



CITY OF DOTHAN
DEPARTMENT OF PLANNING & DEVELOPMENT
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www.dothan.org

Todd L. McDonald, AICP
Director

Welcome to Downtown Dothan!

Whether you are new to the neighborhood, are already a part of our downtown community, or are one of the pioneers who began the changes we see all around us, I welcome you to our Downtown Historic District.

On behalf of the Historic Preservation Commission, the Dothan Downtown Redevelopment Authority and the Downtown Group, I have enclosed several documents in this package to help guide you through some of the ordinances, design issues, and financial opportunities related to owning, residing in, or operating a business from a historically designated building. They include:

- A summary of the Historic Preservation Ordinance and Commercial Design Guidelines,
- A summary of the Downtown Overlay District Ordinance and Design Guidelines,
- A description of the financial incentives that may be available to you.

The staff of the **Planning and Development Department** provides the administrative support for the Historic Preservation Commission and is charged with enforcing the ordinance and design standards. Department staff will always be able to direct you to the most current versions of the forms and material presented here. You can reach us at 615-4410.

If you have recently made changes to your building without getting a Certificate of Appropriateness, you may already be in violation of city codes and Historic Preservation Commission Design Guidelines. If that is the case, please contact our office as soon as possible so that we may work with you to resolve any compliance issues.

There are two other organizations which focus on downtown development.

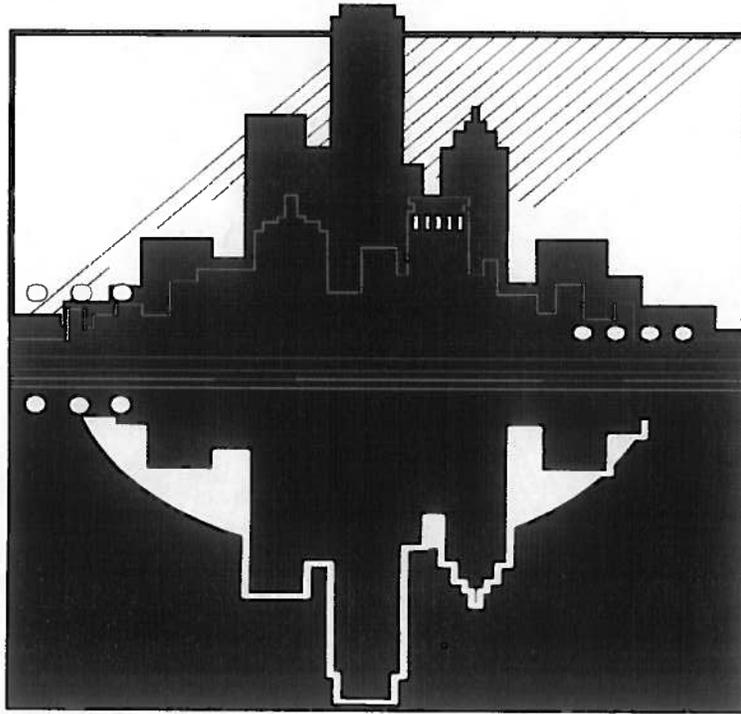
The Dothan Downtown Redevelopment Authority (known as the DDRA) is an important resource you should be aware of. The DDRA is an independent organization created by the city in order to promote and create economic development activities downtown. **Jansen Tidmore** is their Executive Director and can be reached at 699-8118. Jansen can help you with understanding what incentives might be available or you can call the Planning Department.

The Downtown Group is a private non-profit organization that advocates for development in downtown. They can help you with marketing and troubleshoot any issues you might be having and can be reached at 793-3097.

Whenever you have a question about your Historic District property, call us at 615-4410. Our office is open from 8 A.M. to 5 P.M. Monday through Friday. We look forward to working with you.

Sincerely,

Todd L. McDonald, AICP
Director



Guide to the City Ordinance For Historic Preservation



Prepared June, 2012 by the Historic Preservation Commission as a general reference.

Contact the Planning and Development Department for a complete copy of the ordinance.

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Note to the reader: This summary was prepared to provide an overview of the Historic Preservation Ordinance and is not a substitution for the same! You may review the complete text of the ordinance at http://www3.dothan.org/docs/HPC_ORDINANCE.pdf.

ARTICLE I. - IN GENERAL

This article defines terms used in the ordinance, the purpose of the ordinance, how building and zoning codes relate and the penalty for violating the ordinance.

ARTICLE II. - HISTORIC PRESERVATION COMMISSION

This article governs the creation of the commission, composition of membership, the conduct of the meetings, the responsibilities and duties of members, reporting requirements and liaison with state historic preservation office.

ARTICLE III. - RECOMMENDATION AND DESIGNATION OF HISTORIC DISTRICTS AND PROPERTIES

This article governs how historic properties and districts are designated and approved.

ARTICLE IV. - CERTIFICATE OF APPROPRIATENESS

This article describes when a Certificate of Appropriateness is required, how to apply, what happens if the application is rejected, and how compliance is insured.

ARTICLE V. - MAINTENANCE OF HISTORIC PROPERTIES

This article contains information on expedited review procedures for the ordinary maintenance or repair of any exterior architectural or environmental feature or that does not involve a material change in design, material or outer appearance and what happens when an owner of historic property allow their buildings to deteriorate by failing to provide ordinary maintenance or repair.

APPLICATION PROCEDURE
FOR
CERTIFICATE OF APPROPRIATENESS

1. The APPLICANT shall use the appropriate Design Guidelines as a reference when completing the Certificate of Appropriateness Application Form. Submit the completed form to the Planning Department Office at least 14 days prior to next scheduled Commission meeting. All meetings are on the second Thursday of each month at 4:00 p.m. in the City Commission Chambers, Second Floor, Dothan Civic Center, 126 North Saint Andrews Street, Dothan, Alabama. The applicant is expected to present their request to the Commission and answer questions about their application.
2. A copy of the Design Guidelines will be provided with the Certificate of Appropriateness application form. The answer questions or assistance to fill out the form is available by contacting the Planning and Development Department at 334.615.4410.
3. Planning Department staff will use the appropriate Design Guidelines as an objective basis for reviewing the application and generate a staff report. The Commission may approve or deny the application, or approve it on certain conditions. When there are additional information needs, or if the project is extensive, the Commission may table the application for study or on-site inspection: especially when the application has not been submitted within the required 14 days prior to a meeting. Failure of the Commission to act within 45 days on an application for a Certificate of Appropriateness shall constitute approval of said application.
4. IF APPROVED, the APPLICANT will be issued a Certificate of Appropriateness for the project. However, building and zoning codes may still apply and issuance of a Certificate of Appropriateness does not preclude the requirements of these or other city ordinances or codes. Where additional approvals are required, planning staff will assist as requested but it is the owner's responsibility to comply with applicable codes and ordinances.
5. If the application is NOT APPROVED, the APPLICANT will receive a letter of rejection from the Commission, stating reasons for the denial that are based on the official Design Guidelines. Modifications may be made, and the application may be re-submitted, at any time. Or, applicant may appeal the decision to the circuit court.

