

Part C: Requested Scope of Work

Instructions: Complete section 1 by using the city approved design standards starting on page 5 as reference.

Section 1: Complete each section by marking the requested work as repair, replace, or new installation. Mark type of material(s) for each section, color, and amount where applicable. Details can be provided in the spaces below each section or on additional sheets of paper. If available, please provide any architectural designs of the space/building.

***Disclaimer:** Applicants in historical areas should default to city design standards guidelines. Applicants in areas with established design standards should default to those standards.

Storefronts			
Request Type	Material Request	Color(s) Request	Count
<input type="checkbox"/> Repair <input type="checkbox"/> Replace <input type="checkbox"/> New Install	<input type="checkbox"/> Brick <input type="checkbox"/> Stone <input type="checkbox"/> Others <input type="checkbox"/> N/A <input type="checkbox"/> Cement Boards <input type="checkbox"/> Wood If others are marked, list out material(s). 1. _____ 2. _____	1) _____ 2) _____ 3) _____	

Please provide details regarding your request below:

Signage/Awnings			
Request Type	Material Request	Color(s) Request	Count
<input type="checkbox"/> Repair <input type="checkbox"/> Replace <input type="checkbox"/> New Install	<input type="checkbox"/> Wood <input type="checkbox"/> Fiberglass <input type="checkbox"/> Others <input type="checkbox"/> N/A <input type="checkbox"/> Acrylic <input type="checkbox"/> Metal If others are marked, list out material(s). 1. _____ 2. _____	1) _____ 2) _____ 3) _____	

Please provide details regarding your request below:

Lighting			
Request Type	Material Request	Color(s) Request	Count
<input type="checkbox"/> Repair	<input type="checkbox"/> Plastic <input type="checkbox"/> Aluminum <input type="checkbox"/> Stainless Steel <input type="checkbox"/> N/A <input type="checkbox"/> Copper <input type="checkbox"/> Brass <input type="checkbox"/> Others If others are marked, list out material(s). 1. _____ 2. _____	1) _____ 2) _____ 3) _____	
<input type="checkbox"/> Replace			
<input type="checkbox"/> New Install			

Please provide details regarding your request below:

Building Caps/Cornices			
Request Type	Material Request	Color(s) Request	Count
<input type="checkbox"/> Repair	<input type="checkbox"/> Fiberglass <input type="checkbox"/> Wood <input type="checkbox"/> Others <input type="checkbox"/> N/A <input type="checkbox"/> Stone <input type="checkbox"/> Plaster If others are marked, list out material(s). 1. _____ 2. _____	1) _____ 2) _____ 3) _____	
<input type="checkbox"/> Replace			
<input type="checkbox"/> New Install			

Please provide details regarding your request below:

Windows (Frame)			
Request Type	Material Request	Color(s) Request	Count
<input type="checkbox"/> Repair <input type="checkbox"/> Replace <input type="checkbox"/> New Install	<input type="checkbox"/> Vinyl <input type="checkbox"/> Wood <input type="checkbox"/> Fiberglass <input type="checkbox"/> N/A <input type="checkbox"/> Aluminum <input type="checkbox"/> Clad <input type="checkbox"/> Others If others are marked, list out material(s). 1. _____ 2. _____	1) _____ 2) _____ 3) _____	
Windows (Pane - Glass)			
Request Type	Material Request	Color(s) Request	Count
<input type="checkbox"/> Repair <input type="checkbox"/> Replace <input type="checkbox"/> New Install	<input type="checkbox"/> Laminated <input type="checkbox"/> Tempered <input type="checkbox"/> Others <input type="checkbox"/> N/A <input type="checkbox"/> Insulated <input type="checkbox"/> Float If others are marked, list out material(s). 1. _____ 2. _____	N/A	

Please provide details regarding your request below:

Security			
Request Type	Material Request	Color(s) Request	Count
<input type="checkbox"/> Repair <input type="checkbox"/> Replace <input type="checkbox"/> New Install	<input type="checkbox"/> Cameras <input type="checkbox"/> Motion Detectors <input type="checkbox"/> Others <input type="checkbox"/> N/A <input type="checkbox"/> Security Shutter <input type="checkbox"/> Access Control If others are marked, list out material(s). 1. _____ 2. _____	N/A	

Please provide details regarding your request below:

For additional scopes of work to be requested, please complete the section(s) below with detailed information on the request(s).

