

MAIN STREET TAKOMA

Main Street Takoma Facade Improvement Program Procedural Guidelines

General Program Structure and Purpose

A) Facade Improvement Program (FIP) Objective

Main Street Takoma seeks to aid the private business owner in our shared commitment to the continued revitalization of Takoma Park's business district. This Facade Improvement Program (FIP) offers financial assistance to property owners or tenants to improve the appearance and quality of their commercial properties, and to encourage private investment in commercial buildings within the boundaries of Main Street Takoma.

B) Method

The FIP makes available State of Maryland Neighborhood Works Program (NBWP) matching grant funds to interested Main Street Takoma commercial property and/or business owners for repairs or enhancements to their building exteriors. It offers incentive dollar amounts of up to 50% of the total eligible cost of facade rehabilitation in return for the owner's 50% or greater investment. At present, funds are available only for improvements to properties located within the Maryland portion of Main Street Takoma, and are dispersed upon satisfactory completion of FIP projects authorized by the Main Street Takoma FIP grant committee.

C) Eligible Applicants

Owners of existing business properties or business tenants (with landowner approval) located in the Maryland portion of the Main Street area, are eligible to apply for FIP grants. Structures devoted solely to single-family detached residential use are not eligible.

D) Eligible Activities

Eligible activities generally include labor, materials, fixtures and other contract items necessary for the proper execution and completion of projects to improve pedestrian orientation and provide visual interest. Any exterior alterations beyond maintenance and one-to-one replacement of existing materials for properties in the Takoma Park Historic District will need to be approved through the Historic Area Work Permit process (HAWP). HAWP applications are processed by the Montgomery County Historic Preservation Commission (MCHPC). Efforts should be made to facilitate access into the business and to create a business identity. Encouraged improvements can include:

1. Restoration of details in historically contributing or significant buildings, and removal of elements which cover architectural details.
2. Door, window and framing replacement which is visible from the street.
3. Enhancements to storefront lighting and window display areas.
4. Signage that is attractively integrated into the architecture of the building, including the window area, awnings or canopies, and entryways.
5. Awnings and canopies which can be both functional and visually pleasing.
6. Small-scale landscaping features where appropriate, such as window boxes or planters.
7. Brick cleaning, tuck pointing, painting or siding of buildings.
8. Installation or repair of waterproofing or drainage features affecting the building facade.

E) Ineligible Activities

1. New Construction: Creation of a new structure or facility where none exists at present, or the total replacement of an existing structure with a new one, or a substantial addition to an existing building is not eligible.
2. Property Acquisition: Acquiring title to a structure or a property is not eligible.
3. Business Assistance: Funding for the business salary, overhead, or similar costs of doing business are not eligible.
4. Interior Remodeling: Interior reconstruction, rebuilding, new installations, or the purchase of interior furnishings or equipment is not eligible, except for storefront windows display areas.
5. Legal, Insurance and Permit Expenses: Legal fees, personal property premiums, licensing and permitting fees (for building permits, etc.) related to grants for eligible activities are not eligible.
6. Architectural and Engineering Services: Developing the design, architectural renderings, site plans, listing of work items, estimated cost of construction, and related professional services for the projects are not eligible.
7. Extensive landscaping projects are not eligible.

F) Target Area

Any business located within the boundaries of Main Street Takoma (see Fig. 1) in the State of Maryland may be eligible for FIP grants.

G) Review Schedule

Applications and completion certification requests will be reviewed and approved on a rolling basis, at regular intervals.

H) General Administration

The Main Street Takoma FIP Grant Committee with the assistance of the Main Street Takoma Design Committee and the Old Takoma Business Association (OTBA) Board of Directors administers the FIP. The FIP Grant Committee will provide initial approval of applications and final review of authorized projects.

