

Main Street Newnan Façade Grant Program

INTRODUCTION

The Façade Grant Program has been established to stimulate exterior building improvements in the downtown district. The program is administered by Main Street and the Downtown Development Authority of the City of Newnan

PURPOSE

The purpose of the Grant Program is to provide a matching grant to existing commercial buildings for preservation, restoration and maintenance. Grant resources should produce visible changes to commercial building facades that are easily visible and in public right-of-ways, such as a public street, alley, or public parking lot.

TARGET AREA

The Façade Grant Program is available to all downtown Newnan businesses located in the Downtown Development Authority (DDA) of the City of Newnan's district.

ELIGIBILITY

- The structure(s) must be an existing commercial building(s) within the City of Newnan's DDA District
- All properties must be conforming uses or legal nonconforming uses under the City's zoning ordinance. Properties will not be eligible if any special assessments, real estate taxes or personal property taxes are delinquent
- Eligible applicants include: Owners, tenants, or owner/tenant joint ventures may submit applications under this program
- Tenants must submit written approval of the property owner and evidence of their leasehold interest
- Applicants must be in good financial standing with Main Street Newnan, and the City of Newnan

Eligible Projects:

- Enhancement of historic façade
- Enhancement of historic entry ways
- Enhancement of upper floor spaces
- Enhancement, repair and maintenance of fixed historic architectural details
- Enhancement, repair and maintenance of historic windows
- Enhancement, repair and maintenance of exterior materials
- Enhancement, repair and maintenance of historic additions and alterations
- Repointing and masonry repairs
- Awnings
- Repair and maintenance of gutters and downspouts
- Appropriate energy efficient enhancements and placement of systems for historic structures
- Repainting or removal of hazardous lead based paint
- Appropriate cleaning of exterior building surfaces, or removal of graffiti
- Non-invasive fixtures to display signage appropriate for downtown districts built in the late 19th century- early 20th century

Ineligible Projects

- Non-commercial uses
- Roof repairs
- Construction of new buildings
- Interior structural improvements to existing buildings
- Purchase of property and/or buildings
- Equipment
- Interior fixtures & furnishings
- Inventory or operating capital
- Signage

DESIGN STANDARDS

If your business or property is located within the DDA District or the Newnan Commercial National Register Historic District, improvements must comply with the Façade Grant Design Guidelines and Secretary of the Interior's Standards for Rehabilitation & Guidelines for Rehabilitating Historic Buildings. www.nps.gov/hps/tps/standguide/

E-VERIFY

Applicants must hire contractors that can provide the required E-Verify support documentation that is mandatory for all legal U.S. Employees. Contractors should be responsible for providing this documentation for: themselves, subcontractors, and sub-subcontractors.

PROGRAM FUNDING

The program is a matching grant. All grant funds are allocated and administered by the Main Street Program and the Downtown Development Authority of the City of Newnan. Each building is eligible for a maximum funding of \$1,000 per project.

APPLICATIONS

- Applications are received until October 31st of each calendar year.
- Applications will not be eligible for funding after November 30th of each calendar year. By this date, your project must be complete, and all final documentation must be submitted.
- We will only accept one grant application per property/business within a two year time-frame. Exceptions will be considered in the case of a change of business, or change of property ownership.

APPLICATION PROCESS

1. **Applicant obtains the Façade Grant Application package** from the Main Street office located at 6 First Ave, or on our website at www.mainstreetnewnan.com. *Projects must be started within 60 days after the Plan of Work has been approved. Projects must be completed within 6 months of having the Plan of Work approved.*
2. **Design the Project.** Based upon a concept, the applicant should investigate the design that they wish to pursue, and ensure that it is in keeping with the Façade Grant Design Guidelines, and the Secretary of Interior's Standards for Rehabilitation. The applicant should obtain preliminary

cost estimates from a contractor that they select. *We recommend that the applicant schedule a walk through meeting with Main Street Newnan prior to beginning the design process.*

