

**NELIGH OLD MILL DISTRICT  
BUILDING & FACADE IMPROVEMENT PROGRAM**



## **I. Program Overview**

### **Statement of Purpose:**

To improve downtown buildings by bringing them up to city code enabling easier resale and to ensure tenants and patrons are safe. To encourage the utilization and renovation of second story space for upper level housing or business expansion. To improve the blighted appearance of buildings in the downtown area by the restoration, renovation or replacement of facades and signage. To encourage pride in the downtown district through building ownership.

### **Funding Mechanism:**

A grant program administered by the City of Neligh and the Northeast Nebraska Economic Development District and funded by Community Development Block Grant Downtown Revitalization funds.

### **Grant Details:**

- Available to property owners and business owners within the Neligh Old Mill District (see map)
- Maximum funding request is \$25,000. Requires a up to a 50% match (eg. \$1,000 project is \$500 in owner-match and \$500 grant).
- Grant funds are only available to fix code deficiencies and façade improvements.
- Request and design must be approved by the City of Neligh.
- Applications will be processed monthly with a final application deadline of July 28, 2018.
- Work must be completed and invoices submit before September 30, 2018.

## **II. Program Guidelines**

The purpose of this program is to improve upper level structures of downtown buildings; rectify code deficiencies; and to restore, improve or create historic architectural features to facades of commercial buildings anywhere within Neligh's Old Mill District as identified within the Downtown Neligh Revitalization Plan.

- A. Funds shall be allocated on a minimum threshold basis for a maximum up to 50% of cost of improvements, not to exceed \$25,000.
- B. If applicable, all storefronts shall be designed, constructed and maintained to complement and accent the architectural features of the building. All accessories, signs and awnings shall likewise harmonize with the overall character of the building.
- C. All exterior color schemes shall accent the building, as well as harmonize with the district and the historic character of adjacent buildings.
- D. Funds shall be allocated on a minimum threshold basis for a maximum up to 50% of the cost of improvements, not to exceed \$25,000 per project. Funds shall be scored as follows by the Old Mill District Design Committee:

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- Building Preservation – 50 points
  - Historic Restoration – 25 points  
Maximum points may be awarded if plan includes pre-approval from the Nebraska State Historic Preservation and architectural plans.
  - Additional business/property owner investment – 50 points  
Minimum 25% match of total budget required of Applicant
  - Project Readiness – 25 points
  - Development Plan in regards to apartments and potential target market – 40 points  
(Upper level housing)
- E. No work for which funding is sought shall begin until authorized by the City Council.
- F. No program monies shall be used to perform general repairs.
- G. To qualify for funds, an application with appropriate conceptual plans and other documents must be submitted to the City of Neligh, Attention Greg Ptacek for review and recommendation with final approval by the Neligh City Council.
- H. The work proposed by the applicant requires at least two bids from outside sources to verify that costs are within reasonable parameters.
- I. Contractors are required to comply with Davis-Bacon Wage Determinations and E-Verify requirements (see contractor packet from Northeast Nebraska Economic Development District for additional information).
- J. Attestation of U.S. Citizenship form is required if applying as an individual.
- K. Projects are subject to Tier II environmental review and approval from the State Historical Preservation Office.
- L. Improvements must remain intact for a minimum period of five years from date of completion. Changes to improvements prior to five years may trigger repayment of grant.
- M. Businesses using the money for an upper level housing project will be required to sign a letter of intent guaranteeing occupancy of the upper level within a three years of notification of grant approval. Failure to comply may trigger repayment of the grant.
- N. Upon time of application, businesses using the money to fix code deficiencies must supply a signed letter from the City Building Inspector stating that the business does have deficiencies and that the planned improvements would bring the building up to code.

