

TOWN OF NORTH WILKESBORO FAÇADE GUIDELINES AND PROCEDURES

I. Introduction

The architectural quality of North Wilkesboro's downtown area is important to the entire town, its history, image and economy. The appearance of downtown is largely determined by the condition of its buildings. Because this appearance also forms the basis of the public's overall impression of downtown, the upgrading and preservation of North Wilkesboro's downtown is crucial to the continued livelihood of North Wilkesboro. Historic Downtown North Wilkesboro, Inc. (HDTNW) and the Town of North Wilkesboro would like to encourage all downtown property owners to participate in this program.

The following is an outline of the Façade Incentive Grant Program developed by the Town of North Wilkesboro and Historic Downtown North Wilkesboro, Inc. for the continued effort of downtown revitalization.

These guidelines should be followed by property owners, tenants, and contractors involved in exterior improvements or rehabilitation to buildings in the downtown area. They will be used by the Historic Downtown North Wilkesboro, Inc. in approving Façade Improvement Incentive Grant requests for projects in the downtown area. By following these guidelines, applicants can ensure that their projects can utilize available downtown incentives and will enhance the image of downtown as a special place to work, shop and socialize.

A. Purpose:

1. Promote façade renovation and landscape beautification in downtown North Wilkesboro
2. Attract new business to the downtown
3. Preserve the unique historic character of downtown North Wilkesboro
4. Encourage the use of quality material in the renovation of downtown property

TOWN OF NORTH WILKESBORO FAÇADE GUIDELINES AND PROCEDURES

B. Eligibility:

1. Any tenant or property owner in downtown
2. Owners and tenants may request incentive grants separately; however, any tenant must have the owner's written permission attached to the application.
3. The grant will be administered on a first-come basis.
4. The program budget will only allow one grant per location per year.
5. If a property owner owns more than one building or façade in downtown he or she will only be eligible for one grant per year unless funds are available.
6. Priority will be given to visible projects having a major or substantial downtown impact.
7. Priority will be given to projects that will prevent, diminish or eliminate a blighted condition
8. Priority will be given to "partner projects" which will cause the upgrade and structural improvements to two or more properties simultaneously.

TOWN OF NORTH WILKESBORO FAÇADE GUIDELINES AND PROCEDURES

II. Funding Guidelines:

- A. Applicant must use the grant funds only for expenses reasonably associated with exterior rehabilitation. *See Design Guidelines, page 1 and 2.*
- B. Grants are not intended to be used for general merchandise work.
- C. Applicant will make every effort to complete the project as described in his application and to notify the Main Street Program Executive Director of the need to change the originally approved plans. Changes to original plans are discouraged, but will be dealt with on a case by case basis. All changes must be approved by the Historic Downtown North Wilkesboro, Inc. Review Board before being undertaken and that failure to obtain approval of any changes could result in revocation of the original approval by the Review Board.
- D. Every effort should be made to complete the project within ninety (90) working days and if substantial progress toward completion of the project cannot be shown after this period, the Town could revoke approval after thirty (30) working days written notice. If maintenance of façade or landscape improvements becomes negligent, reimbursement shall cease, and enforcement action may be taken.
- E. The property owner is responsible for maintenance of façade and/or landscape improvements. Failure to maintain area can be considered a violation of this grant program.

TOWN OF NORTH WILKESBORO FAÇADE GUIDELINES AND PROCEDURES

- F. Applicant is responsible for obtaining all building and other permits and fees which are associated with the proposed project. *See Design Guidelines, page 1 and 3.*
- G. All work on the project must be approved before grant funds are awarded.
- H. Town of North Wilkesboro will pay one-half of the cost of improvements not to exceed \$2000.00.

III. Criteria:

- A. Streetscape Aesthetics and Functionality: Degree to which the proposed project enhances the streetscape of town. *See Design Guidelines, page 3 and 4.*
- B. Quality of Design and Materials: Degree to which proposed project promotes the unique character of town and promotes harmony with neighboring structures. *See Design Guidelines, page 3 and 4.*
- C. Historic Preservation and Materials: Degree to which the proposed project promotes the original or historic character of the buildings and enhances and/or promotes the unique character of town. *See Design Guidelines, page 3 and 4.*

TOWN OF NORTH WILKESBORO

FAÇADE GUIDELINES AND PROCEDURES

IV. Application Process:

- A. Applicant meets with Historic Downtown North Wilkesboro's Design Committee.
- B. Applicant completes application and includes with application design plan and owner's permission.
- C. Historic Downtown North Wilkesboro's Design Committee's Review Board will review the application.
- D. The Review Board of HDTNW will send a Notification Letter to the applicant as to whether the project is accepted as described, accepted with conditions, or rejected.
- E. A contract agreement must be signed prior to beginning work. Parties in the agreement will be the applicant and Historic Downtown North Wilkesboro, which is authorized to sign on behalf of the Town of North Wilkesboro.
- F. Upon project completion, copies of all paid statements of total project cost must be sent to the Historic Downtown North Wilkesboro. The work will be inspected and the statements will be reviewed. After the work is reviewed, a check will be requested for the approved, eligible amount as per the guidelines and criteria sections of this program. Work must be done in accordance with the signed agreement for payment to occur.

TOWN OF NORTH WILKESBORO FAÇADE GUIDELINES AND PROCEDURES

Applications should be mailed or delivered to:

Historic Downtown North Wilkesboro
Post Office Box 1703
207 Tenth Street
North Wilkesboro, NC 28659.

Phone: 336-667-4875

Fax: 336-667-4875

Approved by Town of North Wilkesboro Board of Commissioners:

March 6, 2001

Disclaimer: Neither HDTNW nor Town of North Wilkesboro, nor its affiliates shall be responsible for the planning, design or construction of improvements to property that is owned by the applicant. No warranties or guarantees are expressed or implied by the description of, application for or participation in the Façade Incentive Grant Program. The applicant is advised to consult with licensed and bonded architects, engineers, or building contractors before proceeding with final plans or construction.