

CITY OF NEW BERN ADMINISTRATIVE ORDERS OF THE CITY MANAGER

ADMINISTRATIVE ORDER 1.3
TO: All City Employees, Residents of the City of New Bern, & Interested Parties
FROM: Mike Epperson, City Manager
SUBJECT: Façade Improvement Program
DATE: May 9, 2013
Revised Administrative Order
Supersedes and replaces Administrative Order 1.3 dated February 5, 2012 entitled Façade Grant Program

Purpose:

The City of New Bern's Façade Improvement Program is designed to provide an economic incentive for owners and tenants of commercial property within the New Bern Gateway Renaissance area and other distressed areas of the City identified by the Board of Aldermen, City Manager, or Development Services Department to encourage improvement in the appearance, restoration, or renovation of structures through a public and private partnership between the owner and/or tenant and the City of New Bern.

The goal is to improve the buildings' appearance through enhancements that in turn improve the overall appearance of the community.

Eligibility:

To be eligible, the commercial structure must fall within an area of the City of New Bern considered to be distressed, including the Gateway Renaissance area and other distressed neighborhoods. See attached maps.

1. The City of New Bern staff will determine the eligibility of the applicant's structure.
2. Building Improvements

Project Examples:

- Painting

- Repair/replacement of windows and doors
- Installation of awnings
- Structural repairs
- Installation of Signage
- Roofing repairs
- Landscaping

Funding:

- Funding may be provided through the City of New Bern General Fund and/or the use of grant funding such as ElectriCities Economic Development Program.
- Funding of the improvement project will generally involve a public private partnership.
- The City of New Bern contribution in no case will exceed 50% of the total cost, up to a maximum of \$10,000 per pre-approved project.
- Once a Façade grant project has been completed the ongoing maintenance will be the responsibility of the property owner and no additional Façade Grants will be authorized within 36 months on that property.

Scope of the Work:

The scope of the work must be provided prior to approval which includes the details of the requested project.

Project Process:

The Façade Improvement Program request is initiated by the owner or tenant of a commercial building located within an area of the City of New Bern considered distressed, including the Gateway Renaissance District and other distressed neighborhoods.

Step 1: Applicant will meet with the Community and Economic Development Division (CED) to discuss the scope, cost, and feasibility of the requested enhancements.

Step 2: If the proposed project meets all the program requirements, complete the attached application, including all items listed in the "Application Checklist," and submit application and documentation to the CED Division staff.

Step 3: Application will be reviewed by appropriate City of New Bern staff.

Step 4: Applicant will be notified in writing within three (3) working days regarding status of application. **Note:** The City of New Bern reserves the right to reject any application on the grounds that it does not fit the intent of the program.

Step 5: If approved, the grant agreement will be finalized and signed. **Grant agreement must be signed before work begins.**

Step 6: Upon completion of project, applicant must provide paid invoices and other documentation listed in "Request for Reimbursement Checklist" for reimbursement of expenses.

How to contact the City of New Bern?

Citizens interested in the Façade Improvement Program should contact the City of New Bern's Community Development Coordinator at (252) 639-7586 or email the Community Development Coordinator at steinhausers@newbern-nc.org.

Approved by:

Date

Mike Epperson, City Manager

CITY OF NEW BERN FAÇADE IMPROVEMENT PROGRAM

The City of New Bern offers grants to commercial/industrial businesses within the Gateway Renaissance area (and other distressed areas designated by the City) to promote job creation and economic development. Non-profit organizations and residential dwellings are not eligible under this program. The main objectives for the façade grant program are to encourage visual improvements, historic preservation and economic reinvestment. Eligible projects include general building and property improvements such as exterior painting or repairs, signage, awnings, landscaping and parking lot resurfacing.

PROGRAM GUIDELINES

The guidelines contained herein do not necessarily comprise a complete list. Additional guidelines and requirements may be added at any time.