APPLICATION AND REQUEST FOR CERTIFICATE OF APPROPRIATENESS

**To HISTORIC PRESERVATION COMMISSION
CITY OF DOTHAN, ALABAMA**

Required as directed by Ordinance 50-96 of the City of Dothan. Any exterior improvements, new construction, or demolition in designated Historic Sites and Districts, including painting and site improvements, must be approved by the Dothan Historic Preservation Commission prior to issuance of a permit for improvement or demolition by the City of Dothan Building Inspector.

APPLICANT: _____ CONTACT TELEPHONE: _____

Circle One: Owner - Business - Contractor

MAILING ADDRESS: _____
Street City/State ZIP

PROPERTY ADDRESS: _____

PROPOSED IMPROVEMENTS: _____
Construction, Demolition, Alterations etc.

APPLICATION CHECK LIST

Site Plan (Include where applicable: walks, planting, fencing, signs, lighting, and other information necessary for review)

Photos

Include where applicable: Painting, color selection (attach sample)

Type of Materials (replacement)

GENERAL SUMMARY of work to be carried out (may attach additional pages if space provided is inadequate):

(Continues on reverse of page)

(Application for Certificate of Appropriateness, reverse side)

Please attach the list of names and mailing addresses for all adjacent property owners on each side, behind, and in front of your property, including vacant or rental property, obtained from the

REVENUE COMMISSIONER'S OFFICE AT THE HOUSTON COUNTY ADMINISTRATIVE BUILDING, 462 NORTH OATES STREET, 5TH FLOOR. If on a corner, include all three corners in addition to property on each side of your property.*

Construction proposed to begin on: _____
(Sec. 50-98(c) requires construction to begin within six months of the Certificate of Appropriateness being issued or the Certificate of Appropriateness will be void.)

Approximate date construction completed: _____
(Sec. 50-98(c) requires that construction be completed within eighteen months of the Certificate of Appropriateness being issued or the Certificate of Appropriateness will need to be renewed.)

**BY SIGNING THIS APPLICATION, APPLICANT ACKNOWLEDGES THAT FAILURE TO PROVIDE COMPLETE AND ACCURATE INFORMATION REGARDING THE ADJACENT PROPERTY OWNERS AND THEIR MAILING ADDRESSES MAY CAUSE THE APPLICATION TO BE REMOVED OR TABLED FROM THE AGENDA AT THE BOARD OF ZONING ADJUSTMENT'S MEETING; OR, MAY RESULT IN ANY APPROVED SPECIAL EXCEPTION BEING VOIDED.*

Applicant Name (Please Print)

Applicant Signature

Date of Receipt
(Office Use Only)

Zoning District
(Office Use Only)

Design Guidelines
For the Downtown Historic District

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Commercial Design Guidelines

GENERAL GUIDELINES

1. These guidelines shall apply to the exterior portions of buildings that are either facing a street or are visible from the public right-of-way, as for instance along an alley. There will no intent in these guidelines to monitor interior arrangements, design, or decor.
2. A primary concern of the guidelines is good maintenance of properties. Nothing in these guidelines shall be construed to be counterproductive to maintaining a building according to the City's codes.
3. General tenets of historic preservation and rehabilitation are at the center of these guidelines. Changes to historic buildings within the district will be considered with consistent emphasis on appropriate applications of the Secretary of the Interior's Standards for Rehabilitation as set forth in these guidelines.
4. For ordinary maintenance not involving changes in materials, style or other exterior applications, the applicant may petition the Historic Preservation Commission for an expedited review procedure as described in the Ordinance.
5. Only in cases of demonstrable and irreversible damage to original material will its covering or replacement be considered.

FACADES AND STOREFRONTS

1. Masonry: Brick, Stone, Terra Cotta, Concrete, Stucco and Mortar.
 - (a) Masonry that is unpainted shall be kept clean and in good repair, with no loose or extraneous elements adhering. Any patching to a masonry surface must be in keeping with the material and color, resembling the original as closely as possible, and, in the case of patches to brickwork, should match the original bonding and pointing.
 - (b) In general, a historically unpainted masonry surface should not be painted. Exceptions to this may be in the case of side or rear walls that have uneven color or texture due to removal of parti-walls, previous patching, or other visually disparate elements. Any paint on masonry should match the color of the unpainted portions of the building as closely as possible.
 - (c) Decorative masonry such as brackets, cornices, honeycomb brick patterns, etc., should be maintained in as close to original condition as possible. In cases where these have been damaged, replacement in either the original or a modern material (such as fiberglass or Dryvit) is desirable. Where replacement is not feasible, consultation with a preservation architect should precede any plans to remove or cover decorative elements.
 - (d) Existing facing materials such as metal screens, Masonite panels, fiberboard

or plywood panels, etc., must be kept in good repair or removed to expose the original material underneath. No new facing material over original material will be approved under these guidelines.

2. Storefronts

- (a) The storefront is defined as the entrance, show windows, sign panels or transoms, and any other elements of the building up to a height of 14' from grade.
- (b) Glass show windows and transoms, where still intact, shall not be obscured or covered with any other material. Whenever possible, transoms should be uncovered or faced in a manner to reflect their original framing elements and proportions within the historic storefront.
- (c) Inappropriate changes to the original style and character of a storefront will not be permitted. Examples of such inappropriate changes would be false colonial designs with multi-pane windows, false western designs, Mansard canopies, and the like.
- (d) Aluminum storefront framing elements in historic buildings should be finished in appropriate color.
- (e) Carrera glass storefronts dating from the '30s and '40s are considered to be historic and should be retained and restored to the greatest extent possible.

3. Upper Windows

- (a) On building faces, all upper windows must be glazed and at least translucent. No street windows will be permitted to be painted or otherwise blocked by metal, plywood, masonry, or any other material. Alternatives such as closed shutters will be considered if appropriate to the building's other elements.
- (b) Upstairs windows on non-street walls may be blocked or covered with materials appropriate to the surrounding walls and as unobtrusively as possible. In general, blocking of windows will be discouraged unless interior arrangements demand it.
- (c) Replacements of upper windows should resemble the originals as closely as possible in style and materials. On historic buildings, modern metal-frame windows will not be permitted.

4. Temporary Replacement of Broken Windows

As per Chapter 50, Section 50-127 of the Historic Preservation Ordinance, ALL broken window glass in all structures must be replaced.

