



City of Sioux City

Pierce Corridor Façade Improvement Program Guidelines

I. Background

The Façade Improvement Program is a reimbursement grant program of the City of Sioux City to prevent or eliminate slum and blight in the Pierce Corridor, an Urban Renewal District designated February 25, 2008. This program has allocated Capital Improvement Program and Community Development Block Grant funds for qualified projects to generally be awarded on a grant basis.

II. Program Objectives

The purposes of the Façade Improvement Grant Program are:

1. To encourage the revitalization of structures in the entire Pierce Corridor.
2. To use Capital Improvement Program funds as a catalyst to stimulate redevelopment, revitalization, and the elimination of the slum and blight in the Pierce Corridor area.
3. To remove unhealthy or hazardous exterior conditions in the Pierce Corridor, and to bring the exterior of the structures into conformance with the Sioux City Building Code.
4. To preserve the existing building stock and to extend the life cycle value of the existing buildings.
5. To conserve and enhance the city tax base.
6. To rehabilitate commercial and residential building exteriors.
7. To conserve and improve the Pierce Corridor.
8. Use rehabilitation funds to leverage and encourage private sector investment in the Pierce Corridor.
9. To expand the City's program beyond the traditional emphasis on residential properties.

III. Eligibility

The following persons are eligible to apply and receive grant funds:

1. Property owners or tenants of residential buildings within the Pierce Street Urban Renewal Area with property owner consent.
2. Business owners or tenants of commercial buildings within the Pierce Street Urban Renewal Area with property owner consent.

IV. Eligible Improvements

Funds may be used for existing exterior façade improvements on eligible structures for residential and commercial buildings in compliance with the Sioux City Design Works Design Guidelines, an amendment to the Sioux City Comprehensive Plan. For the purposes of this program, "façade" includes the exterior of any street facing building wall, but does not include

interior, roofing, structural improvements, or other site improvements except as specified below. The types of eligible projects include:

1. Repair, restoration, or installation of exterior masonry and siding materials.
2. Repair, replacement, or installation of awnings, windows, trim, doors, gutters, downspouts, stone and brick, or other architectural details.
3. Installation, repair or replacement of exterior lighting attached to a building or illuminating a sign.
4. Repair or construction of entryways.
5. Cleaning, preparation, and painting exterior walls and trim.
6. Removal of barriers to access for people with disabilities.
7. Removal, replacement, or repair of exterior wall, freestanding, or projecting signs.
8. Site Landscaping.
9. Other improvements as approved.

V. Financing

A maximum program award for each property in the Pierce Corridor is \$20,000.

Property owners can obtain other financing from any source available, and are not limited to local lenders. Their portion of financing can be from their own personal savings, from any financial institution wishing to participate, or from any source. However, staff retains the right to use any and all methods available to verify the applicant's portion and source of their financing. This includes letters of commitment, if required by staff.

A structure will be eligible only one time for a Facade Improvement Grant. The owner may use any eligible programs in combination with the Facade Improvement Program; but the existing owner or any new owners may not come back at a later time and receive another Facade Grant for the same structure. The owner may qualify for Facade Grants on other structures.

VI. Application Process

The application process includes the following steps:

1. An inter-departmental team of City staff reviews and approves proposals as funding becomes available. Staff bases eligibility decisions on the following criteria: (1) improvement to the appearance of the business district (2) creation of jobs (3) reduction of crime (4) leveraging of additional economic activities (5) provision of needed services and (6) geographic distribution of funds.
2. Applicants must submit an application to the Planning Division office. Upon approval, the applicant will enter into a contract with the City setting forth, among other things, the work to be done as approved by the review team.
3. Applicants are responsible for obtaining all necessary permits and authorizations, including building permits.

4. Staff will be permitted to inspect the project to ensure conformance with the grant contract.
5. The City does not reimburse for work done prior to application approval and contract signing.
6. The City will reimburse payment of the project in accordance with the approved plan as set forth in the contract. The City will not contract to perform any of the work, but will reimburse the applicant for approved expenses. Proof of payment is required for reimbursement.

Approved projects should be completed within 90 days or funds may not be guaranteed.

