



# Historic Façade Improvement Program

## Program Information Guidelines and Requirements

*The ultimate goal of the Historic Façade Improvement program is to encourage improvements, which stress the historic significance and uniqueness of neighborhood commercial structures through building rehabilitation and beautification.*

### INTRODUCTION

The City of Spokane's Neighborhood Business Centers (NBC) economic revitalization program follows the National Trust Historic Preservation's Main Street Four-Point Approach™ to revitalization. The Four Point Approach supports the preservation of historically significant and contributing structures and is designed to bring economic revitalization to business districts. To this end, the Historic Façade Improvement program has been established to encourage property owners in their rehabilitation and preservation efforts by providing financial incentives.

The Historic Façade Improvement program is specifically designed for the preservation and/or rehabilitation of building façades. The program utilizes grant funds as a financial incentive to entice private investment by property and business owners interested in rehabilitating neighborhood business center structures, stressing their historic significance. The goals of this program are: 1) to encourage historic preservation through rehabilitation of neighborhood commercial structures, 2) to abate any continued deterioration of neighborhood commercial structures and 3) to augment the natural assets of the neighborhood business centers by restoring the uniqueness, character and integrity of structures to the period of their significance.

The City of Spokane Neighborhood Business Centers program (NBC) and the Historic Preservation Office (HPO) staff are providing assistance on rehabilitation projects that will create a visual impact in the neighborhood business district. All major and minor projects are important; even small repairs such as paint and awning alternatives as well as leasehold improvements made by tenants have a significant effect on the visual appearance and subsequent private reinvestment and economic vitality of a business district.

### FAÇADE IMPROVEMENT GRANT - HOW IT WORKS

Funding offered is a matching grant in which the City would reimburse the applicant 50% for up to a \$1,000 reimbursement. Applicant must comply with design guidelines and match the grant funds at least \$1 for \$1. There must be a minimum total project cost of \$500.

The applicant's match may be in form of other financial aid (grant or loan) received from other agencies and/or banks. The City will reimburse applicants after the applicant has paid his/her contractor, architect and vendor(s) in full; and after the project is determined to have been completed in accordance with the contract between the City and the applicant.

NBC and HPO staff can provide guidance on improvements specific to individual storefronts. The City will also monitor the progress of the project to ensure compliance with the contract between the City and the applicant. Early meetings with NBC and HBO staff are necessary in order to avoid misunderstanding as to the eligibility of proposals.

### ELIGIBILITY CRITERIA

- Eligible properties are located within three NBC districts (Hillyard/Market St. District, Monroe and South Perry)
- Properties must be listed on the National Register of Historic Places or the Spokane Register of Historic Places
- This program is being offered for small businesses and existing buildings
- Applicants must be property owners or commercial tenants
- Tenants must have written approval from property owners to participate in the program
- Property owners must be up to date on all municipal taxes prior to participation in the program
- Properties must be in conformance with State and City code requirements

Neighborhood Business Centers (NBC) Program  
Business & Development Services Department  
Economic Development Division  
[www.SpokaneNBC.org](http://www.SpokaneNBC.org)  
(509)625-6597



- Eligible business/property owners are encouraged to apply immediately for consideration; all proposed projects will be evaluated on their merits
- Work must follow the Secretary of the Interior's Standards for Rehabilitation (listed below)
- Projects must be approved by the design committee

### **ELIGIBLE FAÇADE IMPROVEMENTS**

- Exterior painting and repair, masonry cleaning and repair
- Repairing, replacing or adding decorative functional awnings, allowable signage and lighting
- Removal/replacement of inappropriate or incompatible exterior finishes or materials
- Recessing/reconfiguring entrances
- Removal of extraneous elements
- Door/window replacement or repair
- Architectural fees
- Masonry cleaning
- Original qualities/character shall not be destroyed

### **NOT Eligible (Included but not limited to):**

- Interior improvements and roof repair
- Inappropriate cleaning methods, additions, repairs, replacements or alterations
- Owner's/business owner's labor
- Financial charges
- Prior improvements

### **PRIOR IMPROVEMENTS AND ALTERATIONS (NOT Eligible)**

Alterations and improvements made prior to receiving a notice to proceed with improvements are not eligible for reimbursement.

Projects that are underway or started prior to receiving written approval from NBC are not eligible to participate in the Historic Façade Improvement program.

The applicant must agree not to change or alter the improved façade without prior written approval for 5 years from the date of the check issued under the Historic Façade Improvement program.

### **GUIDELINES**

*Note: Guidelines follow The Secretary of Interior's Standards for Rehabilitation (Department of Interior regulations, 36 CFR 67).*

1. A property shall be used for its historic purpose or be placed in a new use that requires minimal change to the defining characteristics of the building and its site and environment.
2. The historic character of a property shall be retained and preserved. The removal of historic materials or alteration of features and spaces that characterize a property shall be avoided.
3. Each property shall be recognized as a physical record of its time, place and use. Changes that create a false sense of historical development, such as adding conjectural features or architectural elements from other buildings, shall not be undertaken.
4. Most properties change over time; those changes that have acquired historic significance in their own right shall be retained and preserved.
5. Distinctive features, finishes and construction techniques or examples of craftsmanship that characterize a property shall be preserved.