All replacements of broken window glass in designated historic districts must duplicate the original glass in color, size, and installation technique, with the following exceptions:

- (a) Where the original window glass installation does not meet current building codes and/or safety standards in materials or installation, owners or their agents must meet current codes, following standard installation practices, while visually replicating the original window.
- (b) In street front windows of commercial buildings not currently occupied, or where final use plans are pending, where large sheets of broken specialty glass would have to be replaced, building owners may replace glass as follows:
 1. Use minimum 1/2" thick exterior grade plywood, OSB, or similar material cut to the same dimensions as the sheet of glass to be replaced;
 2. Replacement material should be fixed in the existing opening in place of the missing glass, securely anchored so as to meet all code requirements;
 3. All edges should be neatly trimmed with exterior grade trim material and caulked;
 4. All replacement materials and trim should be primed with exterior grade primer, and then painted with two coats of standard exterior grade paint.
 5. On major surfaces, paint colors should be restricted to a range of deep shades (for example, dark gray, green, umber). Lighter complementary colors may be used on trim only, but whites, yellows, and colors containing a high proportion of these should be avoided.
 6. In order to give the boarded up window a more lively and fashionable look, the Downtown Group logo may be placed on the temporary board. The property owner would have to approve the logo placement. There would be no cost to the owner for placement of the logo.
 7. On upper story, multi-pane windows, if the breakage is less than 50 percent (50%) the broken panes must be replaced. If the window breakage is 50 percent (50%) or more, the entire window must be boarded up using the same standards as the lower story windows.
- (c) The steps above may be used to replace broken glass in cases of rear, side, and other windows similarly located in places not commonly in public view.
- (d) The temporary replacement of broken windows shall only be valid for a period of six months from the date of repair. (07/11/2002)

5. Metal Trim and Downspouts

- (a) Metal scuppers, downspouts, gutters, copings, etc., should be securely fastened to the building and in good condition. They should be painted to harmonize with other elements of the building face.
- (b) Any miscellaneous elements no longer in use, such as conduit, sign brackets, light fixtures or fasteners, etc., should be removed from the building.

6. Awnings and Canopies

- (a) Canvas or vinyl awnings are appropriate and desirable to shade storefronts and upper windows. These can be permanent or retractable.
- (b) Storefront awnings projecting the width of the sidewalk must be attached to the building at 14' above the grade of the sidewalk. Awnings may only project two-thirds the width of the sidewalk if attached lower than 14' above the grade of the sidewalk. Awnings also cannot descend lower than 9' above the sidewalk can project no further than 7' from the face of the building. Care should be taken that the awnings take up a proportional section of storefront and do not obscure too much of the building surface.
- (c) Flat canopies of the type popular in the '30s and '40s are acceptable and appropriate if kept in good condition.
- (d) Fake Mansard or colonial canopies are inappropriate and should be removed where feasible. These guide-lines do not permit the addition of new ones to any building in the district.

7. Entrances and Porches

- (a) Recognizing that porches can define an architectural style or a building's historical period, care should be taken to retain or restore original details and shape, outline, roof height, and roof pitch.
- (b) When it is necessary to replace deteriorated pieces, the new material should match the original in material, texture, shape, size, and color. Existing features should be repaired rather than replaced. Decorative elements should only be added when they can be documented as having previously existed. The addition of ornate decoration is discouraged.
- (c) Enclosing of front porches is inappropriate if done in a manner that destroys their intended appearance.

8. Miscellaneous

- (a) Roofs must be kept in good condition and free of debris, standing water, or other elements tending to deterioration. Mechanical equipment on the roof should be screened if possible, or painted a dark color to minimize its visibility.

- (b) Rear loading docks and entrances should be kept in good condition and should be identified by appropriate signage (see Signage below).
- (c) Vacant lots and parking lots should be kept clean and in good repair.
- (d) Electrical equipment such as junction boxes, transformers, ballast switches, etc., should be hidden from view as much as possible, and should not in any case be installed on the street face of a building.
- (e) Neon lighting as a design element or accent should be used only on buildings of an appropriate and corresponding historical style. (02/13/97)

9. Signs

In general, signs consistent with the historic period of the buildings will be encouraged. Dothan's historic buildings date prior to 1950, so there is a wide range of choices to be made. The primary criteria for signs, however, are good quality and appropriate size.

- (a) Signs shall be for the purpose of identifying businesses only. No permanent signs displaying advertising or promotions are permitted (exempting historic wall paintings, see below), other than those relating to the primary use of a property. Lettering describing a business's general goods or services may be permitted if it conforms to other guidelines as to size and quality.
- (b) No more than three (3) signs for any individual business will be permitted.
- (c) Plastic signs will be carefully reviewed for quality and size. In general, use of lesser-grade corrugated plastic signs will not be approved. This applies to projecting and flat-mounted, lit and unlit signs.
- (d) Signs shall be in keeping with the character and proportions of the building to which they are attached; they should not overpower the building or obscure any significant architectural features. Specific size guidelines are as follows:
 - 1) Signs mounted flat against the building face shall not exceed in area more than three (3) times the width of the building; e.g., a 25' building cannot have more than 75 sq. ft. in signage. Buildings with two (2) street faces are allowed this computation for both faces. Ground-floor businesses in multi-story buildings cannot mount signs higher than 14' above grade. Signs incorporating lighting (back illuminated, neon, etc.) shall be reviewed for appropriateness regardless of the above-mentioned size limitations. (02/13/97)
 - 2) Window and door lettering is permitted for identification but not for advertising. Letters and/or logos should not cover more than 25% of the glass area. All window and door signage will be reviewed for appropriateness to its space.

- 3) Signs identifying tenants in upper stories can be lettered on the windows according to the above computations, i.e., not to exceed 25% of the window in area.
 - 4) Signs identifying tenants at the rear or loading areas of a building should not exceed 6 sq. ft. in area and should be mounted flat against the building.
- (e) Projecting signs will be carefully reviewed for their size and appropriateness, but they can be considered acceptable if they do not overpower or obscure their own building or neighboring buildings. They should not be longer than 8', and the overall projection cannot exceed 9½' from the face of the building. They must be kept in good repair and working order, and must be finished on both sides.

In general, projecting signs shall not be lower than 10' above grade. However, the Historical Preservation Commission may at its discretion allow small, non-mechanical signs, of the sort generally accommodating a business name only, to hang at the same minimum height as that for awning valences, which would allow them to extend to 8' above grade.

- (f) Business identification sewn or painted on awnings or canopies is permitted under the size guidelines applying to other types of signs.
- (g) Advertising in the public right-of-way is prohibited. Examples of such advertising would be A-frame sandwich boards, temporary trailer or other portable moving-light signs, or any other temporary signage that could be an impediment to pedestrian traffic.
- (h) Temporary advertising adhering to store windows is prohibited unless specifically permitted by the Design Review Committee after review of the style and circumstances of the promotion. There will be a 30 day delay limit on such promotional signs.
- (i) Day-Glo signs, either permanent or temporary, are prohibited.
- (j) Billboards and portable signs are prohibited in the historic district.
- (k) Unless historic in nature, signs mounted on the roof of a building or rising above the parapet line shall not be permitted.
- (l) Historic wall paintings should be retained and restored to the greatest extent possible. Any new wall signs should conform in style and content to the historic precedents. Approval of new wall painting will be considered on a case-by-case basis, with close attention paid to surrounding signage, architectural features and other pertinent building and contextual elements.
- (m) All signs shall be fabricated by a professional sign-maker and be of good quality and appearance as deemed acceptable by the Historic Preservation

Commission under these guidelines. Any exception to this general standard can be made by the Commission only upon presentation by the applicant of acceptable plans and/or samples, assuring that non-professionally made signs will be of good quality as defined above.

