



**Carnegie Community
Development
Corporation**

**2010
FAÇADE IMPROVEMENT PROGRAM
INFORMATION PACKET**

**Carnegie Community Development Corporation
2010 Façade Improvement Program**

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PROGRAM DESCRIPTION

What is the purpose of the Program?

The Façade Improvement Program is intended to encourage façade and signage improvements, in the commercially zoned areas, in Carnegie through financial assistance to eligible owners or tenants. The program seeks to develop a more coherent, creative and attractive appearance in the Carnegie business districts. These guidelines provide general information about the renovation of existing buildings. The Program is designed to:

- Make positive, high-impact visual improvements to commercial building façades, providing an overall enhanced image for the Carnegie business districts, thereby attracting local residents and visitors to shop, dine and do business in Carnegie
- Encourage historic building façade restoration and preservation
- Increase market value and demand for commercial properties in Carnegie, resulting in economic growth and an increasing property tax base

Eligibility

Properties eligible for the façade improvement program are those zoned Commercial (with the exception of the Carnegie Office Park), located in Carnegie (Zoned C1, C2, C3). Any building owner or store proprietor/tenant with lease authority or authorization from the owner can apply for funding. A tenant must have property owner's written consent to proceed with the application. If an applicant has a question regarding their property's zoning please contact the CCDC, contact information is provided on page 3.

Program Funding

The program is funded through grants obtained by the Carnegie Community Development Corporation (CCDC). Funding offered is a matching grant in which the CCDC will reimburse the applicant 50% of the total project costs, up to the maximum amount allowed depending on the type of improvement. The applicant's match may be in the form of other financial aid (Grant or loan) received from other agencies and/or banks.

The grant is to reimburse 50% of the cost of construction of improvements to the building façade or any of its components. The grant program is structured into two tiers: non-structural cosmetic improvement and structural improvements. For structural improvement grants, funds may also be used for reimbursement of architectural fees, up to \$1,000 per building. (Further description of the grant tiers is located in the "Eligible Improvements" section.)

Funding is limited and the grants are expected to be competitive. Grants will be accepted and reviewed on a first come, first reviewed basis. The CCDC will accept applications until the façade improvement program funding has been exhausted.

Applications may be denied without cause, due to such events as, lack of funds or a change in the scope or priority of the program of other program factors determined by the Façade Improvement Program Committee. The CCDC reserves the right to cancel the program at any time.

Eligible Improvements

The program is divided into two categories eligible for funding:

Category of Improvements Eligible Improvements	Maximum Matching Grant Amount
Non-structural cosmetic improvement Exterior painting Signs (new, repairing or replacing) Exterior building and sign lighting Display area lighting Awnings – new, repair or replacement Window boxes, permanent planters Landscaping Elements Security Gates	\$1,000 total
Structural Improvements Removal of inappropriate exterior finishes or materials Restoration of exterior finishes or materials Recessing or reconfiguring exterior doors or entrances; new doors Repairing or replacing windows Stairs, steps, railings	\$10,000 total (\$1,000 of architectural fees are eligible for reimbursement following completion of construction, however full grant award will still be for \$10,000)

Components Not Eligible for Funding

- Work done prior to a grant application being approved
- Improvements not seen from publicly-owned space as determined in the review process (including roofing)
- Security systems (not including security gates)
- Non-permanent fixtures (such as outdoor dining tables and chairs)
- Business operations (such as inventory, non-permanent display fixtures)
- Stand-alone ADA improvements
- Internally – lit signs

Funding Examples

1) Carnegie Business ABC would like to replace all of the existing awnings on the front of their building. The total cost to replace the awnings is \$3,600. Because this falls under the “Non-structural cosmetic improvement” category, the CCDC may provide a grant of \$1,000 towards the replacement of the awnings. The building owner is responsible for paying the remaining \$2,600.

2) Carnegie Business XYZ would like to remove a fake façade from the front of their building. They will then restore the original brick and recreate the original woodwork of their facade. In order to complete these changes, the owner has hired an architect to complete designs for the proposed changes. The architect’s total fees are \$3,000. The fee for a contractor to complete the renovation is \$20,000. The entire project costs are \$23,000 and the CCDC may provide a grant for \$10,000. \$1,000 of the grant may be used to reimburse the architect. The remaining \$9,000 of the grant can be used to fund the contractor’s portion. The building owner is responsible for paying the remaining \$13,000.

Selection

Applications will be reviewed by the Façade Improvement Program Committee, which is comprised of staff and board members of the Carnegie Community Development Corporation, as well as additional community members. Applications will be reviewed and selected based on their compatibility with the vision and goals of the Façade Improvement Program.