3. **Create a realistic Plan of Work.** Applicant completes a Plan of Work, which includes design plans, cost estimates, construction schedules and at least 4 photos of the building. This should be included and submitted with the Request for Funding. The Plan of Work will not be considered complete until the applicant has included all required E-Verify documentation on behalf of the contractor.
4. **Request for Funding.** The Façade Grant Application process begins by submitting a Request for Funding, which includes the Request for Funding form, the Plan of Work, and all support documentation.
5. **Design Review.** Upon submitting the Plan of Work, the applicant must schedule a design review meeting with Main Street Newnan for final approval. Pending the scope of the Plan of Work, the applicant may be asked to modify their plan, and schedule a second design review meeting for final approval. Applicants may also be required to schedule a walk through, based on their Plan of Work. The Plan of Work and Request for Funding will not be approved unless the applicant has included all required E-Verify documentation on behalf of the contractor that they select.
6. **Pursue Project.** If the Plan of Work is approved, the applicant will move forward with completing the project. The applicant must pay for the project in full, and show documentation to Main Street Newnan for reimbursement after the project is completed, and the Façade Grant application has been approved. The Applicant must document the Façade Grant Project by compiling at least 4 before and after photos.
7. **Change Orders.** Any change orders that are added to the Plan of Work after it has been approved by Main Street Newnan must be resubmitted, and reapproved prior to completing the work.
8. **Complete Application by Providing Supporting Project Documentation:** the application process ends by submitting the necessary documentation to receive project funding.
 - The Approved Request for Funding Form
 - The Approved Plan of Work
 - Support Documentation for the plan of work, including: all relevant quotes given to the applicant by contractors, an itemized receipt from each contractor used during the project
 - All required E-Verify Documentation
 - Any approved Change Orders made to the Plan of Work will need to be included alongside the original Plan of Work, dated and signed by the Main Street Newnan staff
 - Any support Documentation for any change orders, including: all relevant quotes given to the applicant by contractors, an itemized receipt from each contractor used during the project
 - The Applicant must submit before and after photos, and applicant must also show that they have followed their Plan of Work that was approved by Main Street Newnan
9. **Final Walk-Through.** Main Street Newnan may ask the applicant to schedule a final walk through, depending on project. The applicant and Main Street Newnan staff will review proof of payment and completed work before Main Street Newnan will fund the project. Deviations from an approved plan may disqualify the applicant from this program.
10. **Façade Grant Approval.** If the application is approved for funding, a letter of commitment will be sent to the applicant, which must be signed and returned to Main Street Newnan. If the

application is not approved, the applicant will be given an explanation for the disapproval, and what, if any, steps can be taken to gain approval.

VIII. POST APPLICATION PROCEDURE

The Façade Grant Recipient will receive reimbursement for 50% (up to \$1,000) of the total cost of the approved Façade Grant project. A check will be submitted to the business or organization who has paid for the completed work, regardless of who has submitted the Grant Application.

It is the general intent of the Main Street Newnan Façade Grant Program to preserve and maintain properties within the downtown area through a process of design review to:

- Rehabilitate and maintain existing historic commercial structures using appropriate methods and techniques
- Promote overall district revitalization
- Enhance the historic built environment
- Create a healthy and viable environment to promote the downtown district during community events
- Enhance the downtown real estate environment in consideration of current and future use, by encouraging the occupancy of downtown structures.

