



City of Monmouth Downtown Facade Program

Program Overview

Description

The Monmouth Facade Improvement Program is a matching grant program designed to help building owners within the Warren County Courthouse Commercial Historic District (roughly bounded by Archer Avenue on the North, First Street on the East, Second Avenue on the South and A Street on the West) improve the exterior facades of their buildings in accordance with the historic nature of the District. The maximum grant amount will be \$7,500 match per project (50% match from program), as available funds allow, on a first-come, first-serve basis. The facade funds have been made available by the City of Monmouth and are administered by the City after approval by the Downtown Facade Committee.

Eligibility

In order to qualify for the 50/50 matching grant:

- The applicant must own the building
- The building must be located in Warren County Courthouse Commercial Historic District
- A completed application must be submitted and approved by the Downtown Facade Committee and the City Council
- Work must begin within 3 months of City Council approval
- Work must be completed, per approved plans, within 12 months of City Council approval

Allowable Costs

- Door and Window repair or replacement
- Exterior Painting or Paint Removal
- Masonry repair or replacement
- Awning installation, repair or replacement
- Cornice Restoration
- Sign repair or replacement
- Exterior Lighting
- Upper facade refurbishment
- Storefront refurbishment
- Removal of false fronts
- Upper facade shingle/tile repair or replacement
- Building permits

- Other labor and Materials (please inquire)

Design Review

All applications for proposed facade improvements will be reviewed by the Downtown Facade Committee. The committee reserves the right to approve or deny the proposed changes. Any work not approved as eligible by the committee will not be reimbursed.

Plans for renovations should be in keeping with the original architectural design of the building, and should be in keeping with the historic continuity of the immediate area.

Historic Guidelines

Basic Principles

- Respect the historic design character of the building
- Respect the design character of surrounding buildings
- Protect and maintain significant features, materials, and stylistic elements
- Preserve key, character-defining features of the building
- Repair any deteriorated historic features, and replace only those elements that cannot be repaired

Guidelines

- Original architectural materials such as brick and stone, wood siding and trim, cast and wrought iron, and sheet metal, should be repaired, restored, and reused whenever possible
- Hidden or covered historic or architectural features should be revealed if possible
- Original materials should not be removed or covered
- Missing or deteriorated items should be replaced with an appropriate recycled or new material that matches the original
- Existing architectural features that give buildings their historic character, including columns, brackets, cornices, decorative brickwork, and terra cotta, should be preserved when possible
- If an original detail, such as a cornice, is deteriorated beyond repair or missing, it should be replaced with a newly designed item that is sympathetic in scale, material and proportion to the original one
- Window repair or replacement should only be done in existing window openings, with every effort made to keep existing lintels and sills
- Signs should be compatible with the district and complement the architecture of the building to which they are attached
- Signs should not cover existing architectural features
- Whenever possible, awnings should be made of canvas

Application Review

Below is an overview of the application review process:

- The property owner submits a completed application to the City's Director of Community Development (100 East Broadway)
- The Downtown Facade Committee will meet to review the application and, if approved, will initiate a meeting with the property owner and the restoration consultant contracted and paid for by the City of Monmouth (Artisan Construction).
- Within thirty days, the restoration consultant will provide a quote and basic design of the proposed work. A meeting will be held with the Downtown Facade Committee, the property owner and the consultant to review the proposal.
- If the property owner and the Downtown Facade Committee are in agreement to move forward with the project, the application will go to the City Council at the next meeting for the formal funding approval
- Work must begin within three months of approval and be completed within 12 months
- Applicant is responsible for obtaining required permits

Completion & Reimbursement

Upon completion of the project, the following documents are required:

- A financial summary of total project expenses
- Copies of all invoices to be reviewed for reimbursement.
- Waivers of lien from contractors
- Photographs of the completed improvements

Funds will be disbursed only after verification that work has been completed in accordance with the approved plan. The Downtown Facade Committee reserves the right to withhold funding in the event that work is not completed according to the approved application.

The property and/or business owner shall be responsible for maintaining the facade without alteration for a minimum of three years unless approved by the Downtown Facade Committee.

City of Monmouth Facade Program Matching Grant Application

Property

Name of Building:	
Address:	
Date of Construction:	
Current Use(s):	

Property Owner

Name:	
Phone Number:	
Mailing Address:	
Email:	

Proposed Facade Improvement Type

Entry or window restoration	
Restoration of historic architectural features	
Exterior painting	
Exterior masonry restoration	
Awning installation or repair	
Sign and/or lighting	
Removal of false front	
Improvement of closed-over upper windows	
Upper facade/roof-line restoration	
Other (please specify below)	

Other improvement: _____

Project Details

Budget for project (owner and grant funds): _____

Please Describe Project (attach additional sheet if necessary):

Please include one or more photos of existing facade, plus a sketch of proposed improvements.

I, (print name) _____, submit that these are the terms of my proposed facade improvement project as I understand them to be at this time. My signature also certifies that I have read and understand the guidelines of this matching grant program.

Applicant's signature: _____ Date: _____

_____ *For Committee Use Only* _____

Application Received (date):	
Initial Review Meeting scheduled (date):	
Committee Review Results:	
Restoration Consultant Report Rcvd (date):	
Final Committee an Owner Approval:	
City Council Action:	
Job Begun (permit issuance date):	
Job completed:	
Check Disbursed:	