

**FACADE IMPROVEMENT ASSISTANCE PROGRAM
FOR THE CENTRAL BUSINESS DISTRICT
ELMHURST, ILLINOIS**

I. Objective of Facade Assistance Program

The Facade Improvement Assistance Program is intended to promote revitalization of the Central Business District by providing financial assistance to building owners for improvements made to existing commercial buildings, or for demolition and new construction. Financial assistance is made available to provide a significant impact on the exterior of buildings, thus improving the marketing of the Central Business District (CBD). The intent of this program is for building owners to take full advantage of assistance available and encourage full renovation programs.

II. Guidelines for Financial Assistance

Owners of buildings in the T.I.F. I District are eligible for financial assistance from the City of Elmhurst to upgrade and rehabilitate their buildings. Financial assistance is available on a one-time basis per building. Assistance will only be available to those projects following outlined procedures. Owners of buildings with multiple occupancy shall receive only one rebate per building. Applications will be considered in the order in which they are received, up to available funding. Submittals shall be reviewed by the Architectural Advisory Commission with recommendations forwarded to the City Manager for his approval. The funds may be applied toward the applicable percentage of the following costs: architectural design, landscaping, maintenance, canopies or awnings, signage, screening of unsightly utilities, life safety (sprinklers and fire alarm systems, etc.), accessibility, and exterior lighting. All permit fees shall be waived for participants in the Facade Improvement Assistance Program.

A. Types of Assistance Available

1. Building Facade Rehabilitation - a one-time, 33-1/3% up to \$20,000 cash rebate per building for renovation activities in the Central Business District area when doing facade work only.
2. Full Renovation Program - a one-time, 50% up to \$50,000 cash rebate per building in the Central Business District area when addressing all seven categories listed below, especially life safety and accessibility (Note: Items a, b and g may not apply to project.). The City shall waive all permit fees associated with projects incorporating "full renovation" if all of following addressed:
 - a. Maintenance
 - b. Canopies or awnings
 - c. Signage
 - d. Screening of unsightly utilities
 - e. Life safety (sprinklers and fire alarm system, etc.)
 - f. Accessibility
 - g. Exterior lighting

June 1, 1998

3. Demolition and New Construction - a one-time 50% up to \$50,000 cash rebate.

III. Procedure for Applying for Financial Assistance

- A. Owner(s) shall fill out appropriate application, available at City Hall Planning and Development Department.
- B. Applicant shall schedule interview with City staff to review project. City staff shall make its recommendation to the City Manager, pending review by the Architectural Advisory Committee.
- C. City staff will review project with and shall provide a copy of its recommendation to the Advisory Architectural Commission to qualify project for rebate. The Architectural Advisory Commission shall make a recommendation to the City Manager.
- D. Projects requesting compensation for design services shall be reviewed with designer, City staff and owner prior to any construction.
- E. Project financing is reviewed; consultant prepares cost estimate.
- F. Upon approval of project financing, design of project begins.
- G. Upon approval of design by owner and Architectural Advisory Commission, contract documents begin.
- H. Upon completion and approval of contract documents, bidding for construction services begins, and building permit review begins.
- I. Upon review and approval of bids, final loan commitment shall be secured. City shall commit to its share of construction cost in the form of a rebate escrow account provided funding for an amount equal to the City's share of the construction cost then is available in the City Budget.
- J. Building permits are issued and construction begins.
- K. City staff and design consultant review construction progress and make reports to owner.
- L. City makes payout of commitment (rebate) at project completion. All construction payouts, approvals and waivers of lien shall be reviewed by City staff prior to City payout. In the event budgeted and appropriated amounts have been exhausted, the owner shall be given priority in the fiscal year next following, subject to adequate appropriation therefor.