Application and Review Procedures

Applicants are strongly encouraged to contact Main Street Takoma prior to the submission of an FIP Application form to discuss whether the proposed project is suitable for funding. Applicants are required to disclose their projects entirely – this means that all work to be performed on the property's exterior must be identified even though FIP funding may apply only to a portion of it. Any contractor(s) selected must be properly registered, licensed, insured, and meet all standards required by law. All construction changes shall be subject to applicable local and County review procedures.

A) Application Requirements

The applicant(s) shall provide the following information on the Main Street Takoma FIP Application Form, available through Main Street Takoma and the OTBA:

1. Address of property, as well as name, address, phone and fax numbers of primary contact.

2. Proof of ownership or owner's written authorization to apply for the FIP grant.
3. Estimate of the total cost of the project and anticipated start and completion.

Additionally, the following supplemental documentation must accompany the application:

1. Letter of intent outlining the proposal.
2. Photographs of the property.

3. Copies of at least two quotes for the cost of materials and/or work to be performed.

Owners are encouraged to use local businesses for services. A good comprehensive guide for sources is *The Takoma Park Business Directory and Survival Guide*.

4. The following information may also be required, depending upon the nature and extent of the proposed improvements:

- a. A site plan, to scale, showing proposed modifications.
- b. Elevations and sketches showing proposed improvements in context to adjacent existing properties.
- c. Description of types of materials to be used in the project.
- d. A duly obtained HAWP for proposed major alterations to commercial facades in the Takoma Park Historic District.

Note: Where no structural changes are proposed, an architect is not necessarily required.

B) Review Process

1) Completed application form, along with all supporting documentation, is submitted to the Main Street FIP Grant Committee.

2) The Main Street Takoma FIP Grant Committee reviews the project in accordance with established funding guidelines and design standards. The Montgomery County Historic Preservation Commission will be consulted as necessary. The amount of funding awarded will be determined by the significance of the project to the overall revitalization of Main Street and by the funds available to the program.

3) The application is approved, approved with conditions, or disapproved by the FIP Grant Committee. The applicant is then notified in writing of the decision.

C) Approval Criteria

The Main Street Takoma FIP Grant Committee, in consultation with the City of Takoma Park and the OTBA Board of Directors, has established a set of funding guidelines. Project proposals will be evaluated in light of the following criteria:

1. The compatibility of the proposed improvements with the overall architectural design goals of the Main Street Takoma/NBWP area;
2. The relationship between the proposed improvements and the general character of the streetscape and other buildings in the area;
3. The overall impact of the improvements on the appearance of the building;
4. The relationship between the improvements and the original architecture or historic significance of the building. In this instance,

- a. The distinguishing qualities and character of the building should be preserved; removal of historical or distinctive architectural features is largely prohibited by local and/or county ordinance and could disqualify a project from funding.

b. Repair and replacement of deteriorated architectural features are to conform to the principals in *City of Takoma Park, Maryland Facade Guidelines for Commercial Buildings* put forth by the City of Takoma Park Facade Review Board (<http://www.takomagov.org/ecd/development/documents/facade.html>). Hard copies may be obtained from Main Street Takoma. Another helpful resource is *The Secretary of the Interior's Standards for Rehabilitation and Guidelines for Rehabilitating Historic Buildings* (<http://www.cr.nps.gov/hps/tps/tax/rhb/stand.htm>).

c. Contemporary design for alterations to existing properties may be acceptable if such alterations do not destroy significant historical, architectural and cultural materials, and if such design is compatible with size, color, material and character of the property and adjacent buildings. Note, however, that all such major facade alterations to commercial properties in the Takoma Park Historic District are subject to applicable review procedures.

Program Administration

A) Letter of Award

Two copies of a Letter of Award shall be forwarded to applicants of approval projects. The letter shall include the amount of the grant to be awarded and any conditions associated with it, as well as the expiration date. The applicant shall return one signed copy of the letter, with the name(s) of the selected contractor(s), the contracted amount, and the anticipated dates of project start and completion.

B) Permitting and Code Requirements

The contractor(s) must secure all building and HAWP permits (if required) and perform in accordance with all applicable codes, ordinances and standard engineering practices.