1. The City of New Bern will reimburse 50% of the project costs, up to a maximum of \$10,000 per pre-approved project. The City reserves the right to award grants in amounts less than 50% of project costs for any reason, including availability of funds, aesthetic value of the project, or any other reason at their sole discretion.
2. A maximum of \$10,000 per business, per site will be allowed annually. Two applications per owner, per calendar year may be considered on a case by case basis.
3. The City of New Bern reserves the right to use its collective judgment in consideration of any application and may reject any application on the grounds that it does not fit the intent of the program.
4. The City of New Bern will reimburse the business/property owner after work is completed and the required information is submitted (see below).
5. If demand exceeds funds, projects may be ranked using criteria such as (but not limited to) the following:

*First time applicant	*Number of new jobs created
*Structural vs. cosmetic improvements	* Location of property
*Financial need	*Size of Investment
*Enhancement of neighborhood property values	*Utilization of NB businesses
*Enhancement of aesthetic appeal to property and neighborhood	
*Enhancement of positive New Bern image	
*Enhancement of economic development within the city	
*Elimination of health or safety hazards	
6. Lessee must submit notarized permission from property owner to participate in program.
7. Applicant and property owner must show proof of paid City of New Bern property taxes and liens and commercial liability insurance.
8. Applicant and property owner must not have any active or pending Code violations for any property owned within the City limits at time of application and throughout the term of the project. (i.e. zoning, nuisance, or minimum housing)

9. The City and the Applicant will sign an agreement setting forth the facts of the rights and obligations of both parties.
10. Grant Agreement must be signed before work begins.
11. If project includes more than one (1) building, a separate application must be submitted for each building.
12. Two (2) cost estimates must accompany each application along with a “before” photograph. Estimates must include a materials/products list and labor cost breakdown. Property owner/applicant makes selection of contractor. **Utilization of City of New Bern businesses is strongly encouraged.**
13. A building owner or a family member may do the work relating to the proposed project. However, if this is the case, two (2) estimates “independent” of the property owner plus one from the owner or family member must be submitted with the application.
14. Contractor must have a City of New Bern Privilege License and is responsible for obtaining all required building permits.
15. All work must be completed and funded within six (6) months of application approval, with a three (3) month extension available by request for good cause shown.
16. Completed work must be consistent with the approved application or approved written changes.
17. All projects must meet building code, historic district, ADA, zoning, and other legal requirements, as applicable.
18. Failure to meet code requirements or to cooperate with building/site inspections may cause forfeiture of grant.
19. The property owner of the building for which the Façade Improvement Program funding is approved will be responsible for maintenance and/or repair the improvements. No additional Façade Improvement Program funding will be approved for maintenance, repair or modification of the improvements made under this program.

Checklists

Application:

- Application (If applicant is a lessee, include a notarized letter of permission from property owner)
- Architectural drawings or sketches
- At least two (2) Cost Estimates (Material list and Cost Breakdown). See items 10 and 11 above.
- "Before Construction" Photograph(s)
- Proof that City of New Bern property taxes/liens have been paid
- Proof of commercial liability insurance
- Planning and Zoning Review/Approval/Historic Preservation Commission (if applicable)
- Copy of Building Permit (If applicable)

Submit completed application to City New Bern Development Services Department, Community and Economic Development Division. Please call if you have any questions. Once all required documentation has been received, the applicant will be notified within three (3) working days whether the application has been approved.

Request for Reimbursement:

- Request for Reimbursement form
- Receipts (Itemized) and/or Cancelled Checks
- Contractor's Release of Liens
- "Post Construction" Photograph(s)
- Copy of final Building Inspection (if applicable)
- Final Inspection by City of New Bern Community and Economic Development Division

If you have any questions or need additional information, please contact

Sue Steinhauser, Community Development Coordinator

248 Craven Street – 2nd floor

P.O. Box 1129

New Bern, NC 28563-1129

Phone (252) 639-7586

Fax (252) 636-2146

Email: steinhausers@newbern-nc.org

***CITY OF NEW BERN
FAÇADE IMPROVEMENT PROGRAM
APPLICATION***

Applicant: _____ Phone: _____

Property Owner: _____

Property Address: _____

Business Name: _____

Email Address: _____

Description of Proposed Improvements: (add additional pages as needed and attach architectural sketches/drawings of planned improvements)

Total estimated project cost : _____

Contractor Information: Name : _____

Address: _____

Phone: _____

Planned start date: _____ End: _____

Number of employees currently at this location? _____

How many new jobs will be created: _____

I certify that I have read and understand the Façade Improvement Program guidelines. The information given is true and accurate to the best of my knowledge. Furthermore I give permission for use of the business name and photographs to be taken by City of New Bern staff for media purposes and will permit the use of promotional signs on property during construction phase.

