

**Southtown/31<sup>st</sup> & Baltimore  
Tax Increment Financing Plan  
Project I**

**Main Street Corridor Development Corporation  
Main Street Façade Grant Program  
Kansas City, Missouri**

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## **I. PROGRAM DESCRIPTION**

The Main Street Facade Grant Program (Program) is a building facade improvement program designed to provide rehabilitation grants to owners of commercial property and businesses within the boundaries of the Main Street Improvement area.

The Program has a grant fund of \$50,000.

The central purpose of the program is to improve the attractiveness and commercial appeal of businesses in the targeted areas. Leveraging private investment for improvements is a major component of this objective. Historic preservation is a secondary objective of the Program in that all improvements shall, to the extent possible, be in keeping with the structure's original style and character. The Program is designed to compliment and support existing and on-going, planning efforts of the City and the community in key corridor areas. This Program offers a great incentive to owners of commercial property and businesses located within this corridor area.

The Program is funded by Southtown Corridor / 31<sup>st</sup> & Baltimore Tax Increment Financing Plan, Project I (TIF) and managed by Main Street Corridor Development Corporation (MainCor).

Grants will be awarded per building. The maximum grant per building will be in the amount of \$5,000.00 or 50% of the total eligible project costs, whichever is less. For historic properties, the maximum grant will be in the amount of \$10,000 or 50% of the total eligible project costs, whichever is less if:

- The building is 50 years or older
- The building is listed in the National Register of Historic Places or is in the process of being nominated to the National Register of Historic Places
- The business owner or property owner is applying for state or federal historic tax credits to assist in the building's rehabilitation or improvements

Business Owner will sign a two-year regulator agreement placing a lien on the property stating that if the business should sell or change ownership within the two-year time frame, grant funds spent will be due and payable and placed back into the Program.

## **II. LIMITATIONS**

- (1) Only one grant will be awarded per building.
- (2) Project applications will be received/reviewed on a first come first serve basis until funds are depleted.
- (3) The MainCor reserves the discretion to accept, reject or modify any application.
- (4) The Program is only available to owners of commercial properties or tenants occupying an entire building located in the designated area. (See Appendix A)

- (5) Grant reimbursement is limited to labor and material for eligible cost items. However, MainCor may require that non-eligible work be performed as a precondition for reimbursement of eligible cost items. Examples of non-eligible improvements which might be required include: screening of trash dumpsters, removal of free-standing signs, or striping of parking lots. The following improvements are mandatory, even where such improvements may not be eligible for grant reimbursement:
  - Non-conforming signage (both attached and free-standing) brought into conformance with City ordinances.
  - Property must be in compliance with all City ordinances.
  - Graffiti on all exterior surfaces covered, removed or painted over.
- (6) Improvement plans are subject to the approval of MainCor, SRD and input from TIF Advisory Committee in the area. To be eligible for reimbursement, no work must be performed until approved by MainCor. Work that has commenced prior to this approval is not eligible.
- (7) Rehabilitation or improvements that affect historic properties must be consistent with the *Secretary of the Interior's Standards for Rehabilitation and Illustrated Guidelines for Rehabilitating Historic Buildings (National Park Service, 1992)*.
- (8) Liquor stores, adult entertainment, pay-day loan and churches are not eligible.
- (9) Applicants are expected to achieve full tenancy of the building upon completion of the improvements. Evidence of tenancy commitment(s) may be required at the time of application.

### **III. ELIGIBLE IMPROVEMENT/REHABILITATION COSTS**

Permanent facade features on the commercial structure are eligible for Program assistance. All improvements must be visible from the street and comply with the SRD guidelines.

Eligible improvements include:

- Masonry Repairs
- Exterior Painting
- Awnings and Attached Signs
- Window and Door Replacement
- Lighting and Electrical Needs
- Landscaping
- Parking lot repairs or re-surfacing when visible from public right of way
- Curb and sidewalk repair and installation if visible from public right of way
- Fencing installation and repairs (excluding chain link and wood privacy fences)
- Roof repairs if visible from public right of way
- Replacing, repairing and removing signage subject to Committee approval
- Handicap Accessibility

Improvements excluded from the Program include those not visible from public right of way

and those not consistent with the overall building improvement.

#### **IV. EXCEPTIONS**

MainCor reserves the right to accept, reject or request modification to any application. Project applications will be received / reviewed on a first come first serve basis until funds are depleted.