6. Deteriorated historic features shall be repaired rather than replaced. Where the severity of deterioration requires replacement of a distinctive feature, the new feature shall match the old in design, color, texture and other visual qualities and, where possible, materials. Replacement of missing features shall be substantiated by documentary, physical or pictorial evidence.
7. Chemical or physical treatments, such as sandblasting, that cause damage to historic materials shall not be used. The surface cleaning of structures, if appropriate, shall be undertaken using the gentlest means possible.
8. Significant archeological resources affected by a project shall be protected and preserved. If such resources must be disturbed, mitigation measures shall be undertaken.
9. New additions, exterior alterations or related new construction shall not destroy historic materials that characterize the property. The new work shall be differentiated from the old and shall be compatible with the massing, size, scale and architectural features to protect the historic integrity of the property and its environment.
10. New additions and adjacent or related new construction shall be undertaken in such a manner that if removed in the future, the essential form and integrity of the historic property and its environment would be unimpaired.

#### **PROGRAM IMPLEMENTATION**

- ✚ Applications and guidelines for the program are available in the Neighborhood Business Centers and Historic Preservation offices in Spokane City Hall and on the [www.SpokaneNBC.org](http://www.SpokaneNBC.org) web site.
- ✚ Completed Historic Façade Improvement program application packets will be submitted for Landmarks Commission and design review. Application packets must include: completed application, pictures, drawings and plans of the building which illustrate all proposed work, including any structural repair, awnings (plus sample of the material), signage, cost estimates, construction schedules and paint colors.
- ✚ The NBC and HPO team will approve the application if it complies with the Landmarks Commission approval and Department of Interiors guidelines. If not approved, the team will explain in writing to the applicant the reasons for rejection, and what steps can be taken to receive approval.
- ✚ Applicants requesting funds must sign an agreement with NBC. The applicants will be required to abide by the guidelines and rules regulating the use of grant monies.
- ✚ Financial incentives/grant monies will be distributed on a reimbursement basis only upon completion of an approved project and inspection conducted by the NBC and HPO team. The applicant will be required to submit copies of all receipts to receive reimbursement.
- ✚ Historic property owners and tenants with the property owner's approval, who have two or more businesses occupying a single building/property, with each business having its own entrance, are eligible for a Historic Façade Improvement grant for each business.
- ✚ Applications must be completed and approved prior to any construction activity.
- ✚ During the course of construction, the NBC Program Manager will monitor the progress of the project.
- ✚ The NBC, HPO team and the Landmarks' Commission must approve changes to originally approved work specifications.
- ✚ Approved changes in the work verifications will be attached to the original applications dated and signed by the NBC and Historic Preservation team.
- ✚ Deviations from an approved plan may disqualify the applicant from this grant program.

## PROCEDURES

1. Business/property owner meets with NBC and HPO staff for initial project discussion Fall 2008.
2. Business/property owner submits an application describing proposed improvements, along with detailed plans and a minimum of two contractor bids Winter 2008.
3. NBC and HPO staff evaluates eligibility; if staff determines that the project is eligible then preliminary approval is issued Winter/Spring 2009.
4. The owner and staff sign an agreement in which the owner agrees to begin construction of project within 60 days, maintain the improvements for at least 5 years, and adhere to City regulations Spring 2009.
5. The owner hires a licensed architect/construction firm and completes project work Spring/Summer 2009
6. The owner, along with NBC and HPO staff, conduct final inspection and certify project complete prior to reimbursing the owner for the City's share of the project mid August 2009
7. Owner submits receipts, proof of payment and 3-5 before & after photographs.
8. City reimburses owner (50% of eligible cost, up to \$1,000) prior to within 60 days of receiving proof of payment.

## List of Some Contractors

### I. Marquee, Repair or Refinish

#### **R.W. Inc.**

Rick Jarvis  
3412 E. Bismark Ct  
Spokane, WA 99217-6592  
Phone: (509) 482-0254  
Fax: (509) 489-7013

[Website: www.rwfab.com](http://www.rwfab.com)

#### **Jamison Signs**

25211 E. Trent Ave  
Newman Lake, WA 99025  
Phone: (509) 226-2000

#### **Carlson Sheet Metal**

3603 E. Broadway  
Spokane, WA 99202  
Phone: (509) 535-4228  
Fax: (509) 535-8685

#### **Krueger Sheet Metal**

731 N. Superior St  
Spokane, WA 99202  
Phone: (509) 489-0221  
Fax: (509) 489-6539

#### **L & L Sign & Display**

527 S. Cannon St  
Spokane, WA 99201  
Phone: (509) 455-9277  
Fax: (509) 455-7823

[Email: david@lsign.com](mailto:david@lsign.com)

[Website: www.lsign.com](http://www.lsign.com)

#### **Epcon Sign Company**

702 N. Helena St  
Spokane, WA 99202  
Phone: (509) 535-9007

#### **Acme Glass Works**

Ken Yuhasz  
W. 3127 Fairview  
Spokane, WA 99205  
Phone: (509) 328-5233

#### **Spokane Tin & Sheet Iron Works**

3807 E. Ferry Ave.  
Spokane, WA 99202  
Phone: (509) 534-0539

#### **Koch Sheet Metal**

5328 N. Sycamore St  
Spokane, WA 99217  
Phone: (509) 487-5009

### II. Windows

#### **City Glass**

5804 N. Freya Street  
Spokane, WA 99217-6500  
Phone: (509) 487-4419

#### **Tormino's Sash & Glass Co.**

102 N. Helena St  
Spokane, WA 99202  
Phone: (509) 534-0537

### III. Awnings

#### **Pro Awning**

10021 E. Knox Ave  
Spokane, WA 99206  
Phone: (509) 927-4545

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*Funded by Spokane Preservation Advocates*

