Improvements in progress or completed prior to loan/grant approval
- Loans for speculative purposes

Façade Improvement Program Boundary

The Façade Improvement Program boundary reflects the same perimeter as the designated Main Street Boundary. For a complete list of all properties located within the Façade Improvement Program boundary, contact the Main Street Manager at (717) 376-6690 or info@downtownlebanon.com.



DOWNTOWN LEBANON MAIN STREET BOUNDARY

- Buildings
- Property Lines
- MS Boundary

Caution:
Images show the approximate boundaries of taxable and non-taxable property. The property boundaries depicted should be interpreted as the legal boundary description. The legal boundary description can be obtained from the property's deed.

Lebanon City Authority
County GIS
May 2015 CPB

Program Procedure

1. Contact the Downtown Lebanon office at (717) 376-6690 to answer any questions you may have.
2. Arrange for three quotes to be given for the work being done along with a timeline for completion.
3. After completing the application in full, contact the Main Street staff to schedule a meeting to discuss the project. Please bring the application, three quotes from contractors and all supporting documentation.
4. Once the preliminary meeting is finished and the application has been deemed complete, the application will be submitted to the Downtown Lebanon Façade Committee for review.
5. The Downtown Lebanon Façade Committee will provide updates to the Main Street Design Committee and Lebanon Foundation pending the application review.
6. If approved, award letter is sent to the applicant; all conditions must be met or funding commitment can be revoked.
7. Copy of required permits is submitted to the Downtown Lebanon Façade Committee.
8. Construction can begin following the approved timeline.
9. Monthly progress reports are submitted to the Downtown Lebanon Façade Committee on the first of each month until project completion.
10. Contractor signs off that work have been completed.
11. Applicant coordinates a site visit with Downtown Lebanon Façade Committee. Committee signs off that the work has been completed following approved project plans.
12. Applicant submits invoices, copy of cancelled check (or credit card statement) indicating payment has been made for their portion of the work.
13. Downtown Lebanon Façade Committee releases grant funding to applicant via direct deposit.

Application Submission Checklist

For questions regarding the completion of this application or the eligibility of your project, contact Downtown Lebanon Office at (717) 376-6690.

Matching Grant – 50% of construction costs up to \$5,000

- Completed Application
- Photos of Existing Space
- Architectural/professional sketches/drawings of proposed improvements
- Accurate cost estimates for the improvements requested (additional estimates may be requested by the Project Review Committee)
- Copies of any and all necessary state and local code approvals (i.e. building permits)
- Proof of Property Insurance
- Copy of Legal Identification
- Completed W-9
- Completion of an Electronic Transfer Form (applicant must agree to allow loan repayments to be electronically transferred from his/her account to Lebanon Foundations Revolving Loan Program Repayment Account at Fulton Bank.)

If applicable

- If you are not the property owner, you include an approval letter from property owner to make the renovation.
- If façade painting is part of the proposed project, the applicant must submit color swatches and a color schemata diagram indicating where each color will be used on the building.