



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:		
APPROVED		DECLINED
DATE: 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: black out 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:		