VII. General Conditions

1. Approval of grant applications is contingent upon available funds.
2. Funding is limited to one grant per property.
3. All projects shall conform to the Sioux City Design Works Design Guidelines, an amendment to the Sioux City Comprehensive Plan and other applicable regulations in the Sioux City Municipal Code.
4. Some projects will require Design Review approval prior to submittal of a grant application.
5. Once an application is approved, the applicant will be required to enter into a Grant Approval Agreement with the City.
6. Construction may begin only after an application is approved. Any work completed prior to formal approval and signing of the Grant Agreement may not be eligible for grant reimbursement.
7. All construction contractors shall have a valid contractor's bond and insurance in the City of Sioux City.
8. Contractors must have an Iowa Department of Health Certification as a Lead Safe Renovator.
9. Only projects utilizing a bonded and insured contractor will be eligible for reimbursement of labor costs. Projects not completed by a bonded and insured contractor are eligible for material costs only.
10. Projects shall require submittal of a minimum of two competitive bids.
11. Projects are required to be completed within 90 days from the date of the grant approval.
12. Applicants are responsible for obtaining all necessary permits (i.e., building, electrical) prior to conducting work.
13. Additional conditions may be included with the grant approval.

VIII. Review Criteria

All projects will be reviewed based on the following criteria:

1. Positive impact of the project on the aesthetic appearance of the building.
2. Positive impact of the project on the overall streetscape.
3. Preservation and enhancement of the architectural or historical integrity of the building.

IX. Reimbursement Procedure

Project reimbursement will occur based on the following procedures:

1. Reimbursement will occur only after construction is complete and a city inspection has been conducted.
2. Upon project completion, city staff should be contacted to conduct a site inspection.
3. Detailed written invoice(s) or itemized receipts shall be provided with all reimbursement requests.
4. If a bonded and insured contractor was not used, receipts for materials shall be provided. Only material costs will be reimbursed for projects that do not use a bonded and insured contractor.
5. Funds will be dispersed within fifteen (15) days following submittal and verification of all documentation.

Further More Information Contact:

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Planner

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Pierce Corridor Facade Improvement Grant Program Application

I. Applicant Information

Applicant Name: _____

Business Name: _____

(If applicable, landlords name if property is a residential rental)

Business Address: _____

(Business address shall be the location for proposed improvements)

Mailing Address: _____

Telephone: _____ E-mail: _____

Is the applicant also the property owner?

Yes No *(if no, notarized property owner authorization required)*

Is there any pending code enforcement action on the property?

Yes No

Building size (square feet) _____

Is the property currently for sale?

Yes No

Number of tenants: _____

II. Project Description

Please provide a description of the proposed improvements *(attach additional sheets if needed)*:

Please attach photos of the existing building conditions and photos/sketches/plans for the proposed improvements. Plans for the proposed improvements do not need to be professionally engineered; however, they should be clear and to scale allowing staff to fully evaluate the request.

III. Project Budget

Please provide estimated costs for the applicable project items below
(attach additional sheets with the required information if needed)

Proposed Budget	
Project Item	Cost (\$)
<i>Professional Design Services</i>	
Repairs and improvements (please identify below)	
1.	
2.	
3.	
4.	
5.	
6.	
Total Expenses	
Total Eligible Expenses	
Program Grant Request	

Contractor estimates must be provided with the application. Award funding reimbursement will not increase if final costs exceed initial estimates. Professional Design Services are an eligible expense for grant requests over \$10,000. The maximum reward for Professional Design Services is \$2,000.

IV. Additional Information

Have you applied for or received a façade grant through the *Pierce Corridor Façade Improvement Program* within the last 12 months? Yes No

If yes, please provide the date application was made and, if awarded, the date of approval:

V. Checklist and Certification

Please confirm that you have provided the following items by placing a check next to the item on the list. Incomplete applications cannot be accepted and will be returned to the applicant:

- _____ Completed application form
- _____ Color photographs of the existing building façade, showing all sides of the building
- _____ Building elevations, sign elevations, site plan, and material samples showing the proposed improvements
- _____ Proof of property ownership or, if a tenant, a copy of the lease
- _____ Property owner notarized authorization (*only if applicant is not same as property owner*)
- _____ Documentation identifying that any loans and mortgages on the property are current and in good standing, or a copy of the title if no mortgage exists
- _____ Documentation indicating that all property tax payments are current
- _____ Proof of property insurance

Applicant's Certification:

I have read and understand this application and I hereby submit the application together with attached photos, plans, and additional supporting documentation for the proposed project and understand that the City of Sioux City Community Development Department, hereinafter referred to as "the City," must approve the application. I further understand that if I accept the award I will enter into an agreement with the City and will comply with all of the requirements contained therein. No funding is guaranteed until a completed application is approved by the City and a subsequent agreement executed by both parties. I understand that Program monies will not be reimbursed until the project is completed as approved and copies of all paid invoices/receipts are provided. The project must be completed within 120 days of grant approval, or the approval and funding shall expire.