#### **V. ADMINISTRATION PROCEDURES**

*OVERVIEW:* The Program is designed to compliment and support existing, on-going, efforts by MainCor with the Main Street Improvements to the area. The Program operates in only a certain area (see Appendix A). MainCor will have oversight and process responsibilities for the Program. MainCor will be responsible for promoting the Program among businesses in the area. MainCor acts with general oversight responsibilities for the Program, coordinating design review meetings and handling the flow of process between the applicants.

*SECTION 106 COMPLIANCE:* Federally funded rehabilitation or improvement projects that affect historic buildings must be reviewed for compliance with Section 106 of the National Historic Preservation Act (Section 106). Historic buildings include those properties listed in, or eligible for listing in, the National Register of Historic Places. *All facade rehabilitation or improvement projects on buildings 50 years of age or older, or located adjacent to such buildings, must be reviewed for compliance with Section 106 requirements.* The City's compliance officer for Section 106 review is located in the City's Department of Housing and Community Development.

#### *PROCESS STEPS:*

##### (1) APPLICATION

MainCor shall arrange to meet with the applicant in order to fully explain the Program. MainCor will explain that the Program is a one-time benefit and, therefore, urge the applicant to think comprehensively so that all aspects of improvement to the facade are addressed. Improvements must not be started until approval of the applicant's design plan has been approved by MainCor and all other agencies, when applicable.

- MainCor shall make a reasonable attempt to verify ownership or tenancy.
- The applicant completes an Application Form (provided by MainCor).
- Completed application will be reviewed by the MainCor and all other agencies if applicable, for approval.

##### (2) DESIGN REVIEW

(a) Applicant should have assembled his/her improvement plans and specifications in as much detail as possible.

- (b) Applicant shall pull all required permits for plans and if they are required for review under the city's Special Review District then the applicant will do so.
- (c) MainCor schedules a Design Review meeting to consider and review the applicant's improvement plans.

The applicant's improvement plans should conform to the standards set forth in the Program's Design Guidelines (see Appendix B). In addition to conformance with the Design Guidelines, rehabilitation or improvement projects that affect historic properties must be consistent with the *Secretary of the Interior's Standards for Rehabilitation and Illustrated Guidelines for Rehabilitating Historic Buildings* (see Appendix D). Rehabilitation or improvement projects that are not consistent with the Secretary's Standards will not be permitted, and the project will not be allowed to participate in the Program.

Participants to the Design Review Committee may include the following:

- The applicant
- MainCor
- SRD committee

*It is important to note that this Program functions in cooperation with the active business association operating in the area, MainCor. Design Review meetings can be held in conjunction with regularly scheduled meetings of the business association. Alternatively, the business association may wish to designate a person (or persons) to represent the association during ad hoc facade Review meetings. It is the responsibility of MainCor & TIF Advisory Committee to determine the best approach in which to coordinate effectively with their area's business association.*

The intent of the Review meeting is for the applicant to openly discuss the details of his/her improvements with the neighboring businesses, so that the style and type of improvement will be acceptable to the standards of the community.

MainCor will consult with the City's Section 106 compliance officer and Landmarks Commission staff, as appropriate, to determine if historic properties are affected by the project and to determine if the design plans are consistent with the Secretary's Standards (Appendix C)

### (3) APPROVAL TO PROCEED

Following the Review meeting or meetings, the following steps will be followed in order for an applicant to receive an approval letter from MainCor.

- MainCor will provide an approval letter, which precisely delineates the

improvements the applicant proposes to make. This letter must include all improvements to be performed, both the eligible improvements and any non-eligible but required improvements. (Appendix D)

- The applicant will sign a copy of approval letter and return to MainCor at which time the approved work can begin.

(4) MODIFICATION

Modification to a project, once approved, requires MainCor to review modification request.

(5) PAY REQUEST

The applicant has 180 days in which to complete the improvements. Following completion of the improvements, the Business owner will submit documentation to MainCor who will then perform an Inspection of the work completed for processing the Grant reimbursement. Documentation is required for all eligible work for which reimbursement is being requested, and shall include the following:

- Copy of signed contract or agreement between business owner and contractor.
- Copy of invoice for work performed by contractor.
- Copy of contractor's occupational license with Kansas City Mo.
- Copy of contractor's insurance (policy of no less than \$1,000,000)
- Signed W-9 from contractor.
- Copies of any City permits related to the improvements if applicable.
- Owners signature on (MainCor pay request)

MainCor shall examine the property to determine that all improvements are in conformance with the approved plans and specifications. If the improvements are in conformance, the documentation is then forwarded on from MainCor to the TIF staff for process of payment. If the improvements do not conform to the plans and specifications, MainCor will notify the applicant so that these improvements can be made.

