

CITY OF LISBON
DOWNTOWN REINVESTMENT PROGRAM

PURPOSE:

The purpose of the Downtown Reinvestment Program is to encourage and assist small business development in the Lisbon Downtown Urban Renewal Area. (Refer to attached map.)

ELIGIBLE COSTS:

Funds will be awarded for:

- Façade renovation*
- Exterior structural rehabilitation*
- Interior structural rehabilitation and renovations*

*The Lisbon Historic Preservation Commission serves as a consultant to the City for this program. In this role, the Commission will consider the Secretary of the Interior's Standards for Rehabilitation as it reviews proposals. Examples of these standards are included in the application packet.

INELEGIBLE COSTS

- In-kind labor by non-registered contractors
- Interior improvements and renovations that are not permanent
- Interior and exterior signage
- Projects started prior to an approval of an application

FUNDING:

- City Council will budget an annual TIF appropriation for the program.
- The maximum award amount will be **50%** of the total project cost or **\$5,000.00**, whichever is less for **exterior improvements**.
- The maximum award amount will be **25%** of the total project cost or **\$2,500.00**, whichever is less for **interior improvements**.

PROGRAM

ADMINISTRATION:

The program will be administered by the City of Lisbon.

- Draft applications may be submitted between March 1 and March 15 for questions and clarity. Submittal of draft applications is strongly encouraged.
- In accordance with current state, county and city codes, work must be performed by a licensed contractor. It is the applicant's responsibility to obtain all City permits prior to beginning construction. This included exterior and interior electrical, plumbing, and heating and air conditioning.
- Final applications must be turned in to City Hall by 4:00 p.m. on April 1.
- Applications will be reviewed April 1 – 30 by the City staff (to ensure the application is complete), the Zoning Administrator (to ensure the proposed project is zoning compliant), and the Historic Preservation Commission (to ensure that the proposed project meets the Secretary of Interior's Standards for Rehabilitation). Priority will be given to new applicants.
- Applications passing review will be placed on the Council agenda for action the first council meeting in May.
- Award letters will be issued by the end of May, with funding becoming available on July 1. A request for rebate form will be included with the award letter.

- Applications must be approved by the City Council before a project begins. Expenses incurred prior to the awarding of the grant are not eligible for rebate payment.
- Projects must be completed and rebate forms submitted to the City Hall with the appropriate supporting documentation by May 31 of the following year.
- Funding may be awarded outside of the grant period for emergency projects, pending council approval.

**APPLICATION
PROCESS:**

Applications will be available at city hall or on the city website at www.cityoflisbon-ia.gov/grants.

- Applications may be typed or handwritten. Handwritten applications must be legible.
- A complete application will include:
 - Two-page application form, with signatures of applicant and building owner
 - Formal drawings/plans for the project
 - Itemized budget that includes a complete list of projected expenses associated with the project
 - Bids/estimates from contractors. A second bid must be included in proposals submitted by applicants who are registered contractors requesting funding for in-kind labor.
- Changes to the approved application must be submitted to City Hall for review by City staff, Zoning Administrator, Historic Preservation Commission, and Council for approval prior to implementation. Failure to do so may deem the entire project ineligible for a rebate payment.

REBATE PAYMENT:

- Review and inspection of the completed project by Lisbon Historic Preservation Commission and Linn County (if applicable) is required prior to submittal of request for rebate.
- Request for rebate form must be submitted to City Hall along with documentation of expenses as outlined in itemized budget and approved by City Council.
- City Council approval required prior to any rebate payment.
- Partial payments will not be made.

QUESTIONS:

Connie Meier, City Administrator
Lisbon City Hall, 115 N. Washington Street
(319) 455-2459
lisboncityadmin@cityoflisbon-ia.gov

**CITY OF LISBON
DOWNTOWN REINVESTMENT PROGRAM
APPLICATION FORM
(PLEASE WRITE LEGIBLY)**

Date: _____

PROPERTY OWNER INFORMATION:
NAME _____
ADDRESS _____
TELEPHONE NUMBER _____
FAX NUMBER _____
E- MAIL _____
BUSINESS NAME/OWNER (ADDRESS/PHONE NUMBER IF BUSINESS OWNER IS DIFFERENT THAN PROPERTY OWNER) _____
BUSINESS ADDRESS _____
PROJECT INFORMATION:
Type of Project: Façade renovation _____ Exterior Structural Rehabilitation _____ Interior structural rehabilitation and renovation _____
TOTAL COST OF PROJECT EXTERIOR _____ INTERIOR _____
AMOUNT REQUESTED FOR GRANT FUNDING EXTERIOR _____ INTERIOR _____