Buildings that have not received a Façade Improvement Program grant in the past will have first consideration. After all first time users are processed, the remaining applications will be considered.

The selection committee utilizes a standard scoring system which takes into account the following criteria:

- Completeness and accuracy of the application
- Buildings requiring immediate action to stop imminent deterioration
- Positive impact of the project on the business of the applicant (this criteria will receive heavier weight for the 2010 year, due to the larger geographic area of eligible buildings)
- Historic preservation to benefit to the building
- Positive impact of project on the public space - mitigation of blight, reduction of vacancies

Applications will be given a first review by the committee. Applicants who meet the requirements and spirit of the program will be invited to meet with the Façade Improvement Committee. At this meeting, you should plan to bring more detailed information regarding your project and samples of proposed building materials. Following the meetings, final projects will be selected and applicants will be notified of their status.

Not more than one Façade Improvement grant shall be approved for a building in any fiscal year, and a Façade Improvement grant shall not be approved if a Façade Improvement grant was made for the same portion of the building within the previous five years.

Questions & Assistance

For any questions regarding the Façade Improvement Program, please contact:

Leigh White
Executive Director
Carnegie Community Development Corporation
40 E. Main Street, Second Floor
Carnegie, PA 15106
(412) 279-5456
leigh.white@carnegiepa.org

Members of the Façade Improvement Program Committee will be pleased to assist interested parties in completing the application. Additionally, members of the Committee will be more than happy to meet with interested parties to discuss potential façade improvements.

**FAÇADE IMPROVEMENT PROGRAM
APPLICATION GUIDELINES**

1. **Applications will be accepted on a rolling basis.** When received, applications will be reviewed by the Façade Improvement Program Committee.
 - A completed application is comprised of the following materials:
 - Completed Application
 - \$50 Application Fee (refundable if your application is not approved)
 - Drawing of proposed improvements
 - Cost estimates or bids - consideration should be given to vendors currently doing business in Carnegie. This must include any estimates for architectural or design services, if applicable.
 - If applicant is a tenant, completed “Property Owner Authorization” Form
 - Projected timeline for completion (assume project start date of one month from submittal) not to exceed 6 months (the Façade Improvement Program Committee may authorize one extension to the 6 month time frame if applicant presents a valid reason for not being able to complete the project in the original timeframe, no additional extensions will be considered)

**Complete application packets should be submitted to:
The Carnegie Community Development Corporation
40 E. Main Street, Second Floor
Carnegie, PA 15106**

**Complete applications may also be submitted electronically to:
Leigh.white@carnegiepa.org**

2. Following an initial review, applicants who meet the requirements and spirit of the program will be invited to meet with the Façade Improvement Committee. At this meeting you should be prepared to bring any additional information regarding your project, including samples of the proposed building materials.
3. The Façade Improvement Program Committee will make every attempt to respond to your request within one month’s time.
4. After a Façade Improvement Grant has been approved by The Façade Improvement Program Committee and a) a Program Participation and Maintenance Agreements have been signed and b) all applicable building permits have been obtained from the Borough of Carnegie, work may be started. **The applicant will have 15 days from the date of notification to complete the Program Participation and Maintenance Agreement. If this is not completed in that time frame, the applicant forfeits their opportunity for the 2010 Façade Improvement Program grant.**
5. Any changes made to the façade that are not approved by the CCDC Design Committee will not be funded. Prior to making changes to the approved design, please contact the CCDC.

DO NOT START WORK BEFORE RECEIVING APPROVAL – YOU WILL NOT BE REIMBURSED FOR WORK DONE PRIOR TO APPROVAL OF THE GRANT, SIGNING OF THE PARTICIPATION AND MAINTAINENCE AGREEMENTS AND ISSUANCE OF ALL APPLICABLE PERMITS.

**FAÇADE IMPROVEMENT PROGRAM
REIMBURSEMENT/PAYMENT PROCESS**

We will provide funding in one of two ways:

- a) We will pay the contractor directly for the CCDC's agreed portion of the project amount upon the completion of the entire project (if you intend to pay your contractor via this method, we will be available to meet with your contractor to explain the process), or
- b) We will reimburse the building owner or tenant directly once they have paid their contractor

You must indicate on your application which method of payment you intend to pursue.