## III. Design Guidelines

For the benefit of the entire Neligh community, the Building & Façade Improvement Program encourages the improvement of facades and building in the historic downtown district, so as to accentuate the historic elements of the district through restoration, renovation or replacement of facades, as defined:

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**Façade** shall mean the front (and side if located on a corner) exterior wall of a building exposed to public view from the building's exterior. This will typically include a visual impact with items such as awnings, windows and signage.

**Restoration** is the preferred treatment for building façades and improvement. Restoration is most applicable to buildings where there has been very little change to the building façade over time. This results in the return of the façade to its original appearance through the use of authentic materials and the replication of missing or deteriorated components.

**Renovation** results in improvements which do not attempt to return the building to its original appearance. Improvements made should be sensitive to historic details and materials and should respect whatever original character remains.

**Replacement** of facades is appropriate when the majority of the original façade is missing or has been significantly altered so as to make restoration or renovation impractical. Façade designs should select materials, dimensions and architectural details that are similar or compatible to surrounding buildings such as façade height, window size and spacing, materials and colors.

**Structural Improvements** will be considered to be the sides of the buildings not visible to the street along with the roof.

**Code Deficiencies** will be considered building issues that do not meet or exceed City of Neligh building codes.

Therefore, this program encourages the following specific design guidelines for facades, signage and improvements in Neligh's Old Mill District:

- Contemporary design alterations should not destroy significant historical, architectural or cultural material.
- Distinguishing original qualities and character should be retained.
- Historic material and distinctive architectural features should be retained.
- Skilled craftsmanship that characterizes the building should be retained.
- Deteriorated architectural features should be repaired rather than replaced. If replacement is necessary, new materials should match as closely as possible in design, color, texture and other visual qualities.
- Building surface cleaning should be completed using the gentlest means possible. Exterior sandblasting or methods that will damage historic building materials should be avoided.
- Alterations to facades should be done in a manner that if the alterations were to be removed in the future, the integrity of the structure and subsurface would be unimpaired.
- Non-original building siding such as stucco, vinyl and aluminum should be removed whenever possible.
- Replacement glass should be similar in size, color and reflectivity to the original.
- Dark-tinted glass should not be used.
- Original historically significant facades should be restored with as little physical alteration as possible.
- The use of incompatible materials for reconstruction should be discouraged, such as aluminum or steel siding, faux brick, asphalt or cedar shingles, plastic, fiberglass and stucco.

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- Storefronts should incorporate the three design elements of a traditional storefront to retain the integrity of the streetscape, such as bulkhead, storefront windows and transom windows.
- Signage should accentuate the period architecture and should comply with local signage code ordinances.
- Roof replacements and/or repairs should be done in a manner that is compatible with the rest of the building.
- Interior remodeling should accentuate the original architecture to the greatest extent possible. Applications that choose to pursue other interior remodeling options should explain why such an option is being pursued.

**Upper level development** will be considered projects in which code deficiencies are fixed to prepare upper story units with the intention of occupying, leasing or selling the units.

**Code Deficiencies** will be considered items that do not meet established City of Neligh building codes as set forth by Municipal Code Book either through improper instillation or are grandfathered.

## IV. Design and Document Approval Flow Chart

1. Contact is made with Greg Ptacek with the City of Neligh regarding participation in the Building & Façade Improvement Program.
2. Application is filled out and submitted to Greg Ptacek at the City of Neligh, 105 East 2<sup>nd</sup> Street, Neligh, NE 68756, along with a preliminary conceptual sketch of the planned improvements. (There is no need to provide information from "Supporting Data Checklist" with this application).
3. The City of Neligh contracts Northeast Nebraska Economic Development District for Tier II environmental review.
4. A meeting of the Old Mill District Design Review Committee to score the application regarding the proposed improvements is scheduled. Committee members meet to discuss the applicant's ideas and needs.

Note: Sketches of the planned improvements need only be conceptual but must show enough detail so the Old Mill Design Review Committee can make comments and recommendations.