Date: _____

Signature: _____

CITY OF NEW BERN FAÇADE IMPROVEMENT PROGRAM

APPLICATION REVIEW

This Page for Staff Only

Project Address: _____

Date Received: _____

The attached application has been reviewed.

The Planning and Zoning Division and Inspections Division have been contacted to determine if there current or pending Code violations on properties within the City which are owned by the applicant and/or property owner.

Code violations: Yes _____ No _____

(If yes, an explanation from Planning and Zoning or Inspections is attached.)

Recommendation:

Approval: _____ Amount of reimbursement: _____

Disapproval: _____ Reason for recommendation of disapproval:

Community Development Coordinator Date: _____

The attached application and recommendation is:

Approved: _____ Disapproved: _____

Community and Economic Development Manager Date: _____

**CITY OF NEW BERN
FAÇADE IMPROVEMENT PROGRAM
GRANT AGREEMENT**

This Agreement is entered into on the _____ day of _____, _____ between the CITY OF NEW BERN and _____ (GRANTEE), whose address is _____.

The CITY OF NEW BERN has approved a grant under the Façade Improvement Program to GRANTEE subject to the execution of this Agreement.

GRANTEE desires to accept the grant and to abide by the terms of this agreement.

The parties agree as follows:

1. GRANTEE reaffirms that all information provided on the application (attached and incorporated by reference) is correct and accurate to the best of his/her knowledge.
2. GRANTEE has read and agrees to abide by the provisions and requirements of the City of New Bern Façade Improvement Program in effect on the date of this agreement.
3. All work performed by GRANTEE will be consistent with the approved application. If GRANTEE desires to make any changes in the project, GRANTEE will obtain written approval from the CITY OF NEW BERN before implementing such changes. GRANTEE understands that CITY OF NEW BERN is not required to approve any changes.
4. GRANTEE agrees to complete the improvements within six months from the date of this Agreement, unless an extension has been approved, and understands that failure to complete the improvements within such time period will result in forfeiture of the grant. GRANTEE also agrees to submit a request for reimbursement of the grant within sixty days after the completion of the work and understands that failure to do so may result in loss of the grant.
5. GRANTEE understands that the grant will be paid to GRANTEE only upon completion of the work and submission of all required certifications to CITY OF NEW BERN.
6. During the period of construction, GRANTEE agrees to keep in full force and effect a policy of commercial liability insurance and to name the CITY OF NEW BERN as an additional insured on such policy. GRANTEE further agrees to indemnify and hold harmless the CITY OF NEW BERN from any and all claims arising out of the work performed.
7. GRANTEE will notify CITY OF NEW BERN immediately if GRANTEE's interest in the subject property changes in any way. This Agreement is not assignable by GRANTEE without prior written approval of CITY OF NEW BERN which will not be unreasonably withheld.

8. GRANTEE hereby grants to CITY OF NEW BERN the right to use pictures, renderings or descriptions of the work for any and all promotional purposes desired by CITY OF NEW BERN.

9. GRANTEE acknowledges that he/she is responsible for maintenance and repair of the improvements made under this grant and that additional funding will not be made available for maintenance, repair, or modification of these improvements

IN WITNESS WHEREOF, the parties have signed this Agreement on the day and year first above written

GRANTEE

CITY OF NEW BERN

Signature

Signature

Printed Name

Printed Name

Title

City Manager

***CITY OF NEW BERN
FAÇADE IMPROVEMENT PROGRAM
Request for Reimbursement***

(Please allow at least two (2) weeks for reimbursement to be processed.)

Project Address: _____ Date: _____

Participant's Name: _____

Participant's Mailing Address: _____

Participant's Phone: _____

Date Project Completed: _____

Final Cost Breakdown (Attach additional sheets, if necessary)

Example: Painting, Masonry repointing, Carpentry, Design fees, etc.