- (n) All signs, including signs made of plastic, must meet Standard Building Codes for construction. (05/08/97)

10. New Construction

- (a) New construction in the historic district must be compatible and harmonious with the existing scale, materials and setbacks of the existing blocks. This should not be interpreted as an attempt to inhibit modern building style or technique, whether utilitarian or decorative. The intent is to maintain a sense of continuity and wholeness that out-of-scale or jarringly variant structures would compromise or destroy.
- (b) New structures should respect the masonry facings and fenestration rhythms of their neighbors.
- (c) No new construction will be permitted in front of the building line of the existing buildings on the block.
- (d) Uses of new buildings are governed according to the City's Zoning Code and not by any provision of these guidelines.

11. Demolition

- (a) Except as provided below, demolition of any structure for purposes of surface parking is not permitted.
- (b) Except in cases of extreme deterioration and potential danger to the public safety as determined by the City Building Inspector, demolition within the historic district will be discouraged and requests to demolish will be considered only upon presentation of plans for the building's replacement with another structure acceptable under these guidelines (see 8 above).
- (c) An owner must demonstrate extreme economic hardship and inability to redevelop before being allowed to demolish a building for other purposes than redevelopment of the property. The City of Dothan Historic Preservation Commission or other agencies of the City of Dothan shall have the option to seek other avenues for rehabilitation of a building in danger of demolition; this option will be in effect for no longer than six (6) months after the date of the request for a demolition permit.
- (d) Surface parking lots must be accompanied by landscaping, facades, street fixtures or other treatments which, in the opinion of the Commission, contribute to the historic character of the neighboring buildings and the Historic District.

STANDARDS FOR REHABILITATION

The Secretary of the Interior's Standards for Rehabilitation have served for many years as the "10 Commandments" for historic preservation projects. These standards are used to certify historic rehabilitations and are also used for grant-funded projects. The basic standards, listed below, are incorporated into Dothan's Design Guidelines.

Standard 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.

Standard 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.

Standard 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.

Standard 4:

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

Standard 5:

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

Standard 6:

Deteriorated 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.

Standard 7:

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

Standard 8:

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

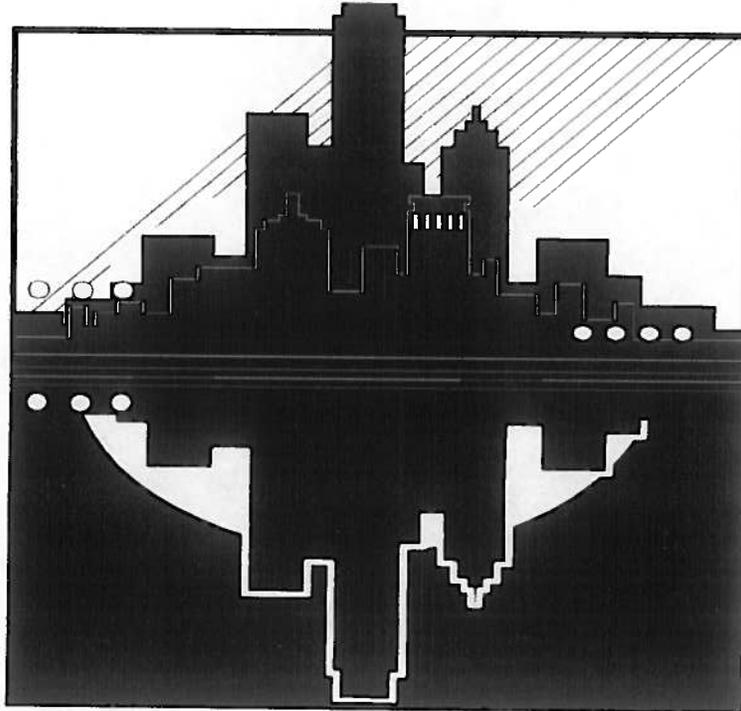
Standard 9:

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.

Standard 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 unimpaired.



**Guide to the City Ordinance
For the
Downtown Zoning Overlay District**



Prepared June 2012 by the Historic Preservation Commission as a general reference.
Contact the Planning and Development Department for a complete copy of the ordinance.

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Note to the reader: This summary was prepared to provide an overview of the Downtown Overlay District Ordinance which is Section 157 in the City of Dothan Zoning Ordinance and is not a substitution for the same! You may review the complete text of the ordinance at

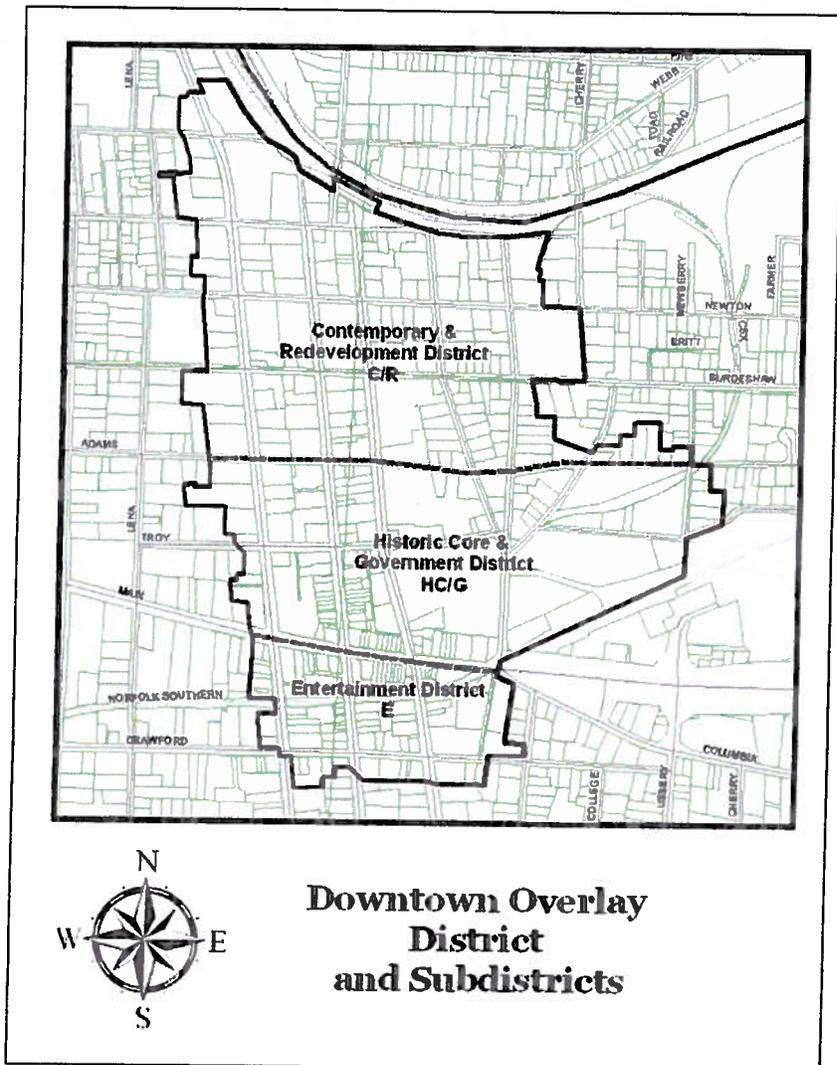
http://www3.dothan.org/docs/Zoning_Ordinance_as_Amended_January_3_2012.pdf

Summary of the Downtown Overlay District (DOD)

The Downtown Overlay District implements the Downtown Master Plan and focuses on the preservation and rehabilitation of historic buildings and/or structures and their elements, where feasible, and enables new development in a creative manner where appropriate. The goal for alterations to non-contributing buildings and new construction in the DOD is to ensure compatibility with existing and new development. Underlying details are specifically addressed in the DOD design manual developed as a companion document to this ordinance.