5. If the applicant wishes to participate in the program, applicant arranges for preparation of construction drawings and price quotation and provides a copy to the Old Mill Design Review Committee for review. If no changes are suggested, the applicant completes the application material outlined under "Supporting Data Checklist" and submits two copies to the City of Neligh.
6. The City of Neligh and Northeast Nebraska Economic Development District reviews the formal application, makes a recommendation to the City Council, and communicates formal approval/denial to the applicant.
7. With approval, Northeast Nebraska Economic Development District meets with applicant and contractors to review and complete paperwork and legal documents.

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8. After formal approval and completion of paperwork and documents, the project is undertaken according to approved design. Any changes must be approved by the City of Neligh.
  - The applicant must ensure the selected contractor is aware of Davis Bacon Wage Requirements prior to final selection of the contractor.
  - The Contractor must work with Northeast Nebraska Economic Development District.
  - The applicant submits invoices to the City.
9. At project completion the City of Neligh conducts a final review and provides a written report to the Northeast Nebraska Economic Development District indicating that the project has been completed as proposed.
10. Northeast Nebraska Economic Development District prepares grant drawdown documents.
11. The City of Neligh disburses grant funds upon receipt from Nebraska Department of Economic Development.
12. The City of Neligh reviews façade and building improvements annually for a period of five (5) years to ensure that approved designs remain intact.

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### V. Supporting Data Checklist

The following information shall be submitted with the application

#### **Façade and Structure improvements:**

- Provide a rendering of changes, including paint and awning colors where applicable
- Submit two (2) detailed written estimates from contractor and subcontractors
- Submit color photo of existing structure

#### **Signs:**

- Provide a color rendering of the design chosen
- Include specifications as to the size and width of the sign
- Note how and where the sign will be hung on the building
- Submit two (2) written estimates from a sign company or qualified contractor
- Submit written verification that design and size comply with city codes
- Note: Awning design must take into account the architectural style of the building.

#### **Paint:**

- Provide samples of the colors chosen
- Mark which color will be the body color and which will be accent colors
- Note where each color will be used
- Submit two (2) written estimates from painter of your choice

#### **Awnings:**

- Provide information about color and style of awning chosen
- Note where awning will be placed on building
- Submit two (2) detailed written estimates from qualified contractor
- Submit written verification that design and size comply with city codes
- Note: Awning design must take into account the architectural style of the building.

#### **Windows:**

- Provide details on windows being replaced
- Provide a copy of a recent energy audit, if available.

#### **Interior:**

- Provide details regarding the extent of the interior renovations
- Submit two (2) detailed written estimates from contractor and subcontractors
- Submit color photo of existing structure

#### **Documents:**

- Submit signed Hold Harmless Agreement (see attachment)
- If applying as an individual, submit signed Attestation of U.S. Citizenship (see attached)
- Submit a copy of a building permit if required (exterior dimension changes, awnings or signs)
- If applying as a business owner, provide a written authorization from the property owner for the improvements.

FEDERAL FUNDS

**Building & Façade Improvement Program Application Form**

Applicant Name: \_\_\_\_\_

Applicant's Phone Number: \_\_\_\_\_

Applicant's email address: \_\_\_\_\_

Business Name: \_\_\_\_\_

Business Owner: \_\_\_\_\_

Property Owner: \_\_\_\_\_

Property Address: \_\_\_\_\_

Property Legal Description: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

Type of façade improvement planned (see Design Guidelines):

Restoration       Renovation       Replacement       Reconstruction

Signage improvement planned:

Removal       New       Alteration       Repair

Structural alterations: \_\_\_\_\_

Cosmetic alterations (i.e. moldings): \_\_\_\_\_

Painting (approximate sq. ft. area): \_\_\_\_\_

Interior Improvements: \_\_\_\_\_

Specify other work (i.e. awnings or code deficiencies): \_\_\_\_\_

\_\_\_\_\_

Total cost of project: \_\_\_\_\_

Amount requested (up to 50% of project cost – not to exceed \$25,000) \$ \_\_\_\_\_