LIST OTHER SOURCES FOR FUNDING FOR THE PROJECT AND AMOUNTS: _____ _____ _____ _____
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DESCRIPTION OF PROJECT-PLEASE PROVIDE DETAILED INFORMATION. USE ADDITIONAL PAGES IF NECESSARY.

SCOPE OF PROJECT: _____

ITEMIZED BUDGET: _____

PRINTED NAME	SIGNATURE OF APPLICANT
PRINTED NAME	SIGNATURE OF BUILDING OWNER (IF NOT APPLICANT)

**DOWNTOWN REINVESTMENT PROGRAM
Checklist**

Applicant Name _____

Amount Requested _____

INITIAL APPLICATION	DATE	APPROVAL/DENIAL	SIGNATURE	COMMENTS
Application received at city hall				
Zoning Administrator review				
Historic Preservation Review				
Council Review				
Amount Approved				
Award Letter Sent				
APPLICATION REVISION	DATE	APPROVAL/DENIAL	SIGNATURE	COMMENTS
Received at City Hall				
Zoning Administrator Review				
Historic Preservation Review				
Council Review				
Amended amount approved				
Amended Award Letter sent				
REBATE PROCESS	DATE	APPROVAL/DENIAL	SIGNATURE	COMMENTS
Request for rebate and supporting documents received at City Hall				
Zoning Administrator Review				
Historic Preservation Review				
Council Review				
REBATE ISSUED	DATE	CHECK NUMBER	AMOUNT	

**DOWNTOWN REINVESTMENT PROGRAM
REQUEST FOR REBATE**

Applicant Name: _____

Address: _____

Telephone Number: _____

Project Address: _____

Description of Project: _____

INVOICES SUBMITTING FOR AWARD (attach invoices/receipts and cancelled checks):

Contractor: _____

Amount: _____

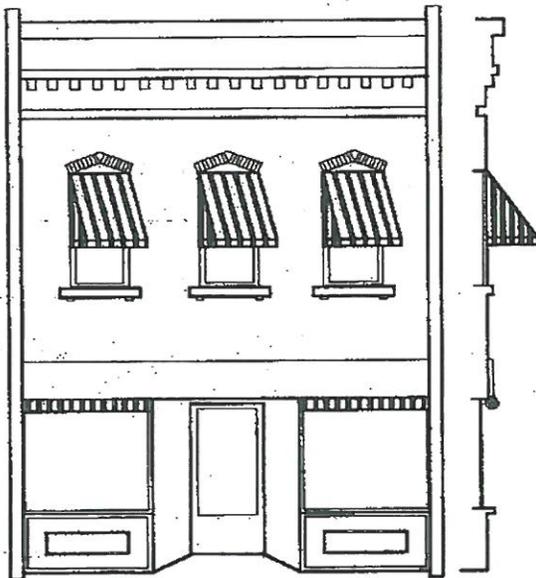
TOTAL: _____

Awnings

Awnings play an important part in attracting customers. They help catch their eye, draw potential customers under them, give them a better look at the display, and also protect from the damaging effects of ultraviolet rays.

Recommended:

- ◇ Operable or permanent awnings
- ◇ Canvas or vinyl; adds character to a storefront
- ◇ Consider the entire building when selecting a style and coloration.
- ◇ Simple awning with a strongly decorated building
- ◇ Brightly accented awning with a drab building
- ◇ Name of store on awning flap



Not Recommended:

- ◇ Aluminum awnings or canopies - they look out of place on a commercial street
- ◇ Non weather-resistant awnings
- ◇ Internally-lit awning-and-sign combinations
- ◇ Barrel-vault shaped awnings — shape of awnings typically should be sloped, with or without side closures and awning flap.