The DOD is established to serve as an overlay to the established base zoning district. Base districts within the DOD include B-1, B-2, L-1 and H-1. Except as modified by the DOD regulations, the provisions of the base district shall apply to all development within the boundary of the DOD. In the event the regulations conflict, the applicable DOD regulations shall prevail.

The extent and limits of the downtown overlay district (DOD) is described in the ordinance and is further divided into three (3) subdistricts (see map). Land uses vary by subdistrict (see table).



Twelve characteristics of commercial development are detailed in the ordinance.

- **Commercial establishment size limits.** The gross floor area of new commercial establishments shall not exceed fifteen-thousand (15,000) square feet in the E or HC/G districts.
- **Indoor/outdoor operations.** All permitted uses must be conducted within completely enclosed buildings unless otherwise expressly authorized. This requirement does not apply to off-street parking or loading areas, automated teller machines or outdoor seating areas.
- **Floor-to-floor heights and floor area of ground-floor spaces.**
- **Setbacks.**
- **Building height.**
- **Transparency.** A minimum of seventy-five (75) percent of the street-facing building façade between three (3) feet and eight (8) feet in height must be comprised of clear windows that allow views of indoor space or product display areas unless such transparency is not in keeping with the form and function of the building whether new construction or a remodel.
- **Doors and entrances.** Buildings must have a primary entrance facing the public sidewalk. Entrance at building corners may be used to satisfy this requirement.
- **Vehicle and driveway access.** No curb cuts are allowed for lots that have public access via an alley.
- **Signage.** Signage is a critical component of preserving the character of downtown development. The ordinance contains very specific criteria regarding signage.
- **Parking requirements.** Parking requirements are generally reduced or eliminated for downtown development but there are a few standards that apply.
- **Streetscape design and landscaping.** Whenever any building or building and/or structure is erected in the downtown overlay district or whenever a building and/or structure undergoes major renovation impacting the existing streetscape, any elements damaged or removed shall be replaced. Pedestrian access must be maintained.

Two mixed use development options are available in the DOD:

- **Urban Planned Unit Development (UPUD).** A UPUD is an alternative method of creative commercial development on land within the DOD. A UPUD may contain any mixture of land uses, including residential, designed as a cohesive unit to ensure compatibility with other land uses proposed within the boundary of the UPUD.
- **Urban Traditional Neighborhood Development (UTND).** A UTND is an alternative method of development to promote the development of infill tracts within the DOD for residential development. A UTND has special provisions and

reduced area allowances to enable a more compact and denser development pattern.

	DOD - Table of Permitted Uses P = Permitted Use; S = Special Exception; X = Not Permitted	Overlay Districts		
		E	HC/G	C/R
Animal clinic, animal hospital, kennel or pet store		S	S	S
Bank (with or without drive-through teller window)		P	P	P
Dwellings, multi-family (including apartments, lofts, or condominiums for any number of families as regulated by the R-A district)		S	P	P
Dwellings, single-family		S	P	P
Dwellings, developed as Urban Traditional Neighborhood Development (UTND)		X	X	P
Grocery store, curb market		P	P	P
Hospital/clinic		X	X	P
Hotel		X	P	P
Indoor assembly with alcohol sales (including but not limited to lounge, bar, tavern, night club, etc. and also includes establishments with partially nude dancing)		P	S	X
Indoor assembly and place of amusement (including but not limited to church, indoor/outdoor private recreation facility, etc. where no alcohol is served)		P	P	P
Indoor automobile repair shop		S	X	S
Laundry and/or dry cleaning facility		S	S	S
Manufacturing incidental to retail business where articles are sold at retail on premise		S	S	S
Manufacturing or industrial use (with no retail sales)		X	X	X
Mixed-use development (Urban Planned Unit Development - UPUD)		X	S	P
Motel		X	X	X
Office (professional, medical and business)		P	P	P
Outdoor advertising building and/or structure		X	X	X
Public use (including but not limited to post office, substation, office, public recreation, etc.)		P	P	P
Restaurant, traditional (includes cafeteria, delicatessen, ice cream shop, outdoor dining, establishments with alcohol sales, etc. - 51% minimum food sales required)		P	P	P
Restaurant, fast-food (with drive-through)		P	S	S
Restaurant, mobile (mobile food vendor)		P	P	P
Retail sales with gasoline/diesel facility (convenience store)		P	P	P
Retail sales with interior display of goods		P	P	P
Retail sales or wholesale business or service not specifically listed (including retail with exterior display of goods)		S	S	S
Self-storage warehouse (mini-storage)		X	X	P
Service use (such as barber/beauty shop, shoe repair shop, laundromat, dry cleaning pick-up and similar personal services)		P	P	P
Temporary use (seasonal use)		P	P	P
Warehouse and distribution facility		X	X	S
Wholesale business		S	S	S

OVERLAY DISTRICT DESIGN GUIDELINES

Note: These Design Guidelines adopted by City Commission Resolution 2008-192

INTRODUCTION

The Downtown Dothan Overlay Design Manual seeks to create a cohesive physical image (or visual unity) by blending areas of downtown Dothan as well as encouraging creative land use arrangements. As a companion document to the Downtown Overlay District Ordinance, these design guidelines are intended to demonstrate how to redevelop distressed properties and new development on infill tracts.

Within the DOD, some requirements may be relaxed within the underlying zoning districts to promote new, creative approaches to land development activities that will foster and promote economic rejuvenation to the area, promote the development of new residential, commercial or mixed-use land uses with an urban character. Some requirements may be more restrictive to protect and enhance existing historic elements of residential and commercial buildings. Both options are intended to and affect positive change to downtown Dothan.

The ordinance utilizes as its foundation, the "Downtown Dothan Master Plan", May 2007, prepared by HNTB Urban Design and Planning and the "Downtown Core Area Land Use and Condition Study", June 2007, prepared by the Long Range Planning Division of the Dothan Planning and Development Department.

The goal for alterations to non-contributing buildings and new construction in the DCA will focus on compatibility. In order for the Dothan Planning Department to review the project, the owner must provide sufficient documentation to understand the project in its entirety. This may include surveys, photographs, site plans, landscape plans, floor plans, elevation drawings, and specification documents, etc.

Commercial and Residential Design Guidelines adopted by the Historic Preservation Commission apply within the Downtown Historic District. To the extent that the Downtown Overlay District Guidelines conflict with the Commercial or Residential Design Guidelines adopted by the Historic Preservation Commission, the guidelines adopted for the Historic District shall apply.

Application of this Design Manual is limited to the area defined in the Downtown Overlay District map.