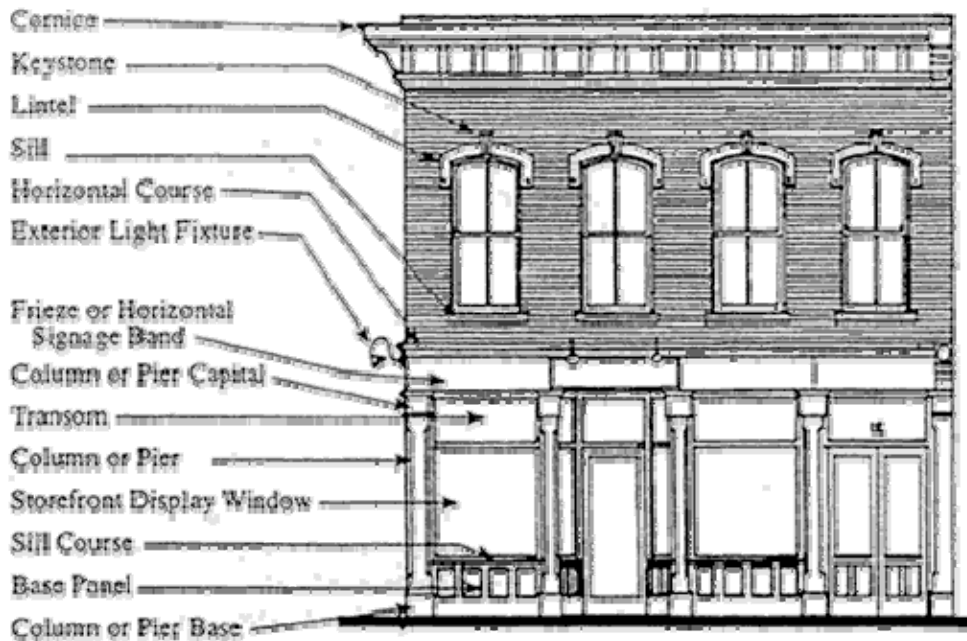
The process for payment/reimbursement is:

1. Upon completion of the work, the Participant must submit copies of all architect's invoices, contractor's statements, invoices, proof of payment and notarized final lien waiver to the façade Improvement Program Committee as evidence that all contractors and suppliers have been paid. The CCDC will provide forms for the contractor's statement and final lien waivers. Payment will be authorized upon completion of all work items as originally approved and receipt of all of the required documents.
2. The Facade Improvement Program Committee may authorize reimbursement to be made in two payments, if all of the following conditions have been met:
 - a. The first partial payment may be made directly to the contractor upon completion of work representing at least fifty (50) percent of the total project cost approved by The Facade Improvement Program Committee;
 - b. The applicable invoices, statements and lien waivers for the completed work for which payment is requested have been submitted; and
 - c. The remaining work is expected to be delayed for thirty (30) days or more due to weather, availability of materials or other circumstances beyond the control of the Participant
3. Reimbursement for architectural/design services at a maximum of \$1,000 (architectural/design costs are also reimbursed at a one to one ratio) will be made at the same time reimbursement is made for improvements and only if such services were part of the initial project cost estimate approved by The Facade Improvement Program Committee.
4. Changes or elimination of improvements must be approved by The Facade Improvement Program Committee. Please contact the CCDC Executive Director if you intend to make any changes from the agreed upon improvements. Changes to the projects, not approved by the Façade Improvement Committee, will not be funded.
5. The Participant shall be responsible for maintaining the façade improvements without alteration for a minimum of five (5) years unless approved by The Facade Improvement Program Committee. You will be required to complete a maintenance agreement to this effect prior to beginning façade improvements.

DESIGN GUIDELINES

Anatomy of a Building

The following diagram is provided to more clearly illustrate building facades:



GENERAL:

- For purposes of the Façade Improvement Program, the term “façade” shall be defined as any principal façade which fronts the street of the building’s address and any secondary façade (such as the side of a building) which is also visible from a public right of way or other public areas such as public parking lots.
- All improvement must be compatible with applicable zoning codes, satisfy permit requirements and conform to any other regulatory restrictions. Applicant shall obtain and pay for all applicable permits which may be required by the Borough of Carnegie.
- If a building has historic or aesthetic merit, improvements should be designed to reveal the building’s original style, form and materials, whenever possible.
- A building’s distinguishing elements should be identified and preserved, when possible.
- In the case where original building elements have been removed or substantially altered, contemporary treatments are suitable. However, they should not be of poor quality, of temporary nature, or ill-suited to the area (e.g. vinyl or aluminum siding).
- Colors of exterior materials, signs, window frames, cornices, storefronts and other building features should be coordinated. Choice of colors should be determined by the nature of the building. The exterior colors of historic buildings should be chosen with the historic character of the surrounding area .
- Façades should relate to their surroundings and provide a sense of cohesiveness in the district.
- Façades should present a visually balanced composition.
- High-quality materials should be used in order to convey substance and integrity.
- The use of traditional building materials is encouraged. Whether using traditional or non-traditional materials, the quality of the design and durability of materials chosen will be factors in consideration of all designs.

- Most façades consist of an architectural framework designed to identify individual storefronts. Each storefront should respect this architectural framework and not extend beyond it.