Others - 1			
Request Type	Material Request	Color(s) Request	Count
<input type="checkbox"/> Repair	List requested material(s) for scope of work. 1. _____ 2. _____ 3. _____	1) _____	
<input type="checkbox"/> Replace		2) _____	
<input type="checkbox"/> New Install		3) _____	

Please provide details regarding your request below:

Others - 2			
Request Type	Material Request	Color(s) Request	Count
<input type="checkbox"/> Repair	List requested material(s) for scope of work. 1. _____ 2. _____ 3. _____	1) _____	
<input type="checkbox"/> Replace		2) _____	
<input type="checkbox"/> New Install		3) _____	

Please provide details regarding your request below:

***Note:** Applicants who do not complete the initial requested scope of work stated in the submitted application, will be removed from the program.

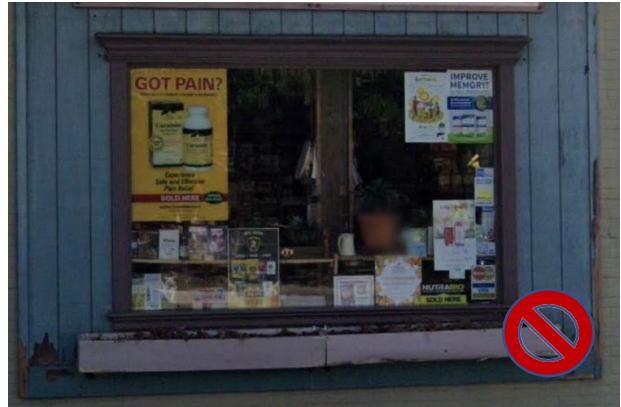
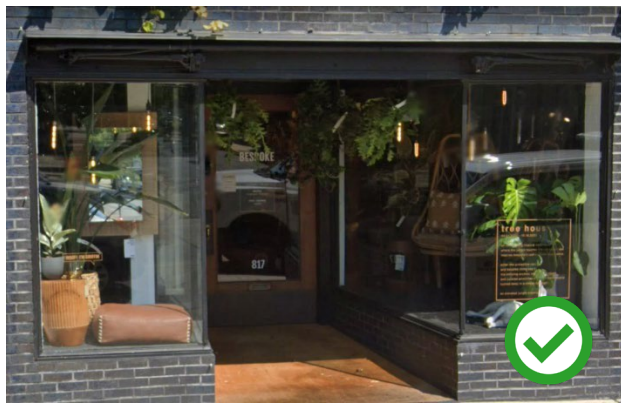
General Design Standards

Section 1.1 Design Standards: Please reference the following design standards to complete the requested scope of work.

Windows Goals: Allow for business to be able to show case services/products in a presentable way to allow for attraction of customers. Windows placement is especially important to create a vibrant façade with plenty of lighting and air to the building.

Windows	
Encouraged	Discouraged
<ul style="list-style-type: none"> Restoring or increasing the percentage or amount of transparent glass on a storefront. 70-80% transparency is ideal. 	<ul style="list-style-type: none"> Reducing window size to an area smaller than its original size.
<ul style="list-style-type: none"> Replacing dark tinted or textured glass with clear glass, when possible, to increase visibility into the business. 	<ul style="list-style-type: none"> Use of tinted, opaque, smoked, glass block, or otherwise non-transparent glass.
<ul style="list-style-type: none"> Restoration of original window openings if previously sealed off. 	<ul style="list-style-type: none"> Covering up, filling in, sealing, or boarding up windows with any material.
<ul style="list-style-type: none"> Aligning window heights and unifying window sizes when appropriate. 	<ul style="list-style-type: none"> Obstructing views into business by using window space as storage.
<ul style="list-style-type: none"> Restoring or maintaining the historic pattern consistent with the surrounding buildings such as frames, special glazing, and decorative moldings. 	<ul style="list-style-type: none"> Removing historic windows or window components when restoration and maintenance are possible.
<ul style="list-style-type: none"> Colors used for painting the window frames and sashes should be consistent with the overall theme of the corridor. 	<ul style="list-style-type: none"> Painting with colors clashing with the overall theme of the corridor.

Examples:



Entranceway/ADA Design Goals: Allow for an inviting and attractive entrance for customers to enter the business.

