



**OFFICE USE ONLY**

**Commercial Façade Design Guidelines**

**City Review**

PROJECT ADDRESS		Date Received
Contact Name	Contact Phone	
Business/Organization	Contact Email	
Project Description		
Materials Provided		
Staff Determination:		
<div style="display: flex; justify-content: space-around;"> <span>APPROVED</span> <span>DECLINED</span> <span>DATE:</span> </div>		
If Declined, contact informed of Appeal Process to Plan Commission?		

PRELIMINARY REVIEW- DESIGN GUIDELINES			
Y	N	NA	
			Project restores original façade and keeps historic materials
			Improvements compatible with the existing building
			Improvements complement character of surrounding area
			Materials are of higher quality and permitted (Not allowed: blackout glass, vinyl siding, plywood. Not allowed first floor: EIFS, stucco, glass block. Faux materials discouraged)
			Windows restored to original condition or replaced with compatible style and quality
			Awnings do not conceal decorative façade features & meet guidelines and code
			Exterior lighting is shielded, does not create a nuisance & contributes to building character
			Sign meets sign code requirements. Internally lit box signs are prohibited in the Downtown District and discouraged in other commercial areas
			Sign fits within the existing features of the façade and does not cover architectural elements
			Sign type is allowed at location. NOTE:
			Other:
NOTES:			