IV. Conformance to this Guideline

- A. The City of Elmhurst and its Architectural Advisory Commission shall review all design submittals and have input into the final appearance of building facades, both new and renovations. The review of the Commission shall not be binding but only serve as a design review consultant for the City of Elmhurst. In addition to design review, each project shall be reviewed by City staff for code compliance. The City Manager shall determine if the project shall be approved. If he approves same, the project shall be eligible for City financial assistance. If he disapproves same, the project shall be ineligible for such assistance.

June 1, 1998

- B. Notwithstanding any provision hereof to the contrary, in the event the recommendation of the Architectural Advisory Commission differs in any material respect from that of the City staff, the City Manager shall disapprove the project. In such event, the owner shall have the ability to submit its request to the Development, Planning and Zoning Committee of the City Council. Such submittal shall be made, if at all, within thirty (30) days of the date of the decision by the Architectural Advisory Commission. If timely submitted, the Committee shall consider whether the project shall be eligible for assistance from the City and shall make its recommendation to the City Council. The decision of the City Council shall be final.

June 1, 1998

**DESIGN STANDARDS FOR NON-RESIDENTIAL PROPERTY
ELMHURST, ILLINOIS**

EXTERIOR FACADE MAINTENANCE STANDARDS AND GUIDELINES

I. Objective of Exterior Facade Maintenance Program

The objective of the exterior maintenance program is to provide an aesthetic level in keeping with a quality central business district.

II. Guidelines for Exterior Facade Maintenance

In addition to maintenance of the "structural integrity of building elements for public safety as required by the City of Elmhurst Building Code," the following Exterior Facade maintenance guidelines shall apply:

- A. Scraping and re-painting surfaces that have faded and/or are peeling.
- B. Tuckpointing masonry mortar joints that have eroded.
- C. Replacing caulking, sealant or glazing joints that are loose or visually unsightly.
- D. Painting or re-finishing natural metal surfaces that have pitted or faded.
- E. Refinishing natural wood finished surfaces that have faded or show distress.
- F. Repairing or replacing cracked and/or damaged building elements, and cleaning when excessively dirty.
- G. Trimming landscaping as required and replacing dead landscaping.
- H. Cleaning windows on a regular basis.
- I. Cleaning awnings on a regular basis and repairing when damaged.
- J. Cleaning trash from sidewalk and storefront recesses regularly, and maintaining in clean condition front and rear.

III. Conformance to this Guideline

The City of Elmhurst and its Architectural Advisory Commission shall review all cases of lack of conformance to this guideline.

June 1, 1998

**DESIGN STANDARDS FOR NON-RESIDENTIAL PROPERTY
ELMHURST, ILLINOIS**

ARCHITECTURAL FACADES STANDARDS AND GUIDELINES

I. Objective of Architectural Facade Guidelines

This criteria is designed to benefit the overall appearance of the community. The overall character and appearance of a city is established through the architecture of its buildings and their relationship to each other. The appearance of the commercial buildings is a reflection on the business owners, as well as the residents of the City.

II. Guidelines

- A. Architectural facades shall be defined as the primary public or street side of the building. Corner buildings shall be considered as having two facades.
- B. The scope of the facade shall include the building front from the sidewalk or grade level to the uppermost portion of the roof line.
- C. Architectural style of projects is not restricted, however major design elements, such as building heights, roof lines, materials, and colors, shall be harmonious with surrounding buildings. New construction shall maintain the overall massing and general proportion of surrounding buildings. Design excellence and materials are the ultimate goal.
- D. Buildings of architectural significance shall be restored as much as possible.
- E. Building windows shall add to a building's appearance and be an integral part of the overall design. First floor windows for retail use shall be as large as possible to afford the merchant as many opportunities as possible to display his goods. The use of paper window signs is discouraged. A minimum of 75% window area on the first floor should be considered. The height of storefront windows shall relate to the windows of surrounding buildings. A durable base shall be applied to all storefront windows. Upper floor windows shall be in harmony with the remaining building proportions and character. Infilling of existing windows in building renovations is discouraged.
- F. Entrances to buildings shall be clearly defined without the use of signs. Open, transparent entrances for first floor retail spaces appear more inviting to the general public and should be considered as a design approach to both new and renovation projects. Buildings of historic value shall have entrances restored to the original design. Protection of the building entrance from the elements is desirable.
- G. Screening of roof top equipment shall be required from the street side view. The use of parapet walls is encouraged in lieu of screen walls.
- H. The use of artificial architectural elements shall not be allowed. This includes but is not limited to the following: Mansard roofs; applied Mansard fronts; and applied facades that would cover existing significant architectural elements or materials.

