

# Design Review Guidelines for Main Street Incentive Grants Fiscal 2019-2020



The Pittsburg's Main Street Advisory Board mission is to value and honor our past while we focus on creating a vibrant future by implementing the Texas Main Street Organization's Four Point Approach which is a comprehensive strategy tailored to meet local needs and opportunities through Design, Economic Vitality, Promotion and Organization. The Main Street Advisory Board builds strong relationships and encourages public-private partnerships to enhance economic vitality while preserving the historic character and charm of Pittsburg's traditional commercial district through a community based organization. To assist in accomplishing this mission the Pittsburg EDC has funded reimbursement incentive grants.

Please read carefully the following guidelines and keep for your records as it is the Applicants' responsibility to read and understand fully the rules and requirements.

1. The fiscal year is Oct. 1 to Sept. 30 to coincide with the City of Pittsburg's fiscal year.
2. No grant will be awarded for work that has already been initiated or completed. Building or business owners must apply for the grant before work has begun.
3. The Main Street Advisory Board will grant only one incentive grant of each kind for each address once within 5 years of payout of the kind of grant.
4. Façade is defined as the front exterior or back exterior of a building and other exterior sides when they are emphasized.
5. Any alterations to the building, including signage, façade, paint, awning must meet the historic character of downtown and will be submitted to the Texas Historic Commission for their review.
6. All design plans (e.g. paint color, sign size, colors, shape and proposed placement, materials, etc.) must be submitted and approved by the Main Street Design Committee during the application process.
7. All signage that will be placed on the building must be approved by the Main Street Design Committee.
8. The applicant may be required make a presentation to the Main Street Design Committee explaining work to be done.
9. Construction quotes/bids are required for the review of the application per grant. All construction bids submitted by an Applicant must be current and must be dated no earlier than ninety (90) days prior to the Application request. Bids shall be submitted on the **contractor's or project architect's letterhead and shall contain the contractors name, address, telephone number and shall itemize the bid in a manner that allows the Main Street Advisory Board to determine the bid components and authenticity of the bid.**
10. The application may come from the property owner or the tenant. If the application comes from the tenant, the tenant must include a notarized letter from the property owner supporting the application and agreeing to the conditions of the grant. The tenant must produce a lease or other documentation showing the term of the lease.
11. The Applicant shall be required to furnish before photographs of the exact conditions of the qualified requested items for reimbursement as part of the Application request and also detailed photographs of same items after the construction is completed, as a condition of final grant reimbursement (before and after photos).



12. Reimbursements will be made after the **entire project is complete as outlined and approved in the application** and has met all requirements. The Main Street Design Committee and the Main Street Advisory board must approve all reimbursements.
13. The applicant must show itemized invoices and proof of payment in full (canceled checks, credit card statements, etc.) as documentation of the completed work with the request for payment. Payment in full need to be verifiable. Work must be started by the required start date and completed by the due date.
14. Applicants receiving approval by the Main Street Advisory Board **MUST** commence construction described within the Application within sixty (60) days from the date of the grant award notification by the Main Street Advisory Board. All Applicants **MUST** complete the construction and have all required inspections and permits and proof of payment in full as described in the Application within six (6) months from the date on the grant award notification by the Main Street Advisory Board. If the Applicant is unable to commence construction within sixty (60) days from the date the grant is approved or complete construction within six (6) months from the date the grant is approved, the Applicant may submit a written request for an extension for the commencement date or completion date provided the extension request is made **PRIOR** to the sixty (60) day or six (6) month dead line. The Main Street Advisory Board shall not be obligated to allow extensions but may do so for good cause determined solely by the Main Street Advisory Board. The extensions, if granted, shall be for the term and for the conditions determined exclusively by the Main Street Advisory Board. An extension denial cannot be appealed and shall be final with the Main Street Advisory Board. If all of these conditions are not met, the approved awarded funds will be forfeited in full.
15. The applicant or building owner must not be involved in any litigation, owe taxes or have liens filed that would affect the property for which the grant is intended.
16. The applicant must agree to allow the project to be used to promote the EDC and the Pittsburg Main Street Program as a downtown revitalization effort.
17. Building owners and business owners agree to have a sign / banner placed on their building during the project and for up to 30 days after the completion of the project to acknowledge the EDC/Pittsburg Main Street Program. The sign will be provided by Pittsburg Main Street Program.
18. The project must conform to City of Pittsburg codes, ordinances and comprehensive plans.
19. The applicant must notify the Pittsburg Main Street Advisory Board in writing prior to the work completion if the applicant makes any changes in the plans submitted to the board with the original application. The board reserves the right to reconsider the application based on the changes to the original plan.
20. A five-year preservation period will be in effect after completion. During this period, alterations to the awarded project that are not approved by the Main Street Advisory Board will result in reimbursement to the Main Street Program of the awarded funds.
21. The Main Street Advisory Board reserves the right to review and accept or reject all applications.
22. A letter will be sent to the applicant and it will act as a contract document providing notification of grant approval, specifying the terms and conditions of the grant. The letter will refer back to the project design and specifications that were approved and will be funded.
23. Appeals to the approval will go before City Council. Council decisions on all appeals will be final.





