

New Horizons-Chamber Economic Assistance Package 2017



A Main Street Iowa Community

**In cooperation with:
THE CITY OF NEW HAMPTON
NEW HAMPTON MUNICIPAL LIGHT PLANT
MAIN STREET IOWA**

NEW HORIZONS-CHAMBER will not use race, sex, age, religion or disability as grounds for refusing a loan, grant, or design assistance to an eligible applicant

A Main Street Iowa Community

New Horizons-Chamber's mission is to enhance the quality of life for all people of New Hampton and Chickasaw County by encouraging and implementing social and economic activities, which create a sense of home and community vitality.

Grant Eligibility Examples

**All projects are subject to review and approval to determine eligibility.*

Eligible

New exterior doors.

Must meet any codes and be energy efficient.

New Awning.

Must meet any codes and fit within, compliment and enhance the historic character of building.

Signage.

Must meet any codes and fit within, compliment and enhance the historic character of building.

New Windows.

Must meet any codes, be energy efficient and fit within, compliment and/or enhance the historic character of building.

Exterior trim and/or façade paint/stain.

Must fit within, compliment and/or enhance the original historic character of building.

Structural Repair/Masonry/Repainting

Must fit within, compliment and/or enhance the original historic character of building; using a method which is proven safe and appropriate for said building and the preservation of its essential architectural features.

Restoring original structural elements and architectural features by removal of siding, sheeting or other building materials previously placed to cover original structural elements. *This is strongly encouraged in our continuing efforts to maintain and/or restore the historic character of buildings.*

Building expansion (exterior materials only)

Must fit within, compliment and/or enhance the original, essential architectural character of the building.

Not Eligible

Replacement of exterior doors with used, unapproved doors.

Roof and/or Gutter repair or replacement (may be eligible only for low interest loan program and/or non-competitive grant)

Electrical except as necessary with signage. (may be eligible only for low interest loan program)

Plumbing and/or climate control improvements. (may be eligible only for low interest loan program)

Sidewalk and/or driveway/entrance repair or replacement

Replacement or addition of any building material which covers the original structural elements of the building. *This practice is strongly discouraged as it destroys a buildings historic character.*

Any practice which destroys alters or interferes with the essential architectural character of the building.





REHABILITATION STANDARDS

The goals of the New Horizons-Chamber Design Committee Rehabilitation Standards are to ensure the physical preservation of the central and outlying business districts, to promote historically appropriate design practices, and to encourage the development of vacant 2nd story or basement areas into income producing areas.

Preservation Standards

Rationale:

The preservation and rehabilitation of existing structures is very often the most cost-effective alternative to creating commercial space. Restoration of historic buildings not only creates an aesthetically attractive business district, it also serves to promote community identity, heritage and pride.

1. Repair or maintenance activities that result in improved structural integrity and/or safety are priorities for building rehabilitation projects.
2. Recommended preservation activities include, but are not limited to: re-pointing, window repair or replacement, improvements to the superstructure or foundation, roof repair, gutter repair or replacement, and necessary electrical, plumbing and climate control improvements when directly effecting preservation of the structure. The addition or replacement of siding, sheeting or other such inappropriate material which covers the original architectural elements is discouraged and is not eligible for low interest loans or grant money. Removal of such materials to expose original elements is strongly encouraged.
3. Sidewalk repair or other improvements are not eligible for low interest loans or grant money.
4. Repair of existing architectural elements has priority over replacement whenever feasible.
5. Preservation activities should not destroy, alter, or interfere with the essential architectural character of the building.

Design Standards

Rationale:

The visual appearance of the business districts project an image of the community as a whole to residents and visitors alike. Using the following design standards when implementing exterior renovations will result in an attractive downtown that speaks of the uniqueness of our community. These standards will serve as a guide to the Design Committee in determining project eligibility for low interest loans and grants.