June 1, 1998

- I. **Building Materials:**
 - 1. Building materials shall be new and durable.
 - 2. Materials such as brick and stone are encouraged. The use of dryvit and other artificial materials is discouraged.
 - 3. Facades with architectural historic value shall be returned to their original materials and character as much as possible.
 - 4. The use of aluminum in window or storefront work shall have architectural finish.
 - 5. The use of aluminum or vinyl siding shall not be allowed.
 - 6. The use of exposed plywood or plywood related materials shall not be allowed.
 - 7. Artificial stone or brick shall not be allowed.
 - 8. The use of security grilles and screens is discouraged.
- J. **Building Color:** Building colors shall be left to the designer. Color schemes shall be submitted to the City and to the Architectural Advisory Commission for review. Color schemes shall be harmonious with the surrounding community and building character.

III. Conformance

The City of Elmhurst and its Advisory Architectural Commission shall review all design submittals and have input into the final appearance of all exterior architectural facade improvements, both new and renovations. In addition to review for appearance, the City staff will review each project for code compliance.

IV. Financial Assistance

Financial assistance is made available within the T.I.F. I District according to the guidelines set forth in the Facade Improvement Assistance Program.

June 1, 1998

**DESIGN STANDARDS FOR NON-RESIDENTIAL PROPERTY
ELMHURST, ILLINOIS**

AWNINGS STANDARDS AND GUIDELINES

I. Objective of Awning Program

The objective of the awning program is to create an aesthetic appearance that is consistent with the streetscape master plan approved for the central business district. The awnings shall also be designed as an integral part of the building, with materials and colors that are compatible with the entire storefront and with adjacent buildings.

II. Guidelines for Awnings

- A. **General Location:** All awnings shall be installed against the building. Awning location may vary based on the architectural style and design of a building, with variations from location guidelines being determined on the basis of such architectural conditions by the City of Elmhurst.
- B. **Location and Size Requirements:** Awnings shall be located within an area starting at a point seven (7) feet above the sidewalk and extending upwards no more than a total of 10 feet above the sidewalk. The projection of the awning shall extend outward from the building no more than three (3) feet. Awnings located on the building above the first floor are discouraged but may be reviewed on an individual basis.
- C. If an awning extends into the public right-of-way, the owner of the building must provide the City of Elmhurst with an agreement indemnifying the City from any liability resulting from the projection of the awning and holding the City harmless from any liability for damage to the awning occurring in the course of the City's maintenance of its right-of-way.
- D. **Awning Materials:** All awnings shall consist of either fabric or architectural materials. The criteria are as follows.
 - 1. **Fabric Awnings:** Fabric awnings shall be constructed of 100% acrylic or UV resistant vinyl. All materials shall be flame retardant. The color of the material shall be governed by the City of Elmhurst. Brilliant colors and harsh contrasts shall be avoided. The color shall create continuity with adjacent buildings and storefronts. All fixed frames shall be concealed.
 - 2. **Architectural Awnings:** Architectural awnings shall be constructed of materials that are consistent with the original design of the building. The construction materials shall be consistent in style and color with the existing materials. Such materials may include, but are not limited to, copper, tin, slate, etc.
- E. **Sign Content, Lettering, and Lighting**
 - 1. **Content:** Lettering on awnings is restricted to the name of the business, the building, or its principal product. Political designations are not allowed. Optional additions include company logos and street address.

June 1, 1998

2. **Lettering:** The size of the lettering shall be dictated by the size of the awning. The color of the lettering shall complement the color of the awning and shall be reviewed on an individual basis. The style of lettering shall also be reviewed on an individual basis. Variety in the lettering style is encouraged. However, it must be compatible with the overall design intent and will be reviewed by the City of Elmhurst.
3. **Lighting:** Back lighting of awnings is discouraged, however, this will be reviewed on a case-by-case basis.

IV. Conformance to this Guideline

The City of Elmhurst and its Advisory Architectural Commission shall review all design submittals and have input into the final appearance of all awning improvements.

V. Financial Assistance for this Guideline

Financial assistance is available within the T.I.F. I District when awning improvements are part of a "Building Facade Rehabilitation" program and on the same basis as construction. The City of Elmhurst and its Advisory Architectural Commission shall determine if the scope of work for each project qualifies.

**DESIGN STANDARDS FOR NON-RESIDENTIAL PROPERTY
ELMHURST, ILLINOIS**

SIGNAGE STANDARDS AND GUIDELINES

I. Objective of the Signage Program

The objective of the Signage Program is to provide signage that enhances the architectural design and is harmonious with adjacent business and the public ways.

II. General Guidelines

- A. All signs shall be limited to the business conducted upon the property. Signage shall be limited to business name, logo graphics, address and directional identification.
- B. One business identification sign shall be allowed per street frontage. The sign's purpose is to identify the business and/or what the business does. Therefore, signs will not be allowed to have excessive information. Signs that are easily read and concise make viewing easier for pedestrians and motorists.
- C. Sign materials shall be consistent with other building materials and/or color schemes on the facade. Special consideration should be given to the existing architectural elements on the facade and the sign should enhance rather than detract from these features.
- D. The size of the sign shall be in direct correlation to the scale of the building and the surrounding buildings. All signs shall be oriented to a pedestrian scale. Signs shall not project more than 12 inches from the facade of the building.
- E. Lighting of signs shall not move, flash or make noise.
- F. Multiple tenant signs are to be located on the facade of the building adjacent to the entrance. Upper floor signs are permitted only as a part of the facade program and as approved by the Architectural Advisory Commission.
- G. Roof top signs, commercial advertising signs and portable signs are prohibited.
- H. Refer to the Sign Ordinance for additional information.

III. Types of Signs Shall be Limited to the Following

- A. Individual letters mounted to the facade.
- B. Silkscreened lettering on awnings.
- C. Plaques that are mounted to the facade.
- D. Permanently applied window signs.

IV. Conformance to this Guideline

The City of Elmhurst and its Architectural Advisory Commission shall review all design submittals and have input into the final appearance of all exterior signage.

V. Financial Assistance for this Guideline

Financial assistance is available when exterior signage is part of a "Building Facade Rehabilitation" program. The City of Elmhurst and its Architectural Advisory Commission shall determine if the scope of work for each project qualifies.

June 1, 1998

**DESIGN STANDARDS FOR NON-RESIDENTIAL PROPERTIES
ELMHURST, ILLINOIS**

ORNAMENTAL SCREENING STANDARDS AND GUIDELINES

I. Objective of the Ornamental Screening Program

The objective of the screening program is to create an aesthetic appearance that is consistent with the streetscape master plan for the central business district. In this section of the design standards, screening will address mechanical and utility facilities, rooftop equipment, and trash receptacles. Other site screening, such as screening for parking lots, is addressed in the landscape portion of the guidelines.

II. Guidelines for Screening

A. Mechanical and Utility Screening

1. Located on the Building:

- a. All utility linkages, air conditioners, vents, ducts, burglar alarms, pipes, and flashings shall be made as inconspicuous as possible. Utility linkages should preferably be located below ground and enter the building unseen. Utilities should enter the building through a wall or roof location where they are not visible from the street. If they are visible, they shall be flush with the building wall and painted to fit the overall streetscape plan.
- b. Individual mechanical appurtenances such as air conditioners shall not penetrate the wall surface. Where these systems must be attached to the exterior of the building, they shall be consolidated, organized and reduced in size to minimize the visual impact. Rooftop mechanical equipment shall not be visible from the street level. If they are visible, they must be screened with an appropriate ornamental screen.