**FEDERAL FUNDS**

I hereby submit the attached plans, specifications and color samples for the proposed project, and understand that these must be approved by the City of Neligh. No work may begin until I have received written approval from the City of Neligh. I further understand that there must be a signed contract with a contractor within 60 days of notification of award, and the project must be completed by September 30, 2018. Grant funds will not be paid until the project is completed. If the City has not received correspondence in that time frame, the funds will be reallocated. I agree to leave the completed project in its approved design and colors for a period of five (5) years from the date of completion. If changed before the end of five years, I agree to pay back the funded amount.

\_\_\_\_\_  
Signature of Property Owner

\_\_\_\_\_  
Signature of Business Owner (if applicable)

\_\_\_\_\_  
Printed Name & Title of Property Owner

\_\_\_\_\_  
Printed Name & Title of Business Owner

\_\_\_\_\_  
Date

\_\_\_\_\_  
Date



**FEDERAL FUNDS**

**Release and Hold Harmless Agreement**

Release executed on the \_\_\_\_\_ day of \_\_\_\_\_, \_\_\_\_\_, by (Property Owner) \_\_\_\_\_ and (Business owner if applicable \_\_\_\_\_, of (Street Address) \_\_\_\_\_, City of Neligh, Antelope County, State of Nebraska, referred to as Releaser(s).

In consideration of being granted monies for restoration, modifications, signage, or other physical changes to the property located at the above address, the Releaser(s), understands that they are solely responsible for providing their own contractors, and to assure that those contractors are fully insured and licensed and have obtained all necessary permits in accordance with all pertinent regulations. The Releaser(s) waives, releases, discharges, and covenants not to sue or interplead and agrees to indemnify the City of Neligh (or entities under the City's umbrella), the Northeast Nebraska Economic Development District for loss or damage, and claims or damages therefore, on account of any work that has been performed in accordance with City or State guidelines.

Releaser(s) agrees that this release, waiver, and indemnity agreement is intended to be as broad and inclusive as permitted by the laws of the State of Nebraska and that if any portion of the agreement is held invalid, it is agreed that the balance shall; notwithstanding, continue in full legal force and effect.

Releaser's obligation and duties hereunder shall in no manner be limited or restricted by the maintaining of any insurance coverage related to the above referenced event.

This release contains the entire agreement between the parties to this agreement and the terms of this release are contractual and not a mere recital.

\_\_\_\_\_  
Signature of Property Owner

\_\_\_\_\_  
Signature of Business Owner (if applicable)

\_\_\_\_\_  
Printed Name & Title of Property Owner

\_\_\_\_\_  
Printed Name & Title of Business Owner

\_\_\_\_\_  
Date:

\_\_\_\_\_  
Date:

**FEDERAL FUNDS**

**Attestation of U.S. Citizenship**

For the purpose of complying with Neb. Rev. Stat. §§4-108 through 4-114, I attest as follows:

\_\_\_ I am a citizen of the United States.

--OR--

\_\_\_ I am a qualified alien under the Federal Immigration and Nationality Act, my immigration status and alien number are as follows: \_\_\_\_\_, and I agree to provide a copy of my USCIS documentation upon request.

I hereby attest that my response and the information provided on this form and any related application for public benefits are true, complete and accurate and I understand that this information may be used to verify my lawful presence in the United States.