1. Commercial buildings are the products of a particular time and related style. Appropriate design improvements maintain or enhance the original architectural style of the building. Alterations, which have no historical basis or seek to create the appearance of another time period or style, are discouraged and are not eligible for low interest loans or grant money.
2. Retention of existing historic architectural elements is encouraged. Deteriorated architectural features should be repaired rather than replaced whenever possible. In the event that replacement is necessary, the new material should match the material being removed in composition, color, texture and other visual qualities. Addition or replacement of siding, sheeting or other such inappropriate material which covers the original architectural elements is discouraged and is not eligible for low interest loans or grant money. Removal of such materials to expose original elements is strongly encouraged.
3. Contemporary design for alterations and additions to existing properties shall not be discouraged when such alterations and additions do not destroy significant historical architectural or cultural materials, and such design is compatible with size, scale, color, materials and character of the property, neighborhood or environment.

Signage

Rationale:

Revitalization efforts have been carefully guided for many years, and creating an inviting streetscape is a major part of attracting new businesses and customers. Signs play an important role in the success of your business, and the following guidelines have been designed to assist you and ensure the continuity of design elements. Please review the guidelines before designing your sign, or contact a reputable sign company to assist you.

1. Refer to the City of New Hampton Code 14.02.04 for permitted sign size and types.
2. Signs shall be integrated with and complement the overall building façade. For example, a modern building should have modern signage, whereas historic structures should have Historically correct signage.
3. Main signage should be brief and typically list only the business name.
4. The use of internally illuminated cabinets is usually not suitable for most historic buildings, but may be compatible through the use of individual letters or complementary design.
5. Banner signs should never be used in place of permanent signage.
6. Copy or design changes on existing signs must be reviewed.
7. Signs painted directly on exterior walls are not allowed.
8. Awnings and signs should not cover architectural features.
9. Your whole building acts as a message to customers, the function of New Horizons-Chamber Design Committee is to keep all businesses looking their best.

Any non-conforming signs will be made compliant when substantial improvements are made to those properties.

Checklist for sign design review

- Photo of existing building
- Color rendering of proposed sign with outer dimensions
- Rendering of where sign will be installed on building
 - Description of materials used in sign construction
 - Name and phone number of your sign company
- Check with the city of New Hampton Planning and Zoning Dept. to Determine the need for reviews by any other commissions.

Standards for Development of Interior Vacant Spaces

Rationale:

Productive use of all available space within buildings contributes to the overall economic, physical and social health of the downtown, outlying business districts and all of the community. Rehabilitation of unused second stories or basements to provide new or expanded income producing spaces is encouraged through the low interest loan program.

1. Appropriate uses for spaces created through rehabilitation may include retail, office, light manufacturing or residential uses. The project may provide expanded business or space for an additional new business.
2. The rehabilitation project should result in an increase in the income producing ability of the building.
3. Use of rehabilitated space for storage or warehouse purposes does not qualify unless it can be proved that this use results in an increase in the income producing capability of the building.



2017

Non-Competitive Grant Program Guidelines

The goal of the grant program is to encourage visible aesthetic improvements in New Hampton's commercial districts:

Guidelines for the “Non-Competitive Grant Program” are as follows:

<u>Targeted Improvement:</u>	Signage/Awnings/ Doors/Windows	Structural Repair/ Masonry	Trim and/or Façade Stain/Paint
<u>Rebated Amount:</u>	10% up to \$300	15% up to \$1,000	25% up to \$500

Funds for the Non-Competitive Grant Program are limited (\$2,500 for 2017). New Horizons-Chamber encourages persons serious about completing targeted improvements to apply in a timely manner. **Applications will be processed on a first come, first served basis.**

**All projects must be pre- approved before work begins to qualify.*

1. Applicant must be a current New Horizons-Chamber Investor.
2. Targeted exterior improvements will be identified by the New Horizons-Chamber Design Committee and Executive Director as grant eligible.
3. Grant monies will be awarded upon the completion of pre-approved work and the submission of paid receipts. The amount of the grant will be calculated on the total amount spent as verified by the receipts.
4. All receipts must be submitted within 30 days of project completion or by December 31, 2017, which ever comes first. Approved projects must be completed by December 31, 2017.

