Romeo Downtown Development Authority
Romeo, Michigan

January 2010
Revised April 2010

DDA Building Façade Award Program

The DDA offers an AWARD program for eligible improvements for properties located in the DDA District.

The intent of the Building Facade Award Program is to strengthen the economic viability of downtown Romeo by providing incentives for improving the exterior of existing buildings. The Building Award Program encourages the preservation of the architectural heritage and the unique atmosphere of downtown historic Romeo. The best approach to encouraging compatible downtown building design is through preservation of a building's original architectural features whenever possible.

The Award Program promotes this intent by recognizing outstanding examples of historic building preservation. Any improvements, enhancements, and/or beautification work must include the DDA CBD Model Design Guidelines for Signage. In addition, the DDA may use as reference, but not limited to, the Village of Romeo Historic District Commission review process, the *Secretary of the Interior Standards for Rehabilitation* of historic resources, and existing historical documentation in the decision process.

The Village of Romeo is listed in the *National Register of Historic Places* and on the *State Register of Historic Sites* with a *Michigan Historical Marker*. Our significant historic architecture is an important asset of the Village of Romeo Central Business District.

DDA Building Façade Award Program Guidelines

Eligible Applicants

Anyone, including Owners and/or business tenants of structures located within the Romeo Downtown Development Authority Tax Increment Financing (TIF) district and the DDA itself, may submit an application for the DDA Building Façade Award.

Eligible Buildings

Any existing building located within the Romeo DDA District is eligible for the DDA Building Façade Award program. Projects approved for the Award program must comply with all applicable Village of Romeo codes and ordinances.

Eligible Improvements

Building exterior improvements completed since January 1, 2008 that comply with the:
Secretary of the Interior Standards for Rehabilitation (attached) and
DDA CBD Model Design Guidelines for Signage.

Timetable

Applications can be submitted at any time, preferably after the total completion of a building facade project.

Application

1. Contact the Romeo DDA for the DDA Building Facade Award form.
2. Gather text, graphics, photographs and any other appropriate materials to show the building improvements.

Submission

Submit the following to the DDA Office (134 W. St. Clair St., P.O. Box 110):

1. Completed application form.
2. Photographs, before and after the improvement project.
3. Text, graphics and any other materials to support the project.

Review

1. The DDA Committee reviews the application. Applications shall be on file for review by the DDA Board. The DDA Façade Improvement Committee of DDA Board members review and recommend awards to the full DDA Board.
2. Applicant may be required to attend a DDA Façade Improvement Committee meeting to make a presentation and review the application with the DDA Committee.
3. The Romeo DDA Board names the recipients of the DDA Building Façade Awards.
4. The Romeo DDA Board determines the best time and place to present the Award to appropriate building owners or business owners.

DownTown
THE HEART OF ROMEO

Direct any questions to:

Janine Saputo
DDA Coordinator
134 W. St. Clair St., P.O. Box 110
Romeo, Michigan 48065

586-752-1170 Phone
586-752-2037 Fax

Coordinator@romeodda.org Email
www.romeodda.org Website

APPENDIX D
U.S. SECRETARY OF THE INTERIOR'S STANDARDS FOR REHABILITATION

U.S Government, Department of the Interior, National Park Service

Secretary of the Interior's Standards for Rehabilitation
Rehabilitation is defined as the act or process of making possible a compatible use for a property through repair, alterations, and additions while preserving those portions or features which convey its historical, cultural, or architectural values.

1. A property shall be used for its historic purpose or be placed in a new use that requires minimal change to the defining characteristics of the building and its site and environment.

2. The historic character of a property shall be retained and preserved. The removal of historic materials or alteration of features and spaces that characterize a property shall be avoided.

3. Each property shall 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 architectural elements from other buildings, shall not be undertaken.

4. Most properties change over time; those changes that have acquired historic significance in their own right shall be retained and preserved.

5. Distinctive features, finishes, and construction techniques or examples of craftsmanship that characterize a property shall be preserved.

6. Distinctive historic features shall be repaired rather than replaced. Where the severity of deterioration requires replacement of a distinctive feature, the new feature shall match the old in design, color, texture, and other visual qualities and, where possible, materials. Replacement of missing features shall be substantiated by documentary, physical, or pictorial evidence.

7. Chemical or physical treatments, such as sandblasting, that causes damage to historic materials shall not be used. The surface cleaning of structures, if appropriate, shall be undertaken using the gentlest means possible.

8. Significant archaeological resources affected by a project shall be protected and preserved. If such resources must be disturbed, mitigation measures shall be undertaken.

9. New additions, exterior alterations, or related new construction shall not destroy historic materials that characterize the property. The new work shall be differentiated from the old and shall be compatible with the massing, size, scale, and architectural features to protect the historic integrity of the property and its environment.

10. New additions and adjacent or related new construction shall 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 impaired.

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ROMEO Downtown Development Authority, Romeo, Michigan

Application Request for Building Façade Improvement Award Program

Please Provide the Following Information:

Request No. 2010-010__ *one per building* Request Date:_____

Name of Building Nominated (must be in the CBD): _____

Building Address: _____

Façade Improvement Project summary: _____

Start Date:_____ Completion Date:_____

Business Owner Contact Name:_____
(*Provide contact name of the main person responsible for the building façade improvement project)*

Address:_____
_____
_____

Daytime Phone:_____ Other Phone:_____
Fax Phone:_____ email:_____

Property Owner, *if different than business owner*;_____

Property Owner contact information: phone:/email: _____
Nominated by:_____

Address:_____ City:_____ State:____

Phone no.:_____ email:_____

If applicable, please provide the following additional information

Architect:_____

Landscape Architect:_____

Specialty Consultants:_____

CM or General Contractor:_____

Specialty Contractors:_____

Other to be recognized;_____

ADDITIONAL DOCUMENTATION:

Photographs: before
Photographs: completed

Description of Project:
(Projects will be reviewed to be in compliance with the *Secretary of the Interior Standards for Rehabilitation*.)

For Romeo DDA USE ONLY-Do Not Write Below this Line

Reviewed By:_____ Review Meeting Date:_____

Approved:_____ Denied_____ (by Board Resolution or Motion)

_____DDA Chairperson/DDA Treasurer

NOTES:_____

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