Please review the incentive grant program specifics and choose the appropriate program for your project. A property owner or tenant may apply for multiple grants per address in any given year (i.e. property owner/tenant can receive funding for work on the exterior of the building, and also receive funding for a separate application that replaces a sign or does interior work to the same building). However, a project funded in a particular grant per address may not re-apply for the same grant for five (5) years of payout date. If an applicant is awarded a grant for a specific address and defaults on the grant conditions, the same grant request cannot be resubmitted for consideration for a year from the awarded date.

### **1. Front Façade Improvement Grant Program**

This grant will be available to improve the exterior of the building and help assist the business or property owner. Façade is defined as the front exterior of a building and other exterior sides when they are emphasized. **Main Street may match up to 50% of the cost of the project not to exceed \$10,000.**

#### *Examples:*

Replacing windows, paint, wall repairs, brick re-pointing, replacing and exposing transom windows, replace drain spouts. Replace canopy or awning with one more historically appropriate.

#### *How it works:*

A property owner or tenant with property owner's permission would submit an application for review to the Main Street Advisory Board. If approved, the applicant needs to go through the appropriate permit, inspection procedures and make the approved improvements to the building. After all the improvements are completed and shown to match the original approved improvements submitted and proof of payment is provided and validated, the property owner is reimbursed for the appropriate amount.

#### *Prior to Main Street Approval:*

Pictures of prior condition, rendering of proposed changes, color, fabric, or materials examples, detailed estimate.

#### *Deadlines:*

Applications will be reviewed at the next monthly Main Street Advisory Board meeting.

The advisory board will then have two (2) weeks from the meeting date to notify Applicant of decision and make recommendations and comments for changes, alterations or adjustments to the proposed project. If denied, the applicant has 30 days to appeal the decision to the Main Street Advisory Board.

### **2. Sign Grant Program** - See Pittsburg Historic District / Mainstreet Overlay Guide

Grant includes funding for the additional signage on an awning, but will not fund signs to be placed on sidewalks. **Main Street may match up to 50% of the cost of a new sign for the outside of a building not to exceed \$500 per building.**

#### *Examples:*

Replace back-lit neon signs, banners, or lettered windows with more historically appropriate signage for property and business.

#### *How it works:*

A property owner or tenant with property owner's permission would submit an application for review to the Main Street Advisory Board. If approved, the applicant needs to go through the appropriate permit, inspection procedures and



make the approved improvements to the building. After all the improvements are completed and shown to match the original approved improvements submitted and proof of payment is provided and validated, the property owner is reimbursed for the appropriate amount.

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**3. Interior Capital Improvement Grant Program**

Plan for bringing a building up to code including electrical, fire suppression systems, plumbing or structural integrity within the Main Street Zone District. **Main Street may match up to 50% of the cost of the project not to exceed \$15,000.**

*Examples:*

Replacing wiring, plumbing or addressing other city and state codes, rehabilitation needed to restore or maintain the structural stability of the building, safe cleaning of brick or wall surfaces inside.

*How it works:*

A property owner or tenant with property owner's permission would submit an application for review to the Main Street Advisory Board. If approved, the applicant needs to go through the appropriate permit, inspection procedures and make the approved improvements to the building. After all the improvements are completed and shown to match the original approved improvements submitted and proof of payment is provided and validated, the property owner is reimbursed for the appropriate amount.

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**4. Rear Improvement Grant Program**

This grant will be available to improve the exterior rear of the building and help assist the business or property owner. Rear façade of the building is defined as the back exterior of a building. **Main Street may match up to 50% of the cost of the project not to exceed \$10,000.**

*Examples:*

Exposing and replacing windows, painting, wall repairs, brick re-pointing, replace drain spouts, Replace deteriorated awning or canopy, Re-locating air conditioning unit from back of building to roof. Hardy board or other non-historically appropriate materials will not be approved by this grant.



*How it works:*

A property owner or tenant with property owner's permission would submit an application for review to the Main Street Advisory Board. If approved, the applicant needs to go through the appropriate permit, inspection procedures and make the approved improvements to the building. After all the improvements are completed and shown to match the original approved improvements submitted and proof of payment is provided and validated, the property owner is reimbursed for the appropriate amount.

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**The Design Committee will review the grant applications based on criteria including – but not limited to – the following:**

- Is the project in the designated Main Street Zoned area?
- Is this address eligible for the grant (not paid out in the last 5 years for same grant)?
- Does the request comply with all of the requirements including Ordinances, Permitting and Design and supporting documentation?
- Does the request match the Mission statement?
- What if any funds are available in current fiscal budget?
- Does the project rehabilitate a historic building?
- What will be the overall improvement of the building?
- What contribution will the project make to the historic character or aesthetics of the downtown area?
- Are the lighting, placement and design of the proposed signs appropriate to the location?
- Does the plan exhibit professionalism of design?
- What is the overall impact on the public, such as public access or visual impacts and the effect on the gateways to the downtown area?
- Will this have appositve Economic impact on the downtown area?