**Any un-used funds will then be made available as one single competitive grant to be awarded no later than January 15th. The approved project must be completed and all receipts submitted by December 31st^h to qualify for the grant.*

ALL COMPETITIVE GRANT GUIDELINES APPLY.

5. Business/building owners may apply for grants on any qualifying improvements; however, each building owner can only receive **one grant per building, per year.**
6. Project approval will be determined by the New Horizons-Chamber Design Committee and the Executive Director, and will be based on the principles outlined in The Preservation and Design Standards section.



2017

Competitive Grant Program Guidelines

The goal of the grant program is to encourage visible aesthetic improvements in New Hampton's commercial districts:

Guidelines for the “Competitive Grant Program” are as follows:

Funds for the Competitive Grant Program are limited (\$2,500 for 2017). New Horizons - Chamber encourages persons serious about completing targeted improvements to apply in a timely manner. **Applications will be processed on a competitive basis.**

1. Applicant must a current New Horizons-Chamber Investor.
2. Targeted exterior improvements will be identified by the New Horizons-Chamber Design Committee and Executive Director as grant eligible.
3. Projects must submit a completed grant application, *professional project designs and cost estimates no later than July 30, 2017 for review and approval by the New Horizons-Chamber Design Committee and Executive Director. One project will be awarded the \$2,500.00 grant based on the most impressive considerations made to the principles outlined in the Preservation and Design Standards section.
**Main Street Iowa provides free professional design assistance to properties within our Main Street District. Please contact New Horizons-Chamber to set up a design consultation.*
4. The Competitive Grant requires a 100% dollar for dollar cash match. No other grant awards may be used towards the cash match.
5. Business/building owners may apply for grants on any qualifying improvements; however, each building owner can only receive **one grant per building, per year.**
6. All pre-approved work must be completed and receipts submitted within 30 days of completion, but no later than December 31, 2017, which ever comes first, for grant monies to be awarded. The amount of the grant may be adjusted based on the total amount spent as verified by the receipts.
**Any un-used funds will then be made available as one single competitive grant to be awarded no later than December 31st The approved project must be completed and all receipts submitted by January 15th to qualify for the grant.*
7. Project approval will be determined by the New Horizons-Chamber Design Committee and the Executive Director, and will be based on the principles outlined in the Preservation and Design Standards section.

COMPETITIVE GRANT PROGRAM
Project Application Form

1. Applicant Name _____ Phone _____

Mailing Address _____

2. Business Name _____ Phone _____

Business Address _____

3. Does the applicant own the building? _____ (if the applicant does not own the building a letter of consent from the owner must be included in the application materials.)

4. Is the applicant or building owner a current New Horizons-Chamber Investor? _____

5. Attach a detailed description of the proposed project, copies of the professional project designs, and color renderings of the proposed project. Be as specific and complete as possible, the most impressive project will be selected based on this information. *This is required for project consideration.*

6. Estimated cost of project _____ (Attach a written estimate from your contractor.)

7. Source(s) of matching funds _____
Include reference materials for verification of matching funds.

8. Proposed completion date. _____ (Must be completed and all receipts submitted within 30 days of project completion or by December 31, 2017)

9. Year building built _____

Signature(s) of Applicant(s)

_____ Date _____

_____ Date _____

Return this completed form with the support materials attached by the appropriate deadline to:

New Horizons-Chamber
15 West Main Street
New Hampton, IA 50659
(641) 394-2021
nhcnewhampton@gmail.com

Approved by:

Executive Director

Date

Design Chair-person

Date

NON-COMPETITIVE GRANT PROGRAM
Project Application Form

<u>Targeted Improvement:</u>	Signage, Awnings, Doors/Windows	Structural Repair/ Masonry	Trim and/or Façade Stain/Paint
<u>Rebated Amount:</u>	10% up to \$300	15% up to \$1,000	25% up to \$500

1. Applicant Name _____ Phone _____

Mailing Address _____

2. Business Name _____ Phone _____

Business Address _____

3. Does the applicant own the building? _____ (if the applicant does not own the building a letter of consent from the owner must be included in the application materials.)

4. Is the applicant or building owner a current New Horizons-Chamber Investor? _____

5. Attach a description of the proposed project. Be as specific and complete as possible.

6. Estimated cost of project _____ (Attach a written estimate from your contractor.)

7. Proposed completion date. _____
(Must be completed and all receipts submitted within 30 days or by December 31, 2017, whichever comes first.)

8. Year building built _____

Signature(s) of Applicant(s)

_____ Date _____

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Return this completed form with the support materials attached by the appropriate deadline to:

New Horizons-Chamber
15 West Main Street
New Hampton, IA 50659
(641) 394-2021
nhcnewhampton@gmail.com

Approved by:

_____ **Program Manager** _____ **Date**

Main Street Iowa Design Assistance

Anyone within the Central business District qualifies for free, professional Design Assistance from Main Street Iowa. Main Street's design consultant, schooled in architecture and historic preservation, provides Main Street Iowa communities with conceptual drawings for facade renovations, building rehabilitation and new construction.

The Main Street philosophy is that the physical appearance of a business district sets that district apart from any other community. It also plays an important role in customers' perception of the district and desire to do business there. A physically attractive downtown is more appealing to shoppers, residents, visitors, and potential investors. The Main Street design philosophy involves improving the appearance of all physical things in the downtown, including buildings, signs, window displays and public improvements.

The Main Street design consultant visits each region several times throughout the year.

Visits to the communities are made only by request and must be scheduled in advance.

In order for the Design Consultant to come to New Hampton, you must fill out a Design Assistance Form found in this packet. The completed form must be returned to the New Horizons-Chamber office at least one month before a scheduled visit. Please include any historic information and photos of your building as well as the date it was built.

Business Info:

Name: _____
Business Owner: _____
Address: _____
Phone: _____ E-mail: _____

Property Owner Info:

Name: _____
Building Owner: _____
Address: _____
Phone: _____ E-mail: _____
How long have you owned the property? _____

Property Info:

Date of Construction: _____ Number of Floors: _____
Original Use: _____ Intended Use: _____
Currently Occupied? _____ Upper Floors Occupied? _____
Listed on the National Register of Historic Places? _____
Are historic photos available for the building/property? _____

Project Information:

Please check all the following items being considered for improving the property:

- ? Roof Work ? Exterior Painting ? Handicapped Access
- ? Masonry ? Signs ? Rear Entrance
- ? Basement/Foundation ? Awnings/Canopies ? Interior Updating
- ? Heating/Air Condition ? Storefront Restoration ? Upper Floor Renovation
- ? Electrical ? Transom Windows ? Metal Ceiling
- ? Site Improvements ? Entrances/Doors ? Upper/Side Windows
- ? Other: _____

Proposed Starting Date: _____ Proposed Completion Date: _____
Has a contractor been contacted or hired? _____
Has an architect or design professional been contacted or hired? _____

What colors are currently used by the business(es) for:

Signs/Logos: _____
Interior: _____
Marketing Materials: _____

What colors are **preferred** for the **EXTERIOR** of the building?

Signs: _____ Awnings: _____
Siding: _____ Trim: _____
Other: _____

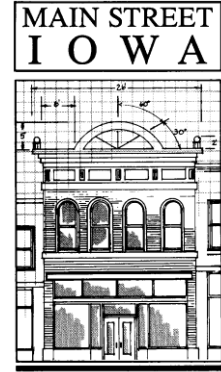
Project Budget:

? Below \$2500 ? \$2500-\$10,000 ? \$10,000-\$50,000 ? More than \$50,000
Has financing been secured? _____ Source: _____

Building Owner Signature: _____ **Date** _____

Business Owner Signature: _____ **Date** _____

Please attach examples of existing logos/graphics and any available historic photos



Design Assistance Form



Iowa Department of Economic Development
200 East Grand Avenue
Des Moines, IA 50309
www.mainstreetiowa.org