CONSIDERATIONS FOR GENERAL DEVELOPMENT OR REDEVELOPMENT IN THE DOWNTOWN OVERLAY DISTRICT

1. These guidelines shall apply only to the exterior portions of buildings that are either facing a street or are visible from the public right-of-way, as for instance along an alley. There will be no intent in these guidelines to monitor interior arrangements, design, or decor.
2. A primary concern of the guidelines is good maintenance of properties. Nothing in these guidelines shall be construed to be counterproductive to maintaining a building according to the City's codes.

3. General tenets of historic preservation and rehabilitation are at the center of these guidelines. Changes to historic buildings within the district will be considered with consistent emphasis on appropriate applications of the Secretary of Interior's Standards for Rehabilitation as set forth in these guidelines.

4. For ordinary maintenance not involving changes in materials, style or other exterior applications, the applicant may petition the Historic Preservation Commission for an expedited review procedure as described in the Ordinance.

5. Only in cases of demonstrable and irreversible damage to original materials will its covering or replacement be considered.

6. Proposed uses of real estate owned by a religious organization (organized and operating in the District at the time of the adoption of these guidelines) shall be considered as a special exception to the residential historic district guidelines.

THE ENTERTAINMENT DISTRICT "E"

The intent of the Entertainment District is to separate residential uses from uses whose character promotes more intense evening activities including those whose primary commodity is the sale of alcoholic beverages with hours of operation conforming to state restrictions. This area also has significant potential to become Dothan's key area for night time dining, social drinking and dancing and daytime retail, arts and crafts venues.

Residential apartments or lofts may be appropriate in this district with conditional approval of the Board of Zoning Adjustment. Grandfathered non-conforming uses may continue to operate but should not be allowed to expand their facilities, remodel or rebuild unless granted a variance from the Board of Zoning Adjustment.

THE HISTORIC CORE/GOVERNMENT DISTRICT "HC/G"

The intent of this district is to encourage the redevelopment of the historic core of downtown. This area also has significant potential to become Dothan's key area for daytime retail, arts and crafts, cultural and theatrical venues.

Residential apartments or lofts may be appropriate in this district with conditional approval of the Board of Zoning Adjustment. Uses whose primary business is the sale of food and that also serve alcoholic beverages with hours of operation not extending past 10pm on weekdays and 12 pm on weekends should be permitted. Extended hours may be granted by the Board of Zoning and Adjustment on specific occasions such as specific holiday periods, wedding receptions, or private parties.

THE CONTEMPORARY/REDEVELOPMENT DISTRICT "C/R"

The Contemporary/Redevelopment District shall be set aside for the express purpose of concentrating certain land uses relative to the development or redevelopment of properties that range from new single structures or the redevelopment of whole city blocks. This area could redevelop into single office uses or larger unified office or retail complexes. This area is especially suitable for multifamily or condominium projects or as a mixed use UPUD or residential UTND (described later) with creative design approaches to land development on infill tracts.

CONSIDERATIONS FOR SITE FEATURES

GOAL: To maintain the relationship between the building, site and landscape features to help to define the character of the property, while enhancing attractiveness and accessibility to businesses locating downtown.

Land Uses Allowed. As an overlay district, land uses allowed within the Downtown Overlay District are those generally allowed in the B1 district as modified by the land use table in the ordinance.

Building Heights. Building heights in the E or HC/G Districts should not exceed 75 feet or five (5) stories. Building heights in the C/R should not exceed 145 feet or ten (10) stories.

Parking. The use of on-street parking should be encouraged as the primary source for parking. Off-street parking should be provided if a proposed development is of such a magnitude that would require more parking than is available within two city blocks. Shared parking at a nearby parking lot or parking structure may also be allowed as a means by which a large venture could mitigate parking spaces needed for development. A parking bank might also be established by several developers as a way in which the parking requirement could be met.

Street Lighting. Street lights should be consistent in style and appearance. Miniature lights within the street trees would create a festive ambiance for night-time patrons of establishments in this district.

Landscaping. Landscape design should be simple and sidewalks planters should not detract from the character of the buildings. Sidewalk planters may be placed after consultation with the city horticulturalist.

Landscaping should be used where appropriate to screen service areas such as trash dumpsters or beautify rear entrances.

Fences and retaining walls should have minimal visual impact on the surrounding neighborhood and not impede pedestrian access. Fences should be compatible in design, material, and appearance to surrounding structures. Fences, walls, sidewalks and steps should be well maintained.

Street trees should be planted for new developments. The Bosque Elm is the preferred species but other species will be considered.

Specifications for planting can be found in the Dothan Landscape ordinance or by contacting the horticulturalist for the City of Dothan. People places should be considered as part of the streetscape for this district and installed by developers on the space of sidewalk or green area onto which their building or development has frontage or entry access.

View Corridors. Corridors should be maintained within any redevelopment that will not impair the views of the civic center from Main, North St. Andrews, Troy, Museum, North Appletree, and Cherry streets. View corridor attention should also be in place for any redevelopment activities within the east side of the 200 block of North Foster Street.

Streetscape. The streetscape of Dothan's downtown is an important part of the defining character of the city. Maintaining features, such as setback, scale, and materials, of both contributing and non-contributing buildings, will be important considerations in the preservation of the historic character of the district. The essential quality of any development or redevelopment within the DOD should be human-scaled, walkable and mixed use.

Accessory Structures. Accessory structures should be small in scale and complement the principal building in materials and color. Accessory structures should be located at the rear of the property whenever possible.

GUIDELINES FOR NON-RESIDENTIAL BUILDINGS

The goal of the rehabilitation of properties within the DOD is to maintain the overall building design and architectural character of the building and to maintain the existing streetscape of the district. The guidelines are designed to restore elements of the downtown streetscape that have been lost (architectural design, features, alignment, and setback). Changes that have acquired significance in the architectural evolution of the building should also be considered when preserving the building.

Alignment and Setback. New construction on lots with street frontage should maintain the traditional orientation, alignment and setback of existing buildings along the street. The main entrance should face the primary street frontage. Secondary entrances may be designed as needed.

Exceptions to this may be found within the explanation of a residential UTND where orientation of the front of the building could be to the street, drive or courtyard.

New Construction. The design of a new building within the DOD requires careful thought. The new building should reinforce the basic visual characteristics of the area. However, new construction should not imitate historic styles, but respect the fundamental characteristics of the district using today's stylistic trends.

Scale and Proportion. The mass and scale of new construction should be compatible with existing buildings. The majority of existing buildings are between one and two stories tall. The visual continuity of the historic streetscape should be preserved. Care should be taken to provide adequate distance from historic buildings to create a step up or terraced effect. In order to preserve the visual continuity of buildings in the DOD, the height, width and mass of historic buildings should be maintained.

Historic ratios of solid to void should be maintained. The storefront should remain open with large areas of glass, usually between piers or columns. The second floor should be primarily solid, with a pattern of smaller vertical windows.

Seismic retrofit measures to support the structural integrity of the structure, if determined necessary to meet code, should be implemented on the interior of the building and have minimal impact on the public view of the building.

Materials. The building materials used on a downtown commercial building, particularly those on the façade, are vital to the building's design character. When a building front is covered, it breaks the rhythm of the upper windows that contributes to the visual continuity of the street.