Appendix A

**Program Area**

MAP

## Appendix B

### **Special Review District Guidelines - SRD** **Main Street Corridor Land Use & Development Plan Urban Design Guidelines - UD** **City General Design Guidelines - City**

#### **Special Review District Guidelines - SRD**

## **Standards and Regulations**

### **I. Buildings Considerations**

A. Any new structure shall be built with the facade covering at least 70 percent of the primary street frontage of any site with 100 feet or more of frontage, provided, however, that in the case of a corner lot with two primary street frontages, the 70 percent minimum shall apply only to the primary street of greater distance and the primary street frontage of lesser distance shall require only 25 percent coverage.

B. The primary street frontage shall be designed to possess one of the following elements:

1. The facade of a building, which shall be located at the street line, unless the building is 100 feet or more in height, in which case it shall be set back from the street line no more than 10 percent of the height of the building; provided, however, this option shall not be available to any building used exclusively for residential use; or

2. A wall or fence located within five (5) feet of the street line, which meets the condition of Design Guideline II.A.3, subject to the following criteria:

a. If solid (forming a barrier to visibility) the wall must be at least 18" in height and may not be more than 42" in height, unless it has openings, display cases or similar features at least every 20 feet.

b. If not solid (such as a lattice screen for other configuration offering visual penetration), the fence or wall must have regular openings comprising no less than 60% of the surface; or

3. Outdoor courtyard including seating, ornamental pillars, sculpture, fountains, or other amenities, or

4. Landscaping in accordance with a landscaping plan, submitted by the property owner (or designated agent) and approved by the Design Review Committee; such landscaping plan shall include the following:

a. Compatibility with species, scale and design of appropriate landscaping of adjacent and nearby properties, and

b. Appropriate treatment for the subject property, incorporating design element of the building facade, if applicable.

C. No paved surface shall occupy more than 66% of the total lot area; the remaining lot area shall be for building coverage or landscaping.

D. There shall be an interruption of the facade wall plane with entrances, windows, and/or indentations at intervals of no more than 20 feet.

E. At least one building entrance shall be along or connected to the primary street frontage. The principal building entrance shall be along the primary street frontage if the frontage is in excess of 100 feet.

F. Building sides where visible from any street shall be finished with similar architectural facing materials that are used on the primary street facade of the building.

G. Design, materials and scale shall be consistent with the existing traditional masonry storefront buildings that are prevalent along Main Street.

H. Roof top and other mechanical equipment shall be integrated into the design of the building in such a way that they are not visible from the street right-of-way adjacent to the building.

I. "Primary Street Frontage" as used herein shall mean Main Street and any arterial street defined by the Major Street Plan.

## **II. Site Considerations**

### **A. Landscaping, screening, and amenities**

1. Any area of at least two (2) feet between the street line and building facade shall be landscaped and improved with grass, trees, shrubs, ground cover and/or other appropriate materials; however, no area, regardless of size shall be left in a state of weeds, untended soil or rubble.

2. Maintenance shall be provided to ensure that the landscape materials provided will survive.

3. Fences or walls visible from the street right of way shall be of materials and design compatible with building and in accordance with Design Guideline I.G.; no fence visible from the street right of way shall be chain link or barbed wire.

4. Trash and garbage receptacles and mechanical equipment, including electrical transformers and other utility equipment, shall be screened with appropriate and harmonious materials that are similar to the architectural facing materials that are used on the facade of the building.

5. No outdoor storage of any materials or items shall be permitted.

### **B. Circulation.**

1. The maximum number of driveways shall be as follows:

1 for up to 150 feet of frontage;

2 for 150 feet to 500 feet of frontage;

3 for 500 feet or greater frontage:

1 additional driveway for each additional 500 feet of frontage.

### **C. Parking**

1. No off-street parking shall be provided within five (5) feet of the street right-of-way, unless separated by a wall meeting the requirements of Design Guideline I . B. 2.

2. No off-street loading or service areas shall be provided between any building and the primary street line.

3. Parking, loading and service areas shall be screened from any street view with fences, walls, hedges or a combination thereof. Fences and walls shall conform to Design Guidelines I.G. and II.A.3.

## **III. Signage**

A. Building identification signs shall be integrated into the building design.

B. No freestanding signs shall be allowed in excess of forty (40) square feet nor higher than seventeen (17) feet.

C. No outdoor advertising signs shall be allowed in excess of forty (40) square feet nor higher than seventeen (17) feet.