The Storefront

The storefront has gone through some major changes over the years, because of the changes in the way that people shop and different approaches to merchandising. The original shape may be buried under many later renovations, or it may even have been destroyed. It may be possible to find an original photograph in the local library to help in restoration, but it is not necessary to recreate the original facade if it is gone. The 19th Century storefront was essentially "pedestrian friendly" and window shopping was fundamental to the organization of the structure.

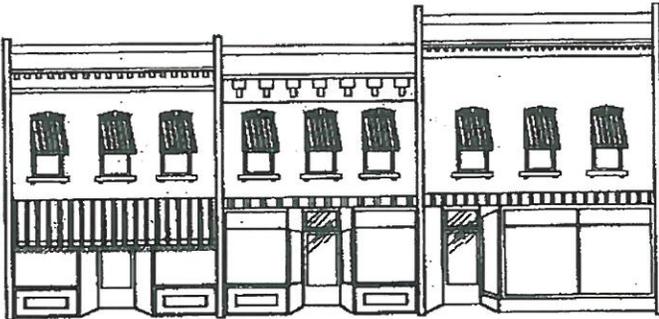


Decoration

The emphasis on the traditional storefront was on the display window and the entry door, so the decoration was simple, but today decoration often appears to be tacked onto the building. It destroys the feeling of compatible, high-quality presentation of goods and services along the street.

Recommended:

- ◇ Decoration on outside walls should be simple in order to direct potential customers to the display inside.
- ◇ Emphasize the windows and the goods and/or services inside, and use decoration to enhance the window's effect.



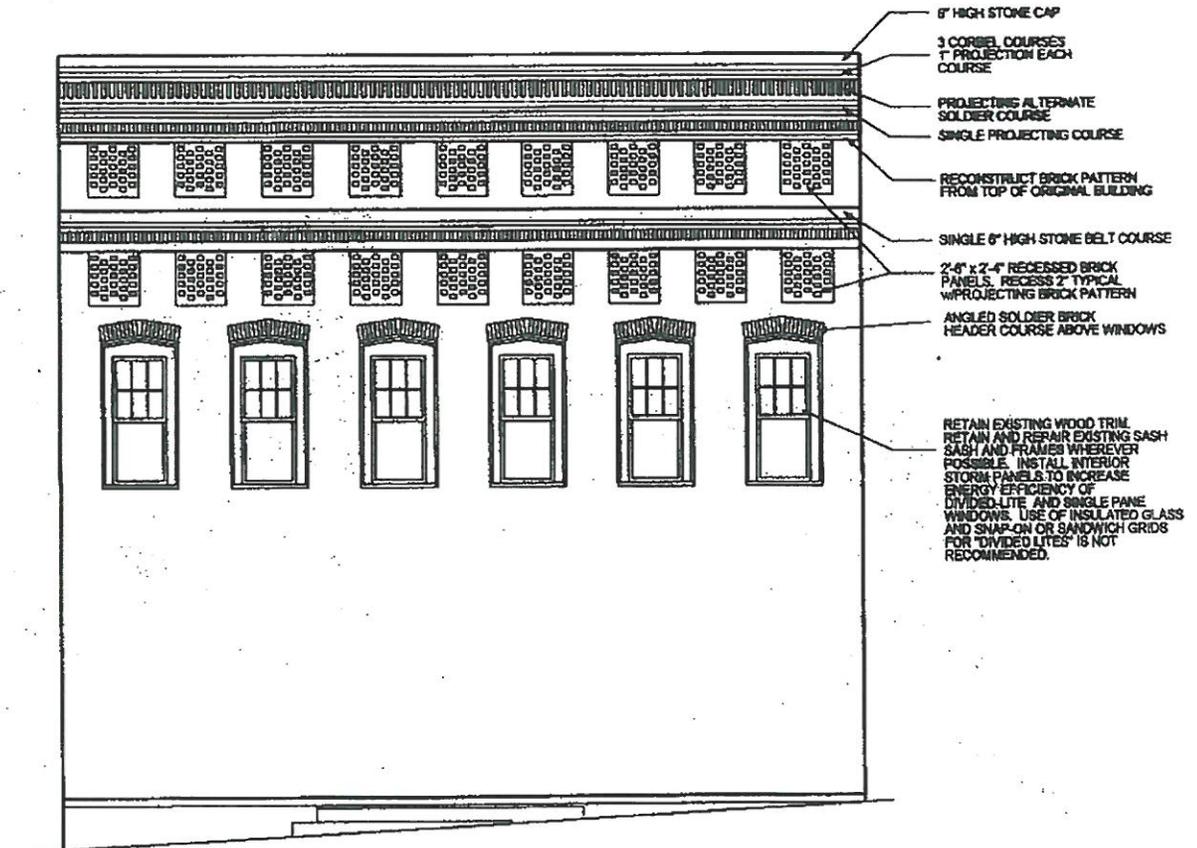
Not Recommended:

- ◇ Loud colors, patterns, and textures that extend well above the storefront facade - they often fight with each other
- ◇ Metal or other forms of siding material, vertical or horizontal



The Upper Story

The upper story is an extension of the storefront helping to convey the invitation to enter the establishment. The appearance of the upper story sends a message to potential customers about the quality of the establishment below. The quality and condition of the decoration of the upper story contributes to the respectability of the store below. If the upper story is in despair, it gives an unfavorable impression of the quality of the business housed in the building. Merchants would be more likely to rent out of a building that is well looked after in totality than one where the upper story is neglected.

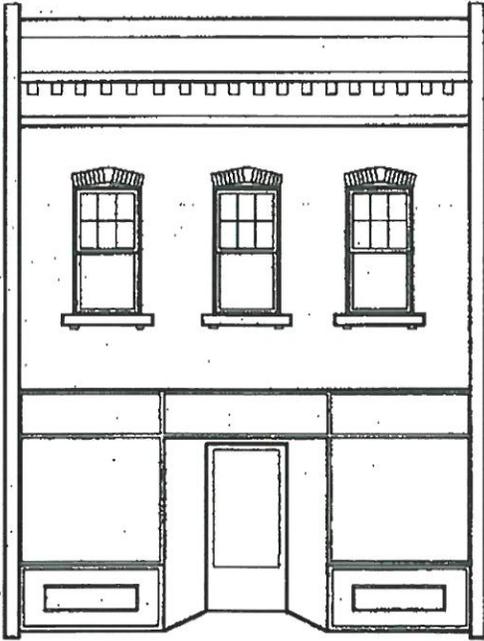


Display Windows

Originally, storefronts were composed almost entirely of glass. This was to get as much light as possible into the narrow, windowless space. It also allowed potential customers to see the window displays and the interior. This minimal barrier of glass helped merge the sidewalk and store into one making the stores a part of the public street area, and making the stores more accessible to customers. Pedestrians would feel that walking into the store was not like entering a whole new place.

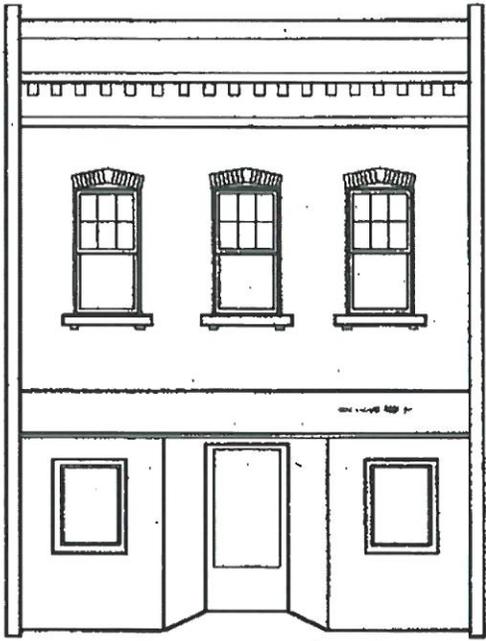
Recommended:

- ◇ Maintain original large glass front window.
- ◇ Think of the window as a large picture framed by the storefront.