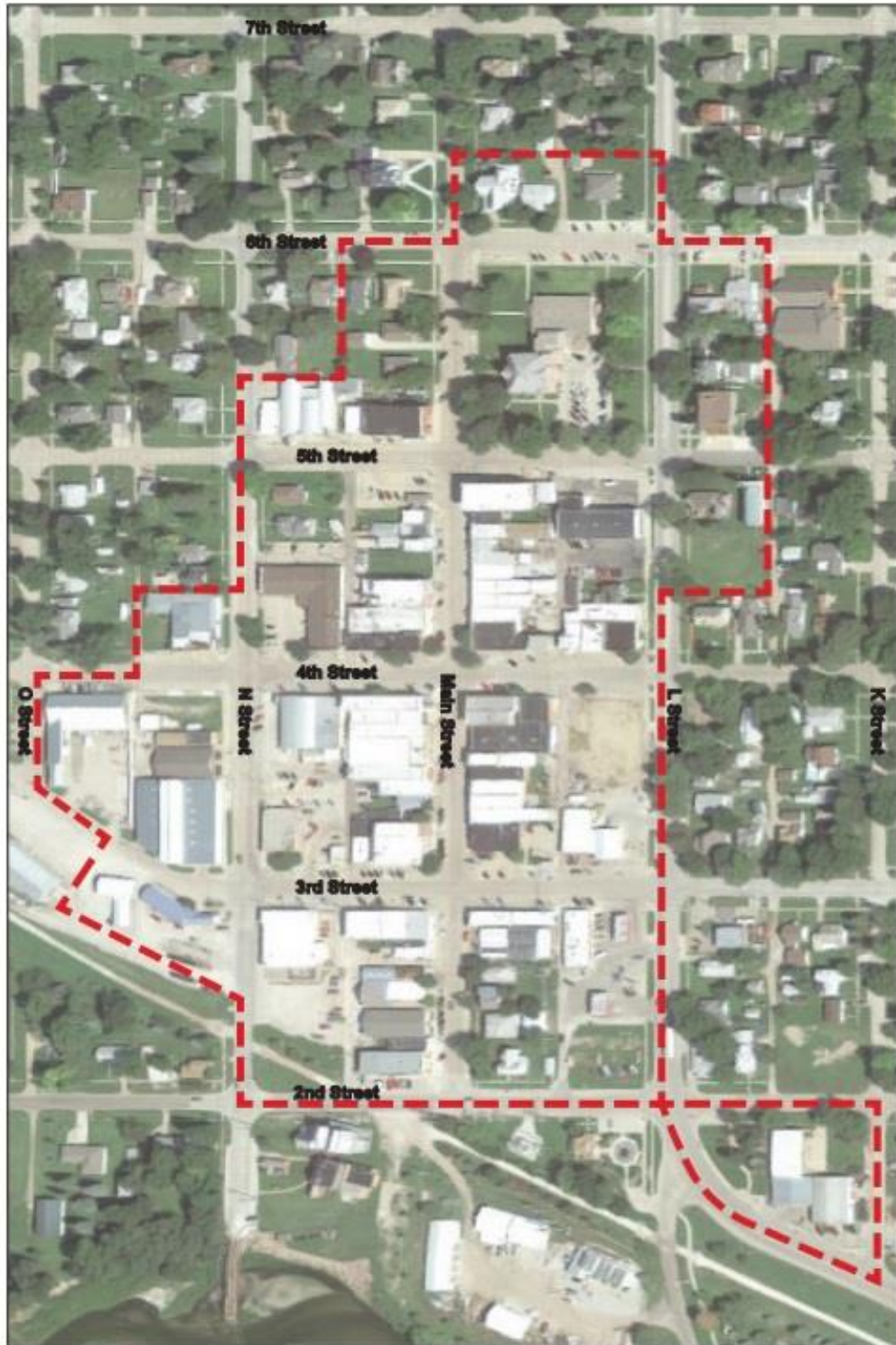
Printed Name: \_\_\_\_\_  
                    First  Middle  Last

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

FEDERAL FUNDS

OLD MILL DISTRICT MAP



Prepared by:  
**MA**  
**Miller & Associates**  
CONSULTING ENGINEERS, P.C.  
Keamey, NE - (308) 234-6456



Not to Scale

Map of Project Area  
Neligh, Nebraska  
457-G1-003