C) Project Schedule

The project, as approved, must be completed within 90 days of the date of the Letter of Award unless otherwise approved by the FIP Grant Committee.

D) Completion

Upon completion of the project, and following satisfaction of all FIP, local, County, and State requirements, the applicant provides the Main Street Takoma FIP Grant Committee with all documentation of expenditures for the project, as well as proof that such expenditures have been paid in full, in order to receive grant funds.

F) Maintenance and Inspection

As part of the grant closing, the applicant shall agree in writing to maintain all improvements made per the approved plans in their finished state. The FIP Grant Committee and all other applicable oversight boards must approve any alteration to the facade. Main Street Takoma will monitor activities for a minimum of five years.

For further information, please contact Roz Grigsby, OTBA Main Street Takoma Executive Director, (240)253-4229.

MAIN STREET TAKOMA

P.O. Box 5440

Takoma Park, MD 20913

Phone (240)253-4229

www.takomaonline.com

**Facade Improvement Program
Application Form**

Date: _____

1. Applicant: _____ Owner: _____ Tenant: _____

Social Security or Tax ID Number: _____

Business Address: _____

Business Phone Number: _____

Business Fax Number: _____

2. Building or establishment for which this application applies:

(Name and Address)

Is the property in the Takoma Park Historic District? Y___ N___

What is the classification in the Historic District Master Plan? _____

3. Name and address of owner of building (if other than applicant):

4. Please list all current occupants of the building:

	Tenant or Establishment	Address	Operator's Name
A.	_____	_____	_____
B.	_____	_____	_____
C.	_____	_____	_____
D.	_____	_____	_____
E.	_____	_____	_____

Application Form (continued)

5. General description of project (attach additional sheets as needed):

Estimated cost of project: _____

Requested matching grant amount (may not exceed 50% of project): _____

Please attach a photo showing the area of the proposed work and two written and detailed cost estimates. Applicants are encouraged to use local businesses.

Owner, if other than applicant:

I hereby certify that I am the owner of this land on which the proposed NBDWP project is situated, and that the foregoing applicant, in filing an application for approval of the FIP Grant Committee, is acting with my knowledge and consent.

Signature of Applicant: _____ Date: _____

Signature of Owner: _____ Date: _____

Print Name of Owner: _____

Attested before a Notary Public: _____

Date: _____

Notary Public

County of _____ in the State of _____

For further information, please contact the OTBA Executive Director, (240)253-4229.