Not Recommended:

- ◇ Downsizing the original window openings

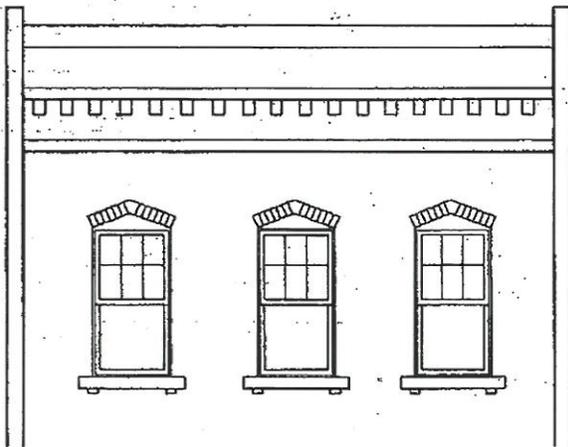


Windows

Visually, the traditional upper story windows help tie the different facades together. The regular repetition of openings provides a pattern to bring the eye along the street. Unfortunately, windows deteriorate and replacements for the unusual openings can get expensive. Inappropriate windows interrupt the continuity of the street. Windows are especially significant to the National Register of Historic Places.

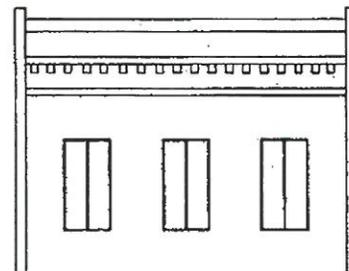
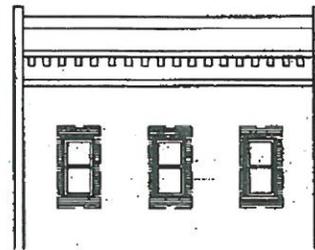
Recommended:

- ◇ Keep original windows in good condition.
- ◇ Scraping and repainting
- ◇ Check to see if the seals are in place, and looking for rot is usually enough for windows that are already in good condition.
- ◇ Storm windows installed on the interior
- ◇ Save original material where possible and reuse



Not Recommended:

- ◇ Boarded-up or replaced windows with standard size fill-ins
- ◇ Inappropriate window type such as casement or sliders
- ◇ Aluminum - if necessary use painted or paint-like finish in darker colors rather than lighter colors
- ◇ Storm windows installed on the outside

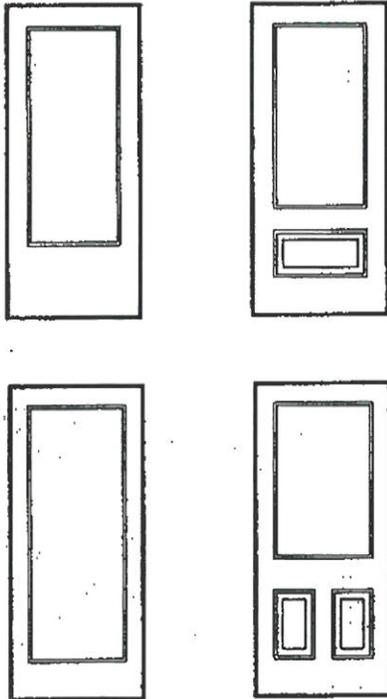


Doors

The traditional storefront door had to convey to the customer what the store was all about. Its stately appearance and large glass panel gave the entire storefront an open, inviting appearance.

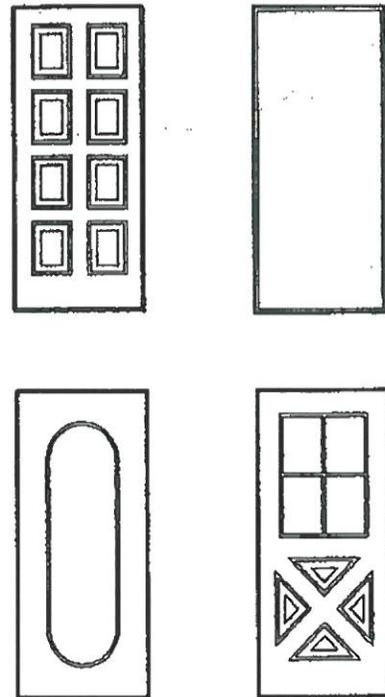
Recommended:

- ◇ Preserve and reuse as much original ornament as possible.
- ◇ The pane on the door should be another clear window into the store.
- ◇ Usually a simple glass-paneled door is best. (wood and glass)



Not Recommended:

- ◇ Over decoration; it can distract the customer from the window displays
- ◇ All glass aluminum door
- ◇ "Residential" designs