GENERAL (cont.):

- New storefront windows should be consistent in height and design with storefront doors to create a cohesive appearance.
- Storefront windows should not be completely obscured with display cases, blinds or protective glass film that prevent customers and pedestrians from seeing inside
- Use of solid, roll-down security grates is strongly discouraged. Merchants with grates are encouraged to remove them or, at a minimum, upgrade to the “open-mesh” type.

SIGNAGE:

- All signage must be in accordance with applicable Borough Zoning Codes.
- Signage should provide information simply and legibly.
- All signs should be made of durable materials.
- Primary signage should be limited to advertising the name of a business and its main goods and services. In general, primary signage should not advertise national brand names or logos.
- Internally lit box signs are not eligible for funding.
- Window signage should be limited to covering no more than 15% of available window space.
- Signs should be of a size, location and design that do not obscure a building’s important architectural details.

DOORS AND ENTRANCES:

- All entrances and doors must be in accordance with applicable Borough Zoning and ADA Codes
- Primary entrances should be clearly marked and provide a sense of welcome and easy passage.
- Recessed doorways are encouraged; they provide cover for pedestrians and customers in bad weather and help identify the location of store entrances. They also provide a clear area for out-swinging doors and offer the opportunity for interesting signage and displays
- By federal law, new store entrances must be accessible to the physically disabled. Renovation of existing entrances is encouraged

WINDOWS:

- All windows must be in accordance with applicable Borough Zoning Codes.
- Whenever possible, a building’s original window pattern should be retained. Avoid blocking, reducing the size or changing the design of windows.
- Windows should be used to display products and services and maximize visibility into storefronts.
- Commercial storefront windows historically tended to be large at the ground floor level. During renovation, this approach is encouraged.
- Avoid installing opaque panels, such as metal, wood and/or other materials, to replace clear glass windows.
- Windows with multiple, small-paned windows should be avoided unless they are historically appropriate to the building style, or integrate well into the overall design
- Do not use Plexiglas, mirrored or reflective glass, glass block or other replacements materials instead of glass. Only on secondary facades will glass block windows be considered.
- Fix broken windows immediately. Broken or boarded windows negatively impact business and the district.

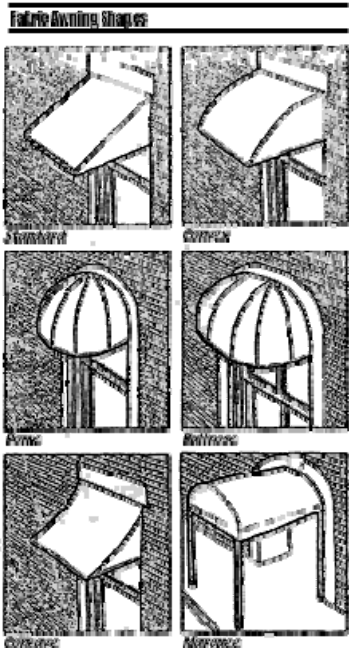
AWNINGS AND CANOPIES:

- All awnings and/or canopies must be in accordance with applicable Borough Zoning Codes.
- Awnings, canopies and marquees consistent with local character and building type are encouraged.

- Awnings should reflect the overall façade organization of a building and be located within the building elements which frame storefronts.
- Important architectural details should not be concealed by awnings, canopies or marquees.

AWNINGS AND CANOPIES (cont):

- Canvas and fire resistant acrylic are preferred awning materials. The use of vinyl or plastic as awning materials is prohibited.



EXTERIOR LIGHTING:

- All exterior lighting must be in accordance with applicable Borough Zoning Codes.
- Exterior lighting should highlight building elements, signs or other distinctive features rather than attract attention to the light fixture itself.
- Exterior lighting should be appropriate to the building's architectural style.
- Lighting should provide an even illumination level. Avoid flashing, pulsating or similar dynamic lighting.
- Avoid lights which glare onto streets, public ways or onto adjacent properties
- Provide indirect lighting wherever possible

EXTERIOR MATERIALS:

- All materials used on exterior facades must be in accordance with applicable Borough Zoning Codes.
- Façade design should be complementary to a building's original materials as well as to those of adjacent buildings
- Terra cotta, stucco, brick and stone convey permanence and should be used when architecturally appropriate
- Use of decorative concrete block, applied false-brick veneer is discouraged. Improvements utilizing vinyl or aluminum siding on the primary façade will not be funded. Other materials made to either imitate exterior finish materials or used to cover original architectural features is also discouraged
- In order to provide clear design intent, the number of exterior colors should be limited. Use of a large number of colors is not prohibited; however, designs which do so will need to be supported by a strong rationale.