- 2. Located at Street Level: Mechanical and utility equipment located at street level shall be screened from public view. This includes air conditioner units, electrical transformers and other miscellaneous equipment. Where an ornamental screening is not feasible or appropriate, the equipment shall be consolidated and painted to fit the overall streetscape plan to minimize their negative visual impact.

- B. Trash Receptacle Screening** - All trash receptacles and areas devoted to the collection and storage of trash shall be screened from public view. These areas shall be screened with an ornamental screen approved by the City of Elmhurst. Where ornamental screening is not feasible or is inappropriate, the equipment shall be consolidated and painted to fit the overall streetscape plan and to minimize its negative visual impact.

June 1, 1998

C. Screen Construction

1. **Screening on the Building:** Any screening of building or roof-mounted equipment shall be constructed of the major materials of the building and shall be integrated into the overall building design. Raised parapet walls are preferred to equipment screen walls. All screens shall be designed to blend into the existing building. All designs proposals will be reviewed by the City of Elmhurst.
2. **Screening at Street Level:** Any ornamental screening at street level shall be constructed of the major materials of the building and shall be integrated into the overall building or site design. Where this is not feasible, the screen shall be constructed with materials that are consistent with the overall streetscape plan as approved by the City of Elmhurst.

III. Conformance to this Guideline

The City of Elmhurst and its Advisory Architectural Commission shall review all design submittals and have input into the final appearance of all screening improvements.

IV. Financial Assistance for this Guideline

Financial assistance is available when screening improvements are part of a "Building Facade Rehabilitation" program. The City of Elmhurst and its Advisory Architectural Commission shall determine if the scope of work for each project qualifies.

June 1, 1998

**DESIGN STANDARDS FOR NON-RESIDENTIAL PROPERTIES
ELMHURST, ILLINOIS**

EXTERIOR LIGHTING STANDARDS AND GUIDELINES

I. Objective of Exterior Lighting Program

The objective of the exterior lighting program is to provide lighting that enhances the architectural design and is harmonious with adjacent businesses and the public way.

II. Guidelines for Exterior Lighting

Exterior lighting shall not shine on or adversely impact neighboring properties or traffic ways. The height and size of exterior lighting fixtures shall be compatible with the scale of the building or buildings. Exterior lighting shall be part of the architectural concept. Fixtures, standards and all exposed accessories shall be harmonious with building design character.

III. Types of Lighting Affected by this Guideline

- A. Exterior Facade Lighting
- B. Show Window Lighting
- C. Entrance Lighting
- D. Exterior Lighting for Parking Areas
- E. Landscaping Lighting
- F. Exterior Feature Lighting
- G. Parking Lots
- H. Plaza Lighting
- I. Canopy Lighting

IV. Conformance to this Guideline

The City of Elmhurst and its Architectural Advisory Commission shall review all design submittals and have input into the final appearance of all exterior lighting.

V. Finance Assistance for this Guideline

Financial assistance is available when exterior lighting is part of a "Building Facade Rehabilitation" program. The City of Elmhurst and its Architectural Advisory Commission shall determine if the scope of work for each project qualifies.

June 1, 1998



CITY OF ELMHURST

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Application for the Façade Improvement Assistance Program

Name of Applicant: _____ Daytime Phone: _____

Applicant Address: _____

City: _____ State: _____ Zip: _____

Address of Property to be improved: _____

Brief description of project and improvements (drawings must be submitted with application):

Type of Assistance Requested:

- Building Façade Rehabilitation (33-1/3% up to \$20,000)
- Full Renovation Program (50% up to \$50,000)
- Demolition and New Construction (50% up to \$50,000)

Architect: _____

Address: _____

Phone: _____

Contractor: _____

Address: _____

Phone: _____

Date of Application: _____

Signature of Applicant: _____