APPLICABILITY

The design standards expressed in this section shall apply to all commercial properties within the Downtown Development Authority footprint

- Context: The facility is designed in a manner that is mindful of and complementary to the existing building and natural environment
- Harmony: The facility utilizes materials, forms and colors that serve as unifying elements with the surrounding built and natural environment
- Compatibility: The facility should be compatible with nearby buildings' architectural scale, color, rhythm and proportions
- Building design: All buildings shall be designed with attention to and sensitivity to the historic, architectural and physical context in which they are located

Main Street Newnan Façade Grant Design Guidelines

Historic Storefronts

- Retain Original elements and their arrangement when rehabilitating an intact storefront
- If the original storefront has been partially or completely removed, reconstruction of the storefront should be based on historic, pictorial, or physical documentation
- If no documentation or evidence of the original storefront can be found, the new storefront design should have elements compatible with the size, scale, materials, and arrangement of similar historic storefronts.
- Historic storefront additions that have become significant should be preserved.
- Historic storefronts should not be covered with materials that hide character defining elements and their arrangement; the removal of these non-historic materials is encouraged.
- [Information](#) about historic storefronts
- [Information](#) about preserving the exterior of small to medium sized structures

Historic Entrances

- Retain original first- and second-floor entrances and their configurations when rehabilitating a building's intact façade (s)
- Original entrances should not be covered or in-filled
- If replacement or reconstruction of: entrances and area doors, windows, or details is required, then the replacement features should be compatible in size, scale, materials and arrangement to original or similar historic features.

Historic Upper Floor Spaces

- Upper floors should not be covered with materials that obscure the façade's character-defining elements and their arrangement.
- Removal of non-historic materials covering original or historic upper facades is encouraged
- Upper- floor window openings should not be in-filled with any non-historic permanent materials
- Decorative features and stylistic details of upper facades should be retained

Historic Architectural Details

- Retain original architectural details on commercial buildings and keep them well- maintained
- Removal of original details, or application of details inappropriate to the period or style of a building, is discouraged
- Repair rather than replace damaged elements whenever possible; repair of damaged features should retain as much original material as possible.
- All replacement features should be of compatible design to the original and documented by historical evidence.
- The preservation of structural historic glass is recommended
- The preservation of ornamental stained or leaded glass is recommended
- [Information](#) about investigating historic architectural character
- [Information](#) about architectural character
- [Information](#) about maintaining and repairing architectural cast iron
- [Information](#) about structural glass
- [Information](#) about ornamental stained or leaded glass

Historic Windows

- Historic windows, including: window sash, glass, lintels, sills, frames, moldings, and all hardware should be retained and repaired through routine maintenance whenever possible.
- When deteriorated window elements must be replaced, new elements should be compatible with the original in terms of materials design and hardware.
- If it is necessary to replace an entire window, the replacement should be sized to the original opening and should duplicate the proportions and configurations of the original window.
- Upper-floor window openings should not be in-filled with any non-historic permanent materials; restoration of in-filled windows to their historic appearance is encouraged
- The preservation of structural historic glass is recommended
- The preservation of ornamental stained or leaded glass is recommended
- [Information](#) about replacing/ repairing wood framed historic windows
- [Information](#) about replacing/ repairing steel windows
- [Information](#) about structural glass
- [Information](#) about ornamental stained or leaded glass

Exterior Materials

- Preserve original exterior materials to the greatest extent possible; work on these materials should be done with care.
- If replacement of historic materials is necessary, the new materials should match the existing in design, color, texture, and other visual qualities; materials should be replaced in kind whenever possible.
- Avoid cleaning methods that damage original materials, such as sandblasting
- The application of any inappropriate exterior finish material to historic exteriors is strongly discouraged.
- The preservation of exterior porches is preferred
- [Information](#) about using suitable historic materials
- [Information](#) about suitable exterior materials for wood framed structures
- [Information](#) about repairing and preserving historic stucco
- [Information](#) about maintaining and repairing architectural cast iron
- [Information](#) about maintain and repairing cast stone
- [Information](#) about preserving the exterior of small to medium sized structures
- [Information](#) about preserving historic porches