The character of buildings downtown should be preserved by the use of appropriate materials such as brick masonry or stucco.

Original materials on the façade and other exterior walls should be maintained whenever possible. Corner buildings have two primary façades and should be preserved if possible. If portions of existing material must be replaced, a similar material should be used including repair and re-pointing of mortar joints.

Brickwork details such as window hoods or corbelling should be maintained. If the brick has not been painted, maintaining the unpainted brick is the preferred solution.

Unpainted masonry should be clean and in good repair. Should cleaning be necessary, it should be done using the gentlest means possible, preferably a mild soap and water wash; however if very dirty, the brick may be chemically cleaned by professionals. If the brick has been painted has been defaced or is of a softer quality, consider repainting the brick masonry. Painting brick buildings is an option that requires ongoing maintenance, but may be acceptable if circumstances indicate. Avoid paint removal methods that damage the outer finish of the brick. Sandblasting, for example, will damage the outer surface of the brick and accelerate erosion.

Avoid applying stucco to other surfaces, where it would not be appropriate. The texture of exterior wall surfaces should be simple and unobtrusive. Avoid finishes that do not reflect the historic period.

Use color to coordinate façade elements that is complementary to other buildings on the street. No more than three colors should be used to highlight a façade. Consider color schemes from the historic palate, or in other words, those popular when the building was constructed and appropriate for the style of the building. Historic color schemes should be according to regional preferences, styles of the period, and climate.

Consider a muted background color in combination with contrasting colors to accent architectural details, such as cornices, bulkheads and window trim. Paint may be used to recreate the visual impression of lost features, such as a missing cornice.

Storefronts. Downtown patrons were accustomed to having the inside edge of the sidewalk clearly defined by a wall of storefronts presenting merchandise or service on display. The historic alignment of the glass at the sidewalk line is an essential element in maintaining the atmosphere of a downtown business district.

Historic configurations of storefronts should be reconstructed or uncovered when feasible. Maintaining changes over 50 years old is an option. If the storefront windows have been reduced in size, consider re-establishing the historic proportions. Historic piers or columns should be maintained.

If restoring the storefront is not feasible, focus on improving the visibility and quality of the storefront. Clean storefront windows and remove old fliers and stored items from view.

Doors. The storefront entrances should be pedestrian friendly and be a distinctive part of the overall design of the building. The position of the main entrance, should be restored whether centered or on the side. If alterations to the interior layout make this impossible, then the position of the entrance should reinforce the pattern of other entrances on the block. Recessed entrances should be maintain or restored.

Doors should have large glass panels whenever feasible. They may be made of wood, steel or aluminum, but should maintain proportions equal to surrounding architecture. Accent colors should be used for the door and trim to make the storefront entrance distinctive. Kick plates would be appropriate if made of metal that is compatible with other door hardware.

Windows. The display, transoms and upper story windows of a commercial building represent a vital component of its architectural character. The original window sash and glass should be preserved or restored. Any replacement glass should be clear, not colored or reflective. The upper façades should have an occupied look using window treatments. This will improve the building's aesthetic quality as well as reinforce the visual character of the upper floors. It will also enhance the perceived safety and security of the area.

Architectural Details. Architectural details such as bulkheads and cornices or other decorative features referred to as "gingerbread" provide interest and individuality to building facades. Bulkheads and other architectural details at the storefront level provide interest to pedestrians and should be maintained wherever possible. Pre-1910 bulkheads were made of wood panels, but later examples often used ceramic tile or polished metal surfaces. Cornices and ornamental caps may crown the façade of a downtown building. A cornice may also be located above the storefront. When several cornices are repeated along the street, they create an important visual line.

Existing ornamentation should be retained made secure, painted to match and repaired as needed. Missing elements may be reconstructed using historic photographs if available. Where exact reconstruction is not feasible, a simplified period-compatible interpretation is advised. Ornamentation that represents inappropriate cultural themes should be avoided.

Existing cornices should be repaired; removed cornices should be reconstructed during a rehabilitation project. Replacement cornices may be constructed out of wood or synthetic materials, but should be compatible with the building in scale and architectural detail.

Colors should be appropriate for the building's architectural style, but should not overwhelm the surrounding buildings. Simplicity is important when selecting a color scheme. A predominant color should be used with one or two accent colors.

Signage for new construction should be compatible in scale and style to signage throughout the DOD. Awnings may be used where appropriate, but should be compatible to similar awnings within the historic district. Light fixtures should also be compatible.

Roofs and Parapets. The roofs of the traditional commercial buildings along Foster Street are flat with a parapet along the primary elevations. The parapet was usually stepped on the secondary elevations as the roof sloped to the rear of the building. The parapet details of the building should be either retained or restored during rehabilitation.

Historic rooflines should not be concealed. Fake mansard and shed roofs are inappropriate, because they are out of character with the façade design.

Secondary Elevations and Rear Entrances. Secondary elevations and rear entrances have become more important as off-street parking lots are developed for public use. They should be maintained if existing or developed if appropriate to the location and context. Where rear entrances are developed for shared public and service access, the entrance should remain secondary to the front entrance. Historic materials should not be concealed when enhancing rear entrances.

Materials and colors should be designed similar to the façade. This provides customer recognition and a cohesive design. Provide a smaller version of the façade sign and similar lighting and awnings. Lattice, wood, masonry or landscaping should screen trashcans and utility areas to make the rear entrance more attractive.

Signs. Signs are a necessary part of a commercial district. Signs should contribute and not detract from the overall design of the building. Signs should be simple and express direct messages. Signs should be attractive and effectively advertise the business, but do not detract from the historic character of the building or buildings in which the business is located.

Free-standing signs may be permitted only if appropriate to the context and location. Storefronts should have no more than two signs, one primary and one secondary and be compatible with the scale of the building's façade.

Street level signs should be sized and positioned for pedestrians. Signs in display windows should not obscure the display area. The color of the painted lettering should contrast with the display background. Signs on secondary elevations should be compatible in scale and style with façade signage.

Appropriate sign materials may include fabric awnings with lettering and individual letters of wood, metal or plastic.

Neon or flashing lights on signs should not be used. Internally lighted signs may be appropriate given the location.

Awnings. Awnings are an important visual component of the downtown streetscape that can complement the historic character of the building. Historic photographs should be used, when available, to determine appropriate designs. Awnings should not obscure or overpower character-defining features of the building.

Awnings should be made of fabric, rather than plastic, vinyl or aluminum. Rough-sawn wood, plastic, shake or asphalt shingles are not appropriate for awnings or canopies. Signage on awnings should be restricted to the valance.

Awnings should fit within the existing frame of the window, door or storefront opening and should be at least 8 feet above the sidewalk. Upper floor awnings should be proportional to the window dimensions.

The awnings should be single-colored and style consistent between stories. Colors should be conservative so as to not detract from the character defining features of the building and its neighbors.