D. No attached sign shall extend higher than the roofline or parapet of any building or structure.

E. No sign shall flash, blink, or fluctuate.

F. No sign shall be animated or change physical position by any movement.

G. No sign shall have a maximum gross area in excess of 5 percent of the total square foot area of a building wall. In multiple-story buildings the total height of the wall shall not exceed twenty feet for computation purposes.

H. In no case shall the maximum gross area of signage on the facade or any side of a building exceed 70 square feet.

I. Permitted signs not requiring design review include: directional and informational signs, sale, exchange, or lease signs, and other signs of a temporary nature. Such signs shall only be displayed on property involved and shall be limited in size to 15 square feet per sign.

#### **IV. Appeal**

Any appeal shall be in accordance with the provisions of Section 39.811.

Section C. That the Design Review Committee for the Main Street Corridor Special Review District, hereinafter referred to as the Main Street Design Review Committee, is hereby created as follows.

#### **Administrative and Application Procedures**

Main Street Design Review Committee

##### **A. Composition of the Committee**

1. All voting members shall be owners or lessees of property within the district or their employees and shall be appointed by the Mayor, with the consent of the City Council; provided that the majority of the committee shall be owners, or their employees, within the district.

2 In the event that an owner of property is a partnership, a partner or employee of partner of same shall be eligible for membership; for a corporation, a member of the board of directors, officer or employee of same shall be eligible for membership.

3. Non-voting members, including representatives of adjacent residential areas, may be appointed by the Mayor, with the consent of the Council, said members being representatives of the City and the community.

4. Insofar as practicable, members of the Committee shall be familiar with matters of design. At least one voting or non-voting member shall have a background in architecture, urban design or city planning: this member need not be an owner or lessee, or employee thereof, of property within the district.

B. Appointment of Committee Members: The Committee shall have seven voting members appointed by the Mayor with the advice and consent of the Council.

C. Selection of Chairman

1. A chairman and vice-chairman of the Design Review Committee shall be elected from the members of the committee by a majority of the members for a term of one year.

2. No Design Review Committee member shall succeed himself as chairman and/or vice-chairman more than three consecutive terms.

D. Terms of Service: The term of service on the Design Review Committee is three years. Two of the first seven appointees shall serve for 1 year, two for 2 years, and the remaining three for the full 3-year term

E. Removal: Removal shall be on recommendation of the Mayor, concurred in by a majority vote of the city council, and only for good cause.

F. Rules and Regulations - Adoption: The Design Review Committee shall have the right to develop and shall adopt its own rules and regulations, which shall be approved by the City Plan Commission. On approval and after having been filed with the City Clerk the rules and regulations become effective. Amendments to the rules and regulations shall be made in the same manner.

Section D: That Fourth Committee Substitute for Ordinance No. 59380 as passed on Dec. 11, 1986 is hereby repealed.

Section E: That the Council finds and declares that before taking any action on the proposed amendment herein above, all public notices and hearings required by the zoning Ordinance have been given and had.

## **Main Street Corridor Land Use & Development Plan Urban Design Guidelines - UD**

### **A: Urban Design Guidelines**

The *FOCUS Quality Places Building Block* advocates the use of urban design guidelines to act as the basic framework to create an environment from which to create high quality places to live and work. Future developments should incorporate the following components of urban design:

#### **LINKAGES**

*Definition: Physical and/or visual connections between important elements, including focal points and activity centers, inside and outside of development or redevelopment projects and throughout the Corridor.*

#### **Intent/purpose**

- Strengthen relationships and encourage movement between important elements within the Corridor.
- Improve ease of orientation.
- Help incorporate the image of the surrounding area within a project area.
- Reinforce north/south and east/west connections within the Corridor.

#### **Corridor Guidelines**

- Pedestrian linkages should be accessible to people with disabilities; should offer a variety of visual and textural stimuli; should provide locations for rest and some relief from sun, wind, rain and snow, and should be designed for safety in terms of slopes, materials and visibility.
- Pedestrian linkages should incorporate some distinctive materials or landscaping in common to help visually unify the Corridor and to help connect it to surrounding areas. This could include ornamental brickwork, streetlights, benches, and a particular type of tree, ornamental grasses or flowers.
- Focal points, such as landmarks, should be located at key visual points, including locations where Main Street intersects with boulevards and where Main Street provides an entrance to a neighborhood.

## **ARCHITECTURAL CHARACTER & MATERIALS**

*Definition: The overall design type and detailing of structures including construction materials*

### **Intent/purpose**

- Provide design elements to visually organize an area with commonalities in features and materials to form relationships between buildings. Architectural character will also harmonize with and have some elements in common with other structures in the vicinity to visually organize and give human scale to an area or project. Human scale is such that a person will feel comfortable with size, familiar features, and usability.

### **Corridor Guidelines**

- Architectural materials should reflect and/or complement those that historically predominate in the area such as stone, brick, and block masonry, non-reflective glass and architectural metals.
- Design of buildings should convey sensitivity to edge and boundary conditions, and should present the view of finished edges to adjacent uses. This involves the screening of mechanical equipment, loading docks, and trash receptacles. This should also include screening of parking facilities.

## **BUILD-TO LINES AND SETBACKS**

*Definition: Build-to lines are lines that a designated facade of a building must be built on. Setback lines are lines that designate the minimum distance between reference lines (usually a property line) and a building, or portion thereof.*

### **Intent/purpose**

- Provide for a cohesive development pattern along the Main Street Corridor. Build-to lines may define an urban development character. Setbacks may help define open space or pedestrian areas.

### **Corridor Guidelines**

- Where a street wall exists, consisting of building fronts aligned with only a minimum setback from the street, infill buildings should be generally consistent with the existing setback.
- The design of developments or redevelopment should create a consistent, pleasing, urban-style street frontage by providing the maximum amount of building face or approved screening along a frontage build-to line established at the minimum

- setback from the property line. An additional ten foot setback would be allowed in order to promote sidewalk activities.
- Buildings, not parking areas, should help define the boundaries of open space.
  - Parking garages should incorporate street-level retail space fronting Main Street and other great street buildings as established within the **FOCUS Kansas City Plan**.

## **ACCESS**

*Definition: The means of providing for physical movement into and out of a site by vehicles and pedestrians in order to enable the site to be utilized; a determining factor in the successful development of the site.*

### **Intent/purpose:**

- Provide opportunities for the public to walk or drive within developments while minimizing conflicts between the two.
- Promote an orderly, visually pleasing and active street environment for residents, workers and visitors.
- Accommodate the automobile but not at the expense of the pedestrian or transit rider.
- Provide adequate and efficient servicing of the building or development by trucks and utility vehicles while minimizing the visual and noise impact of such service.

### **Corridor Guidelines:**

- All access shall meet the requirements of the Americans With Disabilities Act Accessibility Guidelines (ADAAG).
- Buildings should be located in a way that allows pedestrians to directly reach their destinations within a site and to directly reach continuous walkways linking destinations outside the development.
- Buildings should have entrances accessible to the pedestrian adjacent to a street.
- In order to minimize the disruption of pedestrian pathways, curb cuts should be kept to a minimum. Continuous curb cuts are not appropriate. Property owners should investigate sharing curb cuts.
- Access drives for service and delivery vehicles should be located to minimize disruptions between other vehicular or pedestrian circulation.
- The design and location of access drives should prevent headlights from shining into adjacent residential areas.

## **PARKING**

*Definition: Areas designated for the temporary storage of vehicles, either in surface lots or in structures*

### **Intent/purpose**

- Provide temporary screened storage space for vehicles that will serve rather than visually dominate the environment.
- Provide safe, convenient pedestrian access to the structures or facilities that the parking serves.

### **Corridor Guidelines**

- Surface parking lots should be located at the sides or rear of structures. Surface parking lots must be separated from streets and green space by a decorative wall, a berm or a solid landscape screen at least 4 feet in height.

- Multiple small parking lots are more desirable than single large lots; larger surface lots should be subdivided with landscaped islands including shade trees.
- Pedestrian walkways and plazas adjacent to parking and driveways should be visually and spatially separated from them through use of additional site elements, including bollards, lighting, landscaping, and special pavement treatments.
- Parking garages located above grade should be:
  - Generally consistent in height with adjacent commercial and residential neighborhoods and should make appropriate transitions in scale.
  - Designed with screened openings that obscure parked vehicles
  - Designed so that lighting in the structure, or from vehicles in the structure, does not shine or glare into adjacent residential uses.
  - Constructed with exterior finishes that match the adjacent occupied buildings the parking serves.

## **STREETSCAPE**

*Definition: Consists of the roadway, including medians and associated landscaping, fountains, sculpture, sidewalks, street lighting, pedestrian lighting, traffic signals, signs, benches, trash containers, newspaper and other vending machines, and transit stops and shelters within the area of the right-of-way.*

### **Intent/purpose**

- Provide safety, comfort and convenience for pedestrians.
- Provide safety and ease of orientation for vehicle users.
- Provide a design element throughout the Corridor that can help to unify it.
- Provide a safe and pleasant separation of pedestrians and vehicles.
- Help make surrounding development to human scale and user-friendly.
- Provide a generally pleasant environment.