Print Name

Signature of Applicant

Date

Pierce Corridor Façade Improvement Grant Program Property Owner Authorization

I, _____ understand that

_____, a leaseholder of my property located at

_____ is considering improvements under the City of Sioux City Pierce Corridor Façade Improvement Program hereinafter referred to as "Program." For the purposes of this authorization, hereinafter the City of Sioux City shall be referred to as "City"

I have received and reviewed the Program guidelines and reviewed the application submitted by my tenant. I agree to permit the proposed improvements to my building. I understand that I am not financially responsible to complete these improvements.

I understand and agree that neither the City assume responsibility or liability to me or any other part for any action or failure of any contractor or other third party and in no way guarantee any work to be done or material to be supplied.

I further agree to hold the City harmless from and indemnify them for and against any and all claims which may be brought or raised against the City, or any of its officers, representatives, agents or agencies regarding any matters relevant to the participant obligations under the Program.

I assure the City that the tenant holds a valid lease with no expiration pending within the next twelve months following the date of application for Program funding.

I have read the above statements and acknowledge that they are true and complete to the best of my knowledge. I have no objection to the applicant pursuing the proposed improvements project, and I authorize the leaseholder to make the proposed improvements under the provisions of the Program.

Property Owner Signature

Date

~~~~~  
STATE OF IOWA

COUNTY OF \_\_\_\_\_

The foregoing instrument was acknowledged before me this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_ by

\_\_\_\_\_, who is personally known to me or who has produced  
\_\_\_\_\_ as identification.

\_\_\_\_\_  
Notary Public



## Pierce Corridor Façade Improvement Score Sheet

Project Name: \_\_\_\_\_

Project Address: \_\_\_\_\_

### **Site Design - 6 Points available**

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Appropriate Massing (0-2 pts)

2 pts - Building massing is proportionate to adjacent buildings

1 pt - Building is slightly out of proportion to adjacent buildings

0 pts - Building has no relation to adjacent buildings

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Facade near or on property line (0-2 pts)

2 pts – Façade is at or within 1 foot of the property line (On comer lots, both facades within one foot of property line)

1 pt – Façade is between 1 & 5 feet from the property line (On comer lots, only one façade is within one foot of property line)

0 pts - Facade is more than 5 feet from the property line. (On comer lots, both facades more than 5 feet from property lines)

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Extend and establish a streetwall (0-2 pts)

2 pts - Streetwall is extended or established

1 pt - Streetwall is established but it is not consistent with existing streetwall

0 pts - A streetwall is not established as the building is significantly setback from the property line

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### **Building Design - 2 Points available**

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Maximum of three materials are used (0-2 pts)

2 pts - Three or fewer primary materials are used

1 pt - Four or five primary materials are used

0 pts - More than six primary materials are used

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### **Building Base - 23 Points available**

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Transparent windows make up the majority of the primary façade (0-4 pts)

4 pts - The majority of the façade is transparent windows

3 pts - Transparent windows are used but do not make up the majority of the facade

2 pts - Opaque windows are used but take up the majority of the primary facade

1 pt - Opaque windows are used and do not make up the majority of the primary facade

0 pts - Few or no windows are used in the primary façade

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## Pierce Corridor Façade Improvement Score Sheet

Knee walls between 12 and 30 inches (0-2 pts)

2 pts - Knee walls extending across the façade at a height between 12 and 30 inches are used

1 pt - Knee walls are established at a non-recommended height or not extended across entire façade

0 pts - Knee walls are not provided

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Materials differentiate between important features and create a prominent entry through articulation, elaboration or materials (0-2 pts)

2 pts - Building features are differentiated and the entry is unique through articulation, elaboration, and material choices

1 pt - Some building features are articulated

0 pts - Building features are not differentiated and the entry is not prominent

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Consistent materials that complement existing materials (0-2 pts)

2 pts - Building materials relate to adjacent properties

1 pt - Building materials relate to only some of the adjacent properties