Entranceways/ADA Access	
Encouraged	Discouraged
<ul style="list-style-type: none"> • Implement improvements for standard handicap accessibility. 	<ul style="list-style-type: none"> • Using fewer durable materials such as Plexiglas for the entranceways.
<ul style="list-style-type: none"> • Handicap ramp designs which use matching existing architectural character of the overall design of the façade. 	<ul style="list-style-type: none"> • Using slippery materials on walking surface which can lead to a safety hazard.
<ul style="list-style-type: none"> • Building entrances should be orientated so primary pedestrians access points are towards main street. Parking entrances, exits and drop-offs areas should be accessed from side streets or near the building when possible. 	<ul style="list-style-type: none"> • Boarding up or sealing off any original entrance ways.
<ul style="list-style-type: none"> • Entranceways recessing from the storefront to ensure customers are shielded from the weather upon entering or leaving. 	<ul style="list-style-type: none"> • Crowding entrance ways with merchandise or small obstacles preventing flow of traffic.
<ul style="list-style-type: none"> • Entranceways composed primary of clear, transparent glass are advised for all businesses. 	<ul style="list-style-type: none"> • The use of pipe railings.

Examples:



Building Cap/Cornices Goals: Enhance the design and character of the façade by creating a prominent limit to the height of the building.

Building Caps/Cornices	
Encouraged	Discouraged
<ul style="list-style-type: none"> Maintain or restore architectural details around upper floor windows. 	<ul style="list-style-type: none"> Removing historic cornices.
<ul style="list-style-type: none"> Preserve and restore historical features. 	<ul style="list-style-type: none"> Covering any part of the building façade with any material that will obscure openings or details.
<ul style="list-style-type: none"> Repair upper façade with materials that are the same as or complements the existing construction. 	<ul style="list-style-type: none"> Using materials or adding details that simulate a history other than that of the original building.
<ul style="list-style-type: none"> Use of appropriate colors and lighting to highlight the architectural design of the building. 	<ul style="list-style-type: none"> The alteration of the architectural style and form of the original roof shape.
<ul style="list-style-type: none"> Cornice line heights for new or remodeled buildings should match the same line heights as adjacent buildings. 	

Examples:



Awnings/Overhangs Goals: Provide a visually appealing point, shade, space for signage, and enhance the character of the façade and public walkways.

Awnings/Overhangs	
Encouraged	Discouraged
<ul style="list-style-type: none"> • Awnings and overhangs should be self-supporting, without the need for poles, posts, or columns within the street right-of-way. 	<ul style="list-style-type: none"> • Covering architectural details with continuous or oversized awnings.
<ul style="list-style-type: none"> • Awnings or overhangs should be securely attached to the building and should be 8-12 feet above the sidewalk. 	<ul style="list-style-type: none"> • Backlighting or internally illuminating plastic awnings do not illuminate storefronts or sidewalks.
<ul style="list-style-type: none"> • Installing retractable or fixed type awnings. 	<ul style="list-style-type: none"> • Any visible or moving parts or flashing and animated lighting.
<ul style="list-style-type: none"> • Illuminating storefronts and sidewalks from beneath an awning. 	<ul style="list-style-type: none"> • Use of aluminum, vinyl, or other plastics materials.
<ul style="list-style-type: none"> • Awnings should be composed of weather resistance materials and should complement the overall theme of the corridor. 	<ul style="list-style-type: none"> • “Faux” shallow awnings that do not provide any shade or coverage from the weather.
<ul style="list-style-type: none"> • Overhangs should incorporate materials, colors and details that match the overall theme of the corridor. 	<ul style="list-style-type: none"> • Colors and details that do not match the overall theme of the corridor.

Examples:



Façade Lighting Goals: Provide lighting to the store front during the night and ensuring increased visibility for pedestrians.

Lighting	
Encouraged	Discouraged
<ul style="list-style-type: none"> The use of indirect lighting to highlight window displays, signs, doorways, and buildings architectural details. 	<ul style="list-style-type: none"> The use of flashing, pulsating, or moving lights.
<ul style="list-style-type: none"> Exterior light fixtures that complement the character of the façade. 	<ul style="list-style-type: none"> The use of lighting fixtures that clash with the style of the façade and the character of the corridor.
<ul style="list-style-type: none"> The use of lights that keep the storefront well-lit after business hours. 	<ul style="list-style-type: none"> The use of lighting such that is overly bright for the surroundings or that produces a glare onto adjacent properties.
<ul style="list-style-type: none"> If otherwise unoccupied, upper-floor windows should be lit even after business hours. 	<ul style="list-style-type: none"> Framing the display windows with neon tub lighting.
<ul style="list-style-type: none"> Use of a timer to turn lighting fixtures on at dusk or off at dawn. 	<ul style="list-style-type: none"> Installing light fixtures when applied causes too much damage to the characteristics of the building.
<ul style="list-style-type: none"> Lights composed of soft and warm colors. 	<ul style="list-style-type: none"> Overly using various types of light fixtures for the façade of the building.
<ul style="list-style-type: none"> LED lighting should be producing soft white lighting no greater than 2,300 lumens. 	<ul style="list-style-type: none"> Using non-commercial lighting fixtures

Examples:



Security Elements Goals: Provide security for the building without defacing the characteristics of the building.