### **Corridor Guidelines**

- Streetscape plans should be required for all development/redevelopment in the corridor.
- The Kansas City Area Transportation Authority (KCATA) will review all streetscape plans for arterial streets. KCATA will designate locations for transit stops, transit shelters and pulloffs, which shall be included in the streetscape plan.
- All streetscape plans should also include sidewalks, benches and trash cans at transit stop locations.

## **SIGNAGE**

*Definition: A system of display boards or surfaces used for directions, identification, instructions, or advertising; usually consisting of lettering, pictures, diagrams, decoration, etc., often in combination, on a contrasting background surface.*

### **Intent/purpose**

- To provide a clear, interesting, understandable, coordinated method of identifying and giving directions to places that is complimentary to, and not in conflict with, adjacent uses.

## **Corridor Guidelines**

- Pylon signs and billboards are not allowed.
- Signs should be made of durable materials and be complementary to materials used in the building.
- Signage should be simple, clear and legible in the circumstance in which it is seen. Information on identification signage should only include a company logo, name and address.
- When designing new signage, rather than being confined to dimensional standards, entrepreneurs should consider artistic signs that reflect the operation of a business. This artistic signage should be designed to be of pedestrian scale and to enhance the Corridor's sense of place.
- The location of signage should not obscure important architectural features.

## **LIGHTING**

*Definition: Natural and artificial sources of illumination, particularly street lighting, pedestrian level lighting, lighting of signs and architectural features.*

### **Intent/purpose**

- Enable people within a development or passing by to see well enough to find their destinations and to conduct their activities safely.
- Enliven a development and set the overall mood of a development.
- Help increase the sense of security and not negatively impact surrounding residences.

### **Corridor Guidelines**

- Design of developments and redevelopments should include a site lighting plan to serve multiple purposes, including vehicular and pedestrian safety and security, illumination of activity areas, and accent lighting for architectural features and landscaping.
- Glare and spillage into adjacent properties should be kept to a minimum through the use of cut-off fixtures or other devices; lownoise level lights should be used adjacent to residential uses.
- Sidewalks and walkways should have pedestrian level lighting; combination pedestrian and street lighting is an acceptable option.
- The design of exterior light fixtures should be consistent throughout a development, or within a node, but not throughout the Corridor.

## **City General Design Guidelines - City**

**In general**, all buildings shall be treated as products of their own time and rehabilitated and repaired in a manner consistent with the structure's original construction, style and character. Repairs and improvements are to be done using colors and designs that are harmonious and compatible with the building's original architectural style and character and using techniques and materials similar to those used originally. Careful consideration should be given to the placement of windows, doors, lights and signs, as well as to color, style and materials used. Repairs and improvements should also be compatible with the style and character of other structures in the business area.

(A) **Building Fronts and Sides Abutting Public Streets**

- (1) All structural and decorative elements of building fronts and sides abutting public streets shall be repaired or replaced in a workmanlike manner to match as closely as possible the original materials and construction techniques.
- (2) All cornices and decorative ornamentation shall be made structurally sound and rotten or weakened portions shall be removed and repaired or replaced to match as closely as possible the original patterns. All exposed wood shall be painted.
- (3) Show windows, entrances, signs, lighting, sun protection, security grilles, etc., shall be designed to be compatible and harmonious and consistent with the original scale and character of the structures.
- (4) Solid or permanently enclosed or covered storefronts shall not be permitted, unless treated as an integral part of the building facade using wall materials and window detailing compatible with the upper floors.
- (5) All damaged, sagging or otherwise deteriorated storefronts, show windows or entrances shall be repaired or replaced.
- (6) All buildings shall be treated as products of their own time. Alterations having no historical basis and which seek to create an earlier appearance shall be discouraged.
- (7) Surface cleaning shall be undertaken with the gentlest means possible such as low pressure water and soft natural bristle brushes; sand blasting and other cleaning methods that will damage the building material shall not be undertaken.
- (8) Introducing new or enlarged openings into the principal elevation shall be discouraged. Repair or replacement windows and doors shall retain the original configuration of sash and panes wherever possible, and the rhythm (spacing) and proportions (height to width ratio) of the original openings shall be retained.
- (9) Buildings or groups of buildings being used by a single tenant shall be rehabilitated in a unified and harmonious manner.
- (10) In the case of front walls where the walls have been wholly or partially resurfaced or built over with formstone, wood, structural glass veneer, or other such materials, these surfacing materials shall be removed and the building front repaired in the manner described above. If restoration of the original materials is determined by the Design Review Committee to be unfeasible, the front shall be improved in a manner acceptable to the Committee.
- (11) Sidewalls, where visible from public streets, shall be finished or painted so as to be harmonious with the front of the building.

**(B) Roofs**

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- (1) Chimneys, elevator penthouses or any other auxiliary structures on the roofs shall be finished so as to be harmonious with other visible building walls.
- (2) Television and radio antenna shall be located so as to be as inconspicuous as possible.
- (3) Roofing materials on pitched roofs visible from public streets shall match as closely as possible the original materials and construction.

**(C) Signage**

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- (1) No signs other than those identifying the property where they are installed or identifying the use conducted therein shall be permitted. Advertising by material or product manufacturers and suppliers shall not be permitted except as primary identification of an establishment.
- (2) All lighting and electrical elements such as wires, conduits, junction boxes, transformers, ballasts, switches, and panel boxes shall be concealed from view as much as possible.
- (3) Sign size, colors and graphics shall be compatible with other signs in the business area.
- (4) Flashing or moving signs other than barber poles shall not be permitted.
- (5) Nonconforming Signs: All signs not conforming to the above regulations shall be removed in accordance with the procedures established by Section 65.230 of the Revised Ordinances of Kansas City, Missouri (Section 39.230, Code of General Ordinance of Kansas City, Missouri), commonly referred to as the Zoning Ordinance; or Section 2.100 through and including Section 2.111, Code of General Ordinances of Kansas City, Missouri.

**(D) Painting**

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- (1) Painting with historic colors to illustrate the distinctive character of the property is encouraged.
- (2) The surface shall be prepared to the following standards:
  - a) Wash dirt from all surfaces with mild detergent, using a stiff bristle brush or a low pressured “water blast.”
  - b) Remove all loose, scaling, blistered and crazed paint on wood and metal surfaces. Feather edges of bare spots to surface of wood.

- c) Fill all nail holes, cracks, and gouges with putty or caulking until level with wood surface. Apply a neat, continuous bead of caulk at open joints between masonry and woodwork, between siding and the following: windowsills, frames of doors and windows, trim caps on windows and doors, and decorative molding.
  - d) Replace all cracked and missing window glass. All dried out or otherwise deteriorated glazing compound, linseed oil putty, and sash points shall be replaced.
- (3) Paint application shall meet or exceed the following standards:
- a) Apply one prime coat and one or two finish coats as required to adequately cover surfaces to be painted. Use metal primer on gutters and downspouts.
  - b) Paint shall not be applied until all surfaces are thoroughly dry. Paint shall not be applied in direct sunlight, when air temperature is below 50°, or when surfaces are damp, or when rain is expected. Paint shall be worked into corners, voids, and joints.
  - c) Contractors shall provide experienced and skillful painters who will give high quality results.

**(E) Landscaping**

- (1) Plantings may include shade and ornamental trees, shrubs and flowering plants. Landscaping may include planters, tree grates and other non-organic materials required to complete a landscaping scheme.
- (2) Trees should be of a minimum size ranging from 1.5 inch to 2.0 inch in caliper.
- (3) Plantings should be highly visible, both in terms of placement on the site and in selection of species. Placement of plantings is particularly desirable where such plantings will serve to screen a parking lot or other utilitarian sight.
- (4) The placement of trees and the species to be planted shall be subject to the approval of the City Forester. In addition, the selection and placement of trees should be consistent with neighborhood landscaping plans, if existing.
- (5) Plantings should be low-maintenance and hardy species, able to reasonably withstand stress associated with extremes of temperature, moisture and salt.
- (6) Landscaping items should be warranted for replacement for a period of at least one year.

**(F) Site**

- (1) Alleyway, yards and entryways shall be free of debris and neatly maintained.

- (2) Refuse shall be stored in adequate containers behind visual barriers or stored under otherwise aesthetically pleasing conditions.
- (3) Lighting for exterior areas including parking areas, loading areas and entryways shall be maintained at a level adequate for general security.
- (4) Fencing, walls, landscaping and other site design elements shall be properly maintained. Elements intended to screen service areas or parking areas shall be adequately maintained in order to properly screen those areas.