0 pts - Building materials are out of place and do not compliment adjacent properties

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Original features and materials are repaired and restored (0-2 pts)

2 pts - Original building features are maintained and restored

1 pt - Some original materials remain but some have been covered up by new materials

0 pts - Original features and materials have been covered and replaced with new materials

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Preferred materials are used (0-4 pts)

4 pts - Only preferred materials are used

3 pts - Preferred materials are used with discouraged materials providing accents

2 pts - Preferred and discouraged materials are used evenly

1 pt - Discouraged materials are primarily used with preferred materials providing accents

0 pts - Only discouraged materials are used

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Awnings (0-1 pt)

1 pt - Awning with appropriate scale and materials

0 pts - Awnings with improper scale or materials

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Outdoor seating (0-1 pt)

1 pt - Outdoor seating which is appropriate in scale and allows adequate space for pedestrian traffic

0 pts - Outdoor seating which is out of scale and/or inhibits pedestrian traffic

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Protruding light fixtures (0-1 pt)

1 pt - Protruding light fixtures add visual interest

0 pts - Protruding light fixtures that do not add visual interest

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## Pierce Corridor Façade Improvement Score Sheet

### Landscaping (0-2 pt)

- 2 pts - Landscaping is appropriate to the surroundings in scale, massing and materials
  - 1 pt - Landscaping is inappropriate to the surroundings in scale, massing and materials
  - 0 pts - No landscaping is provided
- 

### Benches (0-1 pt)

- 1 pt - Seating which is appropriate to the site and does not impede pedestrian traffic
  - 0 pts - Seating is inappropriate or inhibits pedestrian traffic
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### Projecting Signs (0-1 pt)

- 1 pt - Appropriate projecting sign is provided
  - 0 pts - Projecting sign is inappropriate for use
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## **Building Middle - 11 Points available**

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### A horizontal expression between 1st and 2nd floor is delineated (0-2 pts)

- 2 pts - Materials create a horizontal expression across entire façade
  - 1 pt - Materials create a horizontal expression over some of the façade
  - 0 pts - No horizontal expression is provided
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### Windows in rhythm, replacement windows fill historic opening (0-2 pts)

- 2 pts - New windows are in rhythm or replacement windows fill entire historic opening
  - 1 pt - Not all windows are in rhythm and only some replacement windows fill entire historic opening
  - 0 pts - No windows are in rhythm or replacement windows do not fill entire historic opening
- 

### Visual interest created through sills, lintels, divided lights and window styles (0-2 pts)

- 2 pts - Sills, lintels and divided lights are used to create visual interest
  - 1 pt - Some detailing is provided to create visual interest
  - 0 pts - No detailing is provided to create visual interest
- 

### Facades are proportionate and visually appealing through detailing, openings and materials (0-2 pts)

- 2 pts - Detailing, openings and materials are used throughout the façade to create visual interest
  - 1 pt - Some detailing is provided to create visual interest
  - 0 pts - A blank facade is provided with no detailing
- 

### Corner buildings are articulated and elaborated (0-2 pts)

- 2 pts - Articulation is provided on both facades
  - 1 pt - Articulation is provided on only one facade
  - 0 pts - Neither facade is articulated
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## Pierce Corridor Façade Improvement Score Sheet

### **Building Top - 2 Points available**

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Distinctive cornice or parapet (0-2 pts)

2 pts - Cornice is detailed and provides visual interest

1 pt - Cornice is provided but it is inappropriate for the building

0 pts - Cornice is not provided

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| Total<br>Points | Total points<br>available for<br>this project | Score | Comments |
|-----------------|-----------------------------------------------|-------|----------|
|-----------------|-----------------------------------------------|-------|----------|

### **Total Score**

#### **Scoring**

90 - 100% - Building is well designed and meets the intent of the Design Guidelines.

75 - 89% - Building is well designed and meets the majority of the Design Guidelines.

Minor revisions may be needed to comply.

60 - 74% - Building meets some Design Guidelines but fails to meet all the guidelines.

Revisions are necessary to comply.

< 59% - Building does not meet the intent of the City's Design Guidelines.

Reviewer: \_\_\_\_\_

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

Recommendation: \_\_\_\_\_