Security	
Encouraged	Discouraged
<ul style="list-style-type: none"> Removal of exterior roll-down grates. 	<ul style="list-style-type: none"> Any use of opaque, solid security gates.
<ul style="list-style-type: none"> Use open grilles that allow lighting from display windows to be seen at night. 	<ul style="list-style-type: none"> Fences should not incorporate razor, ribbon, barbed wire, or chain link.
<ul style="list-style-type: none"> Grilles should be at least 70% transparent. 	<ul style="list-style-type: none"> Wooden fences, PVC, or plastic slates in fences.
<ul style="list-style-type: none"> Fences that are black in color. 	<ul style="list-style-type: none"> Installation of new security grilles that do not meet the recommended standards.
<ul style="list-style-type: none"> Installing an electronic alarm system that automatically notifies the police and the business owner. 	
<ul style="list-style-type: none"> Replacing old single pane store front windows with clear laminated safetyglass. 	

Examples:



Signage Goals: To add character to the façade and make the streets feel livelier and inviting day and night.

Signs	
Encouraged	Discouraged
<ul style="list-style-type: none"> Signs which complement the architectural features and characters of the building. 	<ul style="list-style-type: none"> Obscuring architectural features or original detailing of a building's façade with signage.
<ul style="list-style-type: none"> Signs that use consistent and legible fonts, colors, and icons or logos. 	<ul style="list-style-type: none"> Signs that use exposed neon, luminous vacuum-formed type plastic letters, or that use elements that flash, blink, rotate, animate, move, or present illusion of movements.
<ul style="list-style-type: none"> Lettering should consist of less than 75% of the total surface area of the sign and be between 8-18 inches in height. 	<ul style="list-style-type: none"> Signs constructed of non-durable or highly reflective materials.
<ul style="list-style-type: none"> Blade signs that project off the façade and sit high enough on the building to allow for pedestrian clearance, generally 10-15 feet above sidewalk. 	<ul style="list-style-type: none"> Signs that obscure most of the upper floor facade or extend higher than the buildings cornice, or mounted on roofs, dormers, and balconies.
<ul style="list-style-type: none"> Signs should be at least 1 inch thick if mounted directly to the surface of the building. 	<ul style="list-style-type: none"> The use of internally illuminated "box" or cabinet type signs.
<ul style="list-style-type: none"> Wall signs shall project no more than 10 inches from the façade that it is mounted on. 	<ul style="list-style-type: none"> Store fronts with multiple signs outside of the primary sign.
<ul style="list-style-type: none"> Use of colors that fit with the cultural styles of the community, still according to good graphic design practice. 	<ul style="list-style-type: none"> Use of colors that do not fit with the cultural styles of the community and in bad graphic design practice.
<ul style="list-style-type: none"> Illuminating signs from above or below to create a brighter corridor. 	<ul style="list-style-type: none"> Signs painted directly onto the surface of the store front of the building.

Examples:



Storefronts Goals: Create, enhance, or preserve an attractive storefront that complements the overall façade of the building and commercial corridor.

Storefronts	
Encouraged	Discouraged
<ul style="list-style-type: none"> The use of high quality and durable materials with minimal maintenance requirements such as brick, stone, wood, or cement boards. 	<ul style="list-style-type: none"> The use of vinyl, aluminum, or stucco as primary use materials.
<ul style="list-style-type: none"> Well-established characteristics for a corridor should be maintained through colors, window frames, security elements or appearances. 	<ul style="list-style-type: none"> The use of sheet materials such as vinyl or aluminum to cover original architectural details.
<ul style="list-style-type: none"> Existing architectural details on a building's façade should be maintained and restored. 	<ul style="list-style-type: none"> The removal or of quality materials and architectural detail from the building.
<ul style="list-style-type: none"> Where appropriate, storefronts should distinguish from upper floors with larger display windows, enhanced lighting, and moldings. 	<ul style="list-style-type: none"> Mechanical equipment is located along the primary façade.
	<ul style="list-style-type: none"> Colors and graphics that clash with the architectural details of the building or corridor.

Examples:

