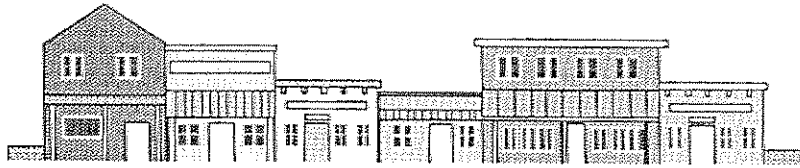


City of Elkhorn



Facade Improvement Grant Program

Downtown Elkhorn Historic District

**City of Elkhorn
Downtown Historic District
Facade Improvement Grant**

The City of Elkhorn Historic Preservation Commission (HPC) is responsible for administering a "Facade Improvement Grant Program", intended to stimulate improvements to the exterior of downtown commercial buildings.

The funding for this program is provided through the Tax Increment District #2 and all activities relating to the funding of facade projects will be reported to the City of Elkhorn Common Council.

Purpose of Grant Program

The Facade Improvement Grant Program was funded to stimulate building improvements while being mindful of the historical significance and uniqueness of the downtown structures.

Who is Eligible

Owners and/or tenants of existing buildings within the Elkhorn Downtown Historic District
Tenant applicants are required to submit written evidence of building owner approval with the application.

Physical Boundaries of the Elkhorn Downtown Historic District applicable to this grant program are: Beginning at the intersection of East Walworth and Lincoln Street, north to Court Street, west to Church Street, south to Geneva Street , east to Lincoln Street and north back to the point of beginning. All commercial properties on both sides of the streets named above are eligible and all commercial buildings within these boundary lines.

Eligible Uses

The Facade Grant Program can be used to fund the exterior front, rear and side facades of existing commercial buildings within the district (see attached map). Other eligible uses may be the following:

Painting
Cleaning
Awnings
Materials
Labor
Entrances

Masonry Work
Architectural Assistance
Lighting
Signage
Window Repair
Roofs with decorative elements will be considered.

Ineligible Uses

Ineligible improvements include, but are not limited to the following:

Interior work Inappropriate cleaning methods, Vinyl or Aluminum siding

Maximum Grant Amount The maximum grant amount will be 50% of the total eligible facade improvement project, but with a maximum of a \$7,500 Facade Grant. No more than \$500 of matching funds of the \$7,500 grant maybe used for exterior signage Abutting properties will be considered for individual facade grants based upon each property being architecturally distinctive, as determined by the HPC.

Application Deadline

Applications will be accepted throughout the grant period. However, since limited grant monies are allocated per year and awards are offered on a first-come-first-award basis, time is of the essence to complete your grant and Certificate of Appropriateness applications. Completed application packages shall be delivered to the City Hall office at 9 South Broad Street, Elkhorn no later than 15 business days prior to the HPC Meeting.

Process

- 1) The Facade Improvement Grant and Certification of Appropriateness Applications are available at City Hall.
- 2) Review the City Ordinance regarding the HPO District and signage. (available at city hall)
- 3) It is recommended that the applicant research the history of the building, perhaps by visiting the Webster House Museum - Doris Reinke Research Center at 10 S. Washington Street. This research will provide a better understanding of the past uses and architectural features of the building.
- 4) Although it is not a requirement, it is recommended that you consult with an architect or restoration expert regarding any structural or major facade renovation activities. Architectural plans, elevations, and/or perspective drawings and sketches illustrating the alterations (including painting) shall be submitted with your Application for the Certification of Appropriateness document.

- 5) Your next step should include a meeting with the local building inspector to discuss your proposed project and any site plans developed. Any questions regarding the ordinance and related matters may be discussed with the inspector or other appropriate City Staff.
- 6) Completed Applications for Certificate of Appropriateness and facade improvement grant applications (required attachments are outlined within the attachment) **must be returned to the City Clerk at City Hall for review 15 business days prior to the HPC meeting.** All applications will be time and date stamped to ensure efficient receipt and ranking of grant distribution process.
- 7) The HPC meets every 3rd Tuesday of the month at 7:00 p.m. in the lower level conference room of City Hall located at 9 South Broad Street, Elkhorn. Applicants are encouraged to attend and present materials as deemed necessary. The HPC will review the application and ensure compliance with the requirements of the HPC zoning ordinance.
- 8) All exterior improvements will be reviewed by the HPC with a resulting positive or negative recommendation to the Plan Commission. Decisions must comply with the approved Historic Preservation Overlay District zoning ordinance.
- 9) If the application is not approved, the HPC will provide information to the applicant regarding the appeal process.
- 10) Upon approval of the Grant and Certificate of Appropriateness applications, grant dollars will be awarded to the applicant for reimbursement purposes.
- 11) Grant monies will be distributed to the applicant upon completion of the following activities:
 - A. The Building Inspector will monitor the progress of the project.
 - B. ANY AND ALL CHANGES. NOT PRIOR APPROVED, FROM THE ORIGINAL APPLICATION MUST BE APPROVED BY THE HPC OR IN MINOR CASES BY THE CITY ENGINEER. Approved changes in work specifications must be attached to the original dated application. ANY UNAPPROVED DEVIATIONS FROM THE ORIGINAL WORK SPECIFIED IN THE APPLICATION WILL DISQUALIFY THE APPLICANT FROM THE GRANT PROGRAM.**
 - C. The applicant and Building Inspector will conduct a final inspection and the Building Inspector will provide a "Certificate of Approval".
 - D. The invoices, receipts and releases of Mechanics Liens will be reviewed by the HPC to ensure compliance with the original application. A final approval and funding award will be provided by the HPC.