#### Appendix C

#### SECRETARY OF THE INTERIOR'S STANDARDS FOR REHABILITATION

1. A property will be used as it was historically or be given a new use that requires minimal change to its distinctive materials, features, spaces, and spatial relationships.
2. The historic character of a property will be retained and preserved. The removal of distinctive materials or alteration of features, spaces, and spatial relationships that characterize a property will be avoided.
3. Each property will 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 elements from other buildings, will not be undertaken.
4. Changes to a property that have acquired historic significance in their own right will be retained and preserved.
5. Distinctive features, finishes, and construction techniques or examples of craftsmanship that characterize a historic property will be preserved.
6. Deteriorated historic features will be repaired rather than replaced. Where the severity of deterioration requires replacement of a distinctive feature, the new feature will match the old in design, color, texture, and where possible, materials. Replacement of missing features will be substantiated by documentary and physical evidence.
7. Chemical or physical treatments, if appropriate, will be undertaken using the gentlest means possible. Treatments that cause damage to historic materials will not be used.
8. Archaeological resources will be protected and preserved in place. If such resources must be disturbed, mitigation measures will be undertaken.
9. New additions, exterior alterations, or related new construction will not destroy historic materials, features, and spatial relationships that characterize the property. The new work will be differentiated from the old and will be compatible with the historic

materials, features, size, scale and proportion, and massing to protect the historic integrity of the property and its environment.

10. New additions and adjacent or related new construction will 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.

APPENDIX D

**SAMPLE FORMAT FOR AN APPROVAL LETTER**

Main Street Corridor Development Corp  
3215 Main St, Ste 200  
Kansas City, MO 64111

May 15, 2010

Mrs. Jane Storefront  
Nuts n' Bolts Hardware Co.  
600 Community Blvd  
Kansas City, MO 64106

**RE: Facade Rebate for 600 Community Blvd**

Dear Mrs. Storefront,

I am pleased to inform you that your plans for facade improvements for the building located at 600 Community Boulevard are approved for participation in the Facade Rebate Program, with the following requirements:

**West Facade**

- 1) Remove existing false facade material consisting of corrugated sheet metal that covers the second story of the facade.
- 2) Clean brick surface using a mild detergent, a natural bristle brush and a low-pressure "powerwash." (Do not sandblast.) Tuckpoint masonry as needed.
- 3) Replace existing front door with a bronze-colored, aluminum-framed door with full-sized glass.
- 4) Replace existing second-story windows with bronze-colored aluminum-framed windows of similar style and proportion, i.e., one-over-one window of 2:1 height-to-width ratio.
- 5) Install address above front door with 8" high letters.

**North and South Facades**

- 6) Powerwash the existing painted surface and re-paint with Mautz "Sea Green" (#3242342) or equivalent color.
- 7) Remove existing mansard canopy above door on south facade, and install 90" long canvas awning, centered above door. Color of awning to be kelly green with white 9" high graphics spelling "Nuts n' Bolts." (See attached rendering.)

**Additional Work**

The following items are not covered by the rebate, but must be included in the improvement project:

- 8) Remove existing pole sign in front of the west facade and replace with monument-style sign.
- 9) Remove or paint over graffiti on rear wall of building in alleyway.

Completion of the proposed improvements within 180 days of this approval letter qualifies you to receive a rebate of 50% of your eligible costs, up to a maximum of \$10,000.00. Only those exterior improvements visible from the street are considered eligible costs. Any additional improvements or changes not referenced herein will require a resubmittal of your original application.

Certain documentation is required for the processing of your rebate including lien waivers, invoices and canceled checks. These items must be submitted to us when the improvement work is completed. All work items referenced herein must be completed as specified, and your property will be inspected upon submission of final documentation as referenced above. We are pleased about your improvement plans and that we can be of assistance.

Should you have any questions or need additional information, please contact me.

Sincerely,

Name of Executive Director

Applicant Signature & Date agreeing to this document

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**FACADE REBATE PROGRAM**

**WAIVER OF LIEN**

The undersigned \_\_\_\_\_  
(Contractor, Sub-contractor or Supplier)

has been employed by \_\_\_\_\_  
(Property Owner/Tenant)

or their agents, or both, to furnish (describe labor/materials)

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

for the property address known as \_\_\_\_\_ ,

in Kansas City, Missouri.

The undersigned, for and in consideration of the sum of

\_\_\_\_\_ Dollars (\$\_\_\_\_\_),

the receipt whereof is hereby acknowledged, does hereby waive and release any

and all liens and claim or right to lien on said above described building and premises

under the Statutes of the State of Missouri, relating to Mechanic's Liens, on

account of labor or materials, or both, furnished by the undersigned to said building

and premises.

By: \_\_\_\_\_  
(Contractor, Sub-contractor or Supplier)

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

Phone: \_\_\_\_\_

Dated this \_\_\_\_\_ day of \_\_\_\_\_, 20 \_\_\_\_.