Historic Additions and Alterations

- Sustainable historic additions and alterations that are 50 years or older and have acquired significance in their own right, particularly store front additions, should be preserved in keeping with these guidelines.
- Historic additions or alterations should match the structure considering the scale, set-back, style and type of the historic structure
- Historic additions and alterations should be time appropriate, and should not appear to be original to the structure
- Recreating missing additions or alterations should only occur if sufficient evidence is available (photos, documentation)
- [Information](#) about historic additions and alterations
- [Information](#) about determining your structures original architectural character

- [Information](#) about preserving historic porches

Repointing and Masonry Repairs

- Avoid cleaning materials that damage the historic masonry, such as sandblasting or harsh chemical treatments; use the gentlest means possible when cleaning masonry
- Repointing of masonry joints should be undertaken only if necessary
- When repair or replacement of old mortar is needed, the new mortar should duplicate the old in strength, composition, color, texture, and mortar joint width
- A new mortar with a high content of Portland cement should not be used in repointing historic masonry joints, unless that is the content of the historic mortar; Portland cement can create a bond that is stronger than the historic materials and can cause damage to the historic masonry as the mortar expands and contracts with temperature changes
- Appropriate repointing techniques and tools should be used to avoid damage to historic masonry and masonry joints
- Unpainted historic masonry should not be painted unless it is severely damaged or deteriorated
- [Information](#) about Repointing Mortar Joints
- [Information](#) about inappropriate & hazardous cleaning techniques that will effect- deteriorate historic mortar

Awnings

- Awnings placed over display windows are encouraged and often are suitable locations for signage; they should be mounted inside the storefront opening.
- Canvas awnings are recommended; metal, bubble and shingled awnings are discouraged
- The design for a new awning should consider the color, shape and height of surrounding awnings as well as the “line” other awnings create.
- Historic awnings that lend character to a building should be retained and repaired whenever possible.
- [Information](#) about historic awnings

Signage Fixtures

- Fixtures used to hang signage should be in keeping with the style of the building
- Fixtures used to hang signage should be installed in a sensitive manner that does not obstruct the building
- Fixtures to hand signage must be in keeping with the City of Newnan’s related codes and ordinances
- Information about [historic signage](#)

Gutters and Downspouts

- Gutters and downspouts should be maintained in their original appearance
- Inspect existing gutters and downspouts frequently to ensure they are un-obstructing and that water is draining away from the building.
- If gutters and downspouts are deteriorated and need to be replaced, new gutters and downspouts should be similar to the original in materials and appearance.

Appropriate Energy Efficient enhancements and placement of systems for Historic Structures

- The installation of storm windows are encouraged for energy efficiency

- Air conditioners and similar mechanical equipment should be placed so as not to detract from the historical integrity of the building.
- The façade of a building should not be disturbed by the addition of mechanical services.
- [Information](#) about improving energy efficiency for historic structures
- [Information](#) about heating, venting and cooling historic structures

Repainting Historic Structures

- Facades should exhibit rhythms similar to those found in adjacent structures
- Color selection for exterior surfaces, materials and equipment should not detract from the surrounding area. Neon and Fluorescent tones are discouraged.
- Paint palates from the late Victorian era, and into the turn of the Century are recommended (1880- 1920)
- Structures should be assessed to determine the quantity of lead based paint that is present on the structure before painting.
- [Information](#) about issues related to repainting exterior historic structures

Removal of hazardous lead based paint

- Lead based paint layers that are contained and have not deteriorated may be painted over.
- Lead based paint layers that are loose because of deterioration are hazardous and should be removed before the façade is repainted.
- [Information](#) about issues related to repainting exterior historic structures

Appropriate cleaning of exterior building surfaces

- Sensitive exterior cleaning is encouraged
- Abrasive cleaning methods are strongly discouraged and are not eligible for façade grant funding.
- The proper removal of graffiti is recommended
- [Information](#) about Cleaning and Water-Repellent Treatments for Historic Structures (NPS-HPB 1)
- [Information](#) about the danger of using abrasive cleaning methods on historic structures
- [Information](#) about removing graffiti from historic masonry structures