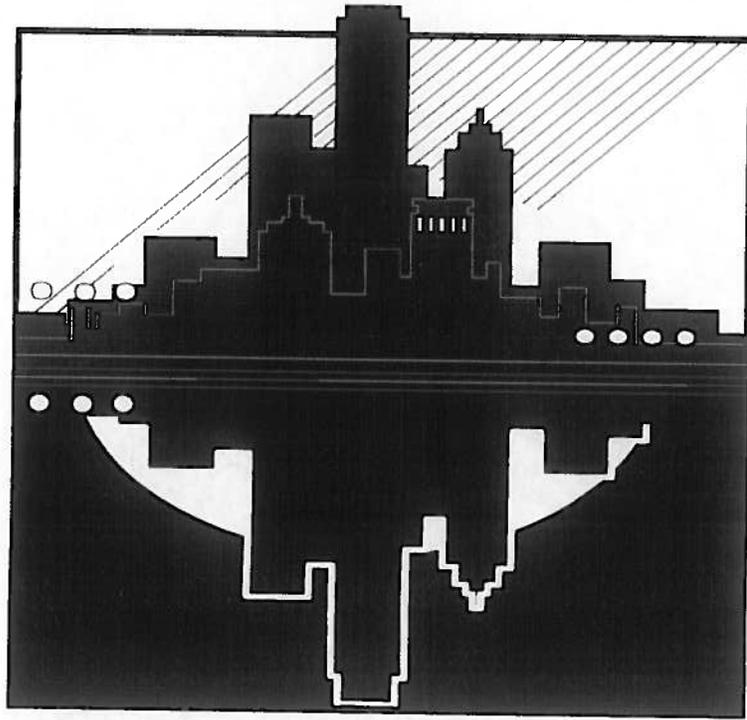
Light Fixtures. Internal and external lighting is an important part of any rehabilitation. Even when a business is closed, a well-lit exterior and interior creates a positive impression of downtown and encourages patrons to return during business hours.

Lighting should be used as a design element to draw attention to the entire building, but the display window lighting should remain the dominant element in the lighting scheme. Exterior lighting should be used to highlight building features.

Lighting should be coordinated to enhance window displays, primary, secondary and rear entrances, signs and building details.

Fixtures should be simple and not obscure the building details. Historic reproduction light fixtures should be used if appropriate for the building's period. Shielded and indirect light sources should be used for exterior lighting. Lights should be focused at the street level and not point upwards. Goose-neck type lights may be appropriate for flush mounted signs.

Fluorescent lights should not be used to light the exterior of a building.



Financial Incentives for Property Owners and Occupants In the Downtown Historic District



Prepared June, 2012 by the Historic Preservation Commission as a general reference.

Contact the Planning and Development Department for current official versions of this information.

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Guide to Financial Incentives
In the Downtown Historic District

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City of Dothan Downtown Incentives Program

The Dothan City Commission offers an incentives program of reduced license and permit fees and landfill fee for businesses who invest in Downtown Dothan.

(The official version of material is available on the city's website: www.dothan.org. From the "Planning" page, click on the link for "DDRA" to access the incentives packet.)

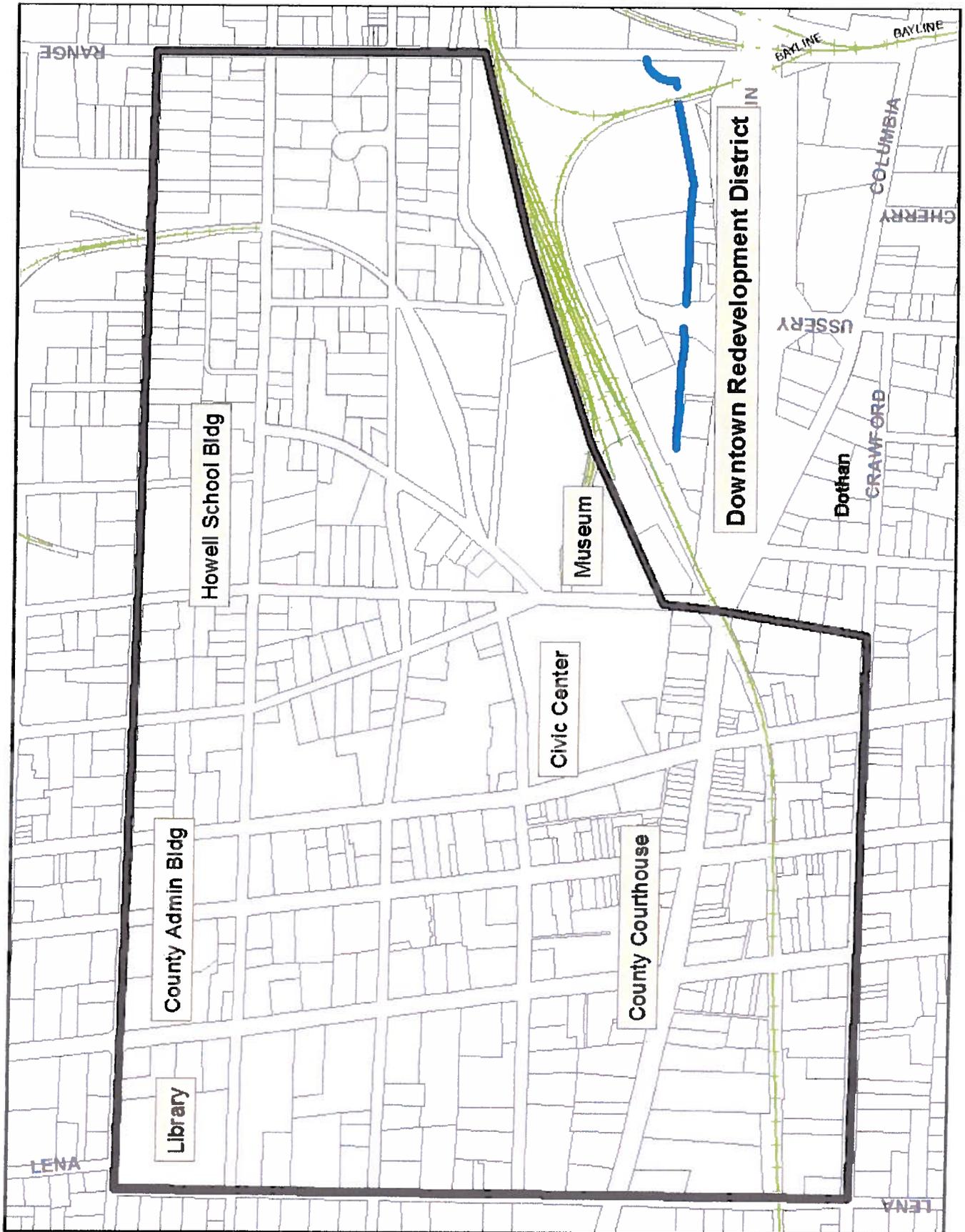
Eligibility:

1. The project must be located within the confines of the Dothan Redevelopment District to include: West to Lena Street, East to Range Street/Railroad Line, North to Newton Street/Powell Street, and South to Crawford Street as recognized by the City of Dothan (see map).
2. A qualified project is one that is tied to the creation/retention of jobs/business within the Redevelopment District, where demolition landfill incentives, reduction of business licenses, and waiver of