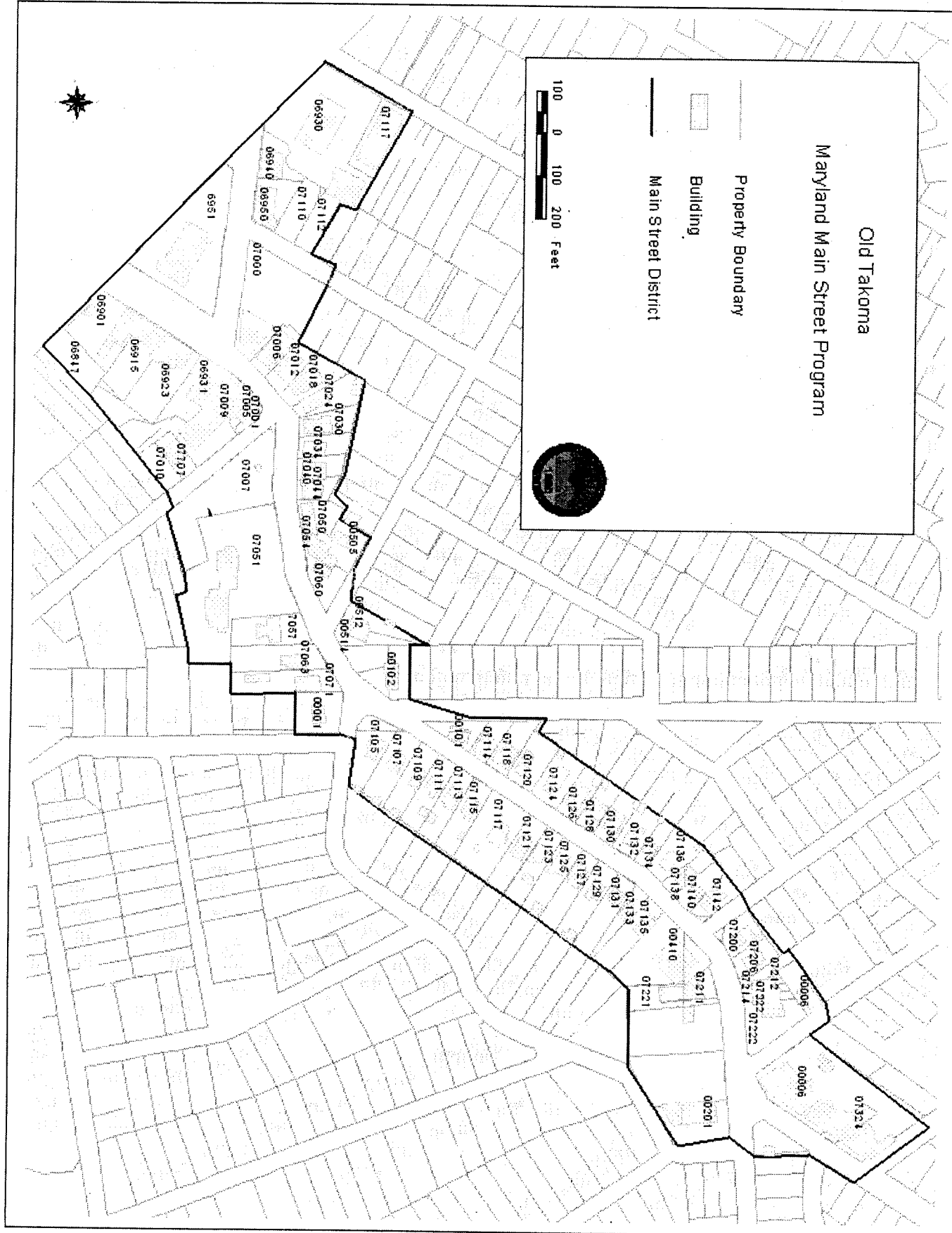
Old Takoma Maryland Main Street Program

Property Boundary



Building

Main Street District



CHECKLIST

Pre-Application Process

- 1) Initial contact between the prospective applicant and the FIP Grant Committee chairman or the OTBA Executive Director.
- 2) Explanation of FIP goals and procedures to the prospective applicant.

Application Process

- 1) Completed application including name, address, phone number, fax number and address of property.
- 2) Letter of intent outlining proposed project.
- 3) Proof of ownership of property or written permission from owner of property.
- 4) Picture(s) of building before project commences.
- 5) Site plan to scale if required.
- 6) If applicable, elevations and drawings of proposed
 - a. signs
 - b. awnings
 - c. windows
 - d. public entrances
 - e. exterior treatment
 - f. cleaning
 - g. color scheme
 - h. landscaping
 - i. exterior building components
 - j. relationship of design to neighboring property.
- 7) Specifications or brochures on types of materials to be used.
- 8) Copy of detailed quote.

Construction Process

- 1) Award letter signed and returned?
- 2) Which, if any, of the following are required?
 - a. Facade Advisory Board Approval: _____ Y _____ N
 - b. MCHPC Approval: _____ Y _____ N
 - c. Montgomery County Permit: _____ Y _____ N
- 3) Were any changes made to the project?

Completion

- 1) Work completed within 90 days of Letter of Award? Date of Completion: _____
- 2) Expenditures verified with original receipted bills for construction?
- 3) Two photographs of completed work?
- 4) Was work completed as approved?