APPLICANTS WHO DEVIATE FROM THE APPROVED APPLICATION WILL BE DISQUALIFIED FROM THIS GRANT PROGRAM.

ALL PROJECTS ARE TO BE COMPLETED WITHIN ONE YEAR OF THE DATE OF APPROVAL OF THE GRANT. ANY EXTENSION OF THIS TIMEFRAME MUST BE APPROVED BY THE HPC.

Grant Policy

The HPC will not use race, sex, age or religion as grounds for refusing a grant to an eligible applicant.

Grant recipients will agree to place a Historic Preservation sign at the construction site, during the time of improvements and in their storefront window for 30 days after the completion of the project.

City of Elkhorn
Facade Improvement Grant Program
Application Form

Office Use Only

Date Received _____

Time Received _____

Application Number _____

Applicant Name:

Contact Name:

Name of Tenant:

Name of Business:

Telephone Number: _____ Facsimile Number _____

E-Mail Address _____

Project Address: _____ Elkhorn, WI

Mailing Address:

Does the applicant own the project building? _____ Yes _____ No

If the answer to the above question is no, please attach a letter from the owner expressing approval of the project proposal.

Will you be using the services of an architect /engineer or restoration expert? _____ Yes

_____ No If yes, list your architect/engineer or restoration expert of preference:

Estimated Project Cost:

Attach qualified contractor bid documents and all cost breakdowns by category such as masonry repair, window replacement, etc.

Proposed start date:

Proposed completion date:

What is (are) the existing use(s) of the building?

Will this project proposal cause a change in the building's use? If so, please explain.

Do you intend to apply for the Historic Preservation Tax Credit on this project? ____ Yes
____ No

As a part of this application, if your project includes any improvement with the exception of only signage, you must complete the attached "Application for the Certificate of Appropriateness".

Signature of Applicant

Signature of Property Owner

APPLICANTS WHO DEVIATE FROM THE APPROVED APPLICATION WILL BE DISQUALIFIED FROM THIS GRANT PROGRAM.

Application for the Certificate of Appropriateness

Per section 17.4-22 of the HPD Historic Preservation Overlay District zoning ordinance, the following application must be completed when alterations in the architectural appearance of any structure within the HPO district is proposed.

Please provide the following:

Architectural plans, elevations, photographs, color samples and/ or perspective drawings and sketches illustrating the design and character of all proposed alterations (except painting, see below) must be submitted. Said elevations and drawings shall indicate the location and placement of all auxiliary building equipment such as heating, ventilating, and/or air- conditioning equipment. These drawings are to be completed to a recognized architectural scale with the name of the project noted. Building plans shall be submitted with all detail drawn on each elevation. Plans drawn with partial building details indicated will be returned to the Applicant for redrafting.

For alterations consisting of painting only, color samples and photographs shall be submitted indicating the areas to be painted.

1. Date: _____

2. Applicant Name: _____

3. Contact Name: _____

4. Name of Tenant: _____

5. Name of Business: _____

6. What is (are) the existing use(s) of the building?:

7. Telephone Number: _____ Facsimile Number:

8. E-Mail Address:

9. Project Address:

10. Mailing Address:

11. Does the applicant own the project building? _____ Yes _____ No

12. If no, please list owner's name and address:

13. Architect/engineer or restoration expert's name and address:

14. Scale of drawings noted on each drawing:

15. Architectural style and location: _____

16. Usage - Commercial/Residential: _____

18. Exterior material samples to be provided:

Please supply material samples of all exterior alterations for the HPC meeting.

19. Proposed Start Date: _____

20. Proposed Completion Date: _____

21. Additional information may be requested to include, but not limited to, the following:

- A. Photographs from the site adjacent neighboring structures and/or property;
- B. Detailed drawings of decorative elements of the buildings and/ or structure(s);
- C. Sectional building or site drawings drawn to recognized engineering or architectural scale.

NOTE: Please Provide any and all information that will illustrate to the Commission the effect of the proposed change.

Signature of Applicant

Signature of Property Owner

- Please reserve my position for Facade grant money in the event additional funding is made available in the future. I understand I would be required to complete a Facade Grant Application within 10 business days of notification of fund availability or I would lose my reserved position.