Work Description	Contractor	Labor Cost	Material Cost
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

Total final project cost \$ _____

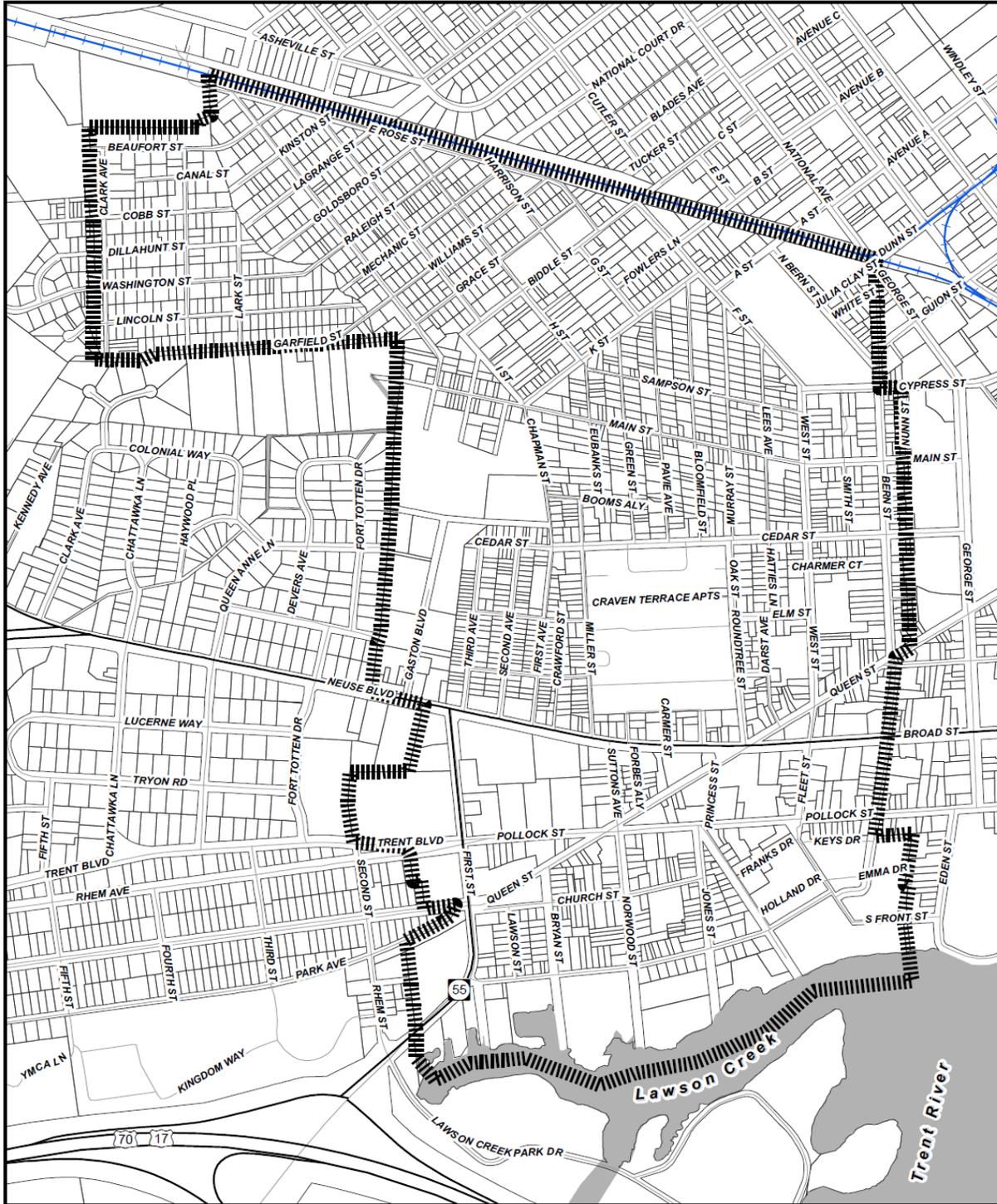
I/We hereby certify that the Final Cost Breakdown items have been completed at the indicated address and the required reimbursement documentation is attached hereto.

Participant's Signature: _____ Date: _____

REIMBURSEMENT AUTHORIZED

Amount to be reimbursed \$ _____

Signature & Title Date _____



City of New Bern, North Carolina

New Bern Gateway Renaissance District

Approximately 462 Acres

Legend

	Brownfields Planning Area		Property Lines
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N

1 inch = 600 feet



0 300 600 1,200 Feet