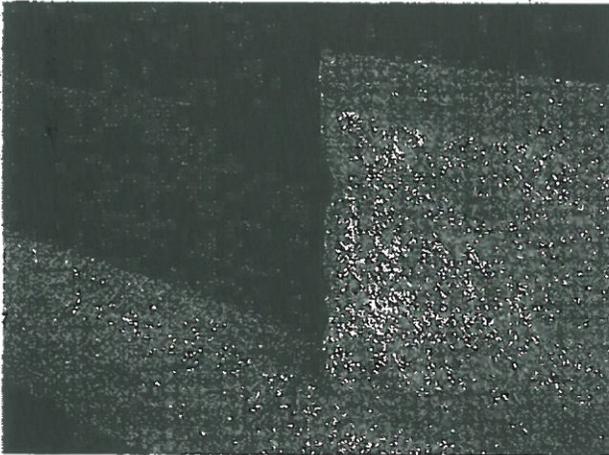


Materials

Many of today's remodeled storefronts use materials that look out of place on the street, through color, texture, or a combination of these. Some of these not only clash with storefronts, they are unpleasant on their own.

Recommended:

- ◇ Use simple, unobtrusive materials to emphasize the entrance to the store and the window displays.
- ◇ Carefully consider what materials to use and the way they will be used.
- ◇ Take special care in the joint between two buildings. It contributes to the visual impact of the street.
- ◇ Unifying features in Mount Vernon are unusual patterns of pressed brick, limestone trim, checkerboard panels, corbelling, similar size and shape of rough dressed stone trim, and bricks which are set at an angle.



Not Recommended:

- ◇ Use of materials that clash with the storefront
- ◇ Decoration that extends beyond the original boundaries of the storefront.
- ◇ Bricks that do not match original
- ◇ Siding of any type



Painting-Colors

Choosing colors for trim and other places is an important process. The color chosen should coincide with other colors already present in the area. Remember that exposure can change colors and affect paint, so consideration must be taken when choosing the type of paint.

Recommended:

- ◇ Test paint on an area of the building before painting the entire building.
- ◇ To return the building to its original color, carefully scrape a circle of the painted surface to reveal the layers underneath and match to the newer paint.
- ◇ Color schemes of different eras:
 - mid 1800's - 1800's soft neutral tints
 - later 1800's - darker, calmer colors
 - early 1900's - lighter, calmer colors
 - white was rarely used before the early 1900's in town
- ◇ The trim should contrast the shade of the wall to tie the entire building together.



Not Recommended:

- ◇ Painting a building entirely white
- ◇ Painting with bold or primary colors
- ◇ Painting brick that has not been painted previously and is not particularly porous.



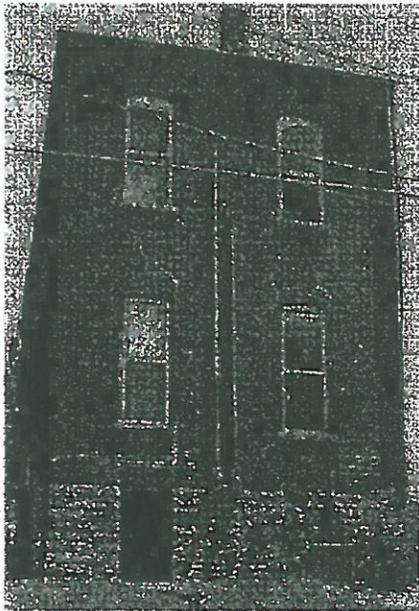
Painted brick

Rear Entrances/Rear Facades

In a town such as Mt. Vernon with its main street perched on a hill, the rear entrances and facades are usually the first things visitors see when they come to town. This makes the condition of these areas as important as that of the front. Though they do not have to be as historically accurate as the front (since the design of these areas has not changed much), attention must be paid to these areas to keep them looking attractive, especially if a rear entrance is intended.

Recommended:

- ◇ Appears as an entrance
- ◇ Open or rear windows for display
- ◇ Back door more simple than front
- ◇ Smaller windows than the front



Full-size windows

Not Recommended:

- ◇ An unattractive space
 - overgrowth of weeds
 - not shoveled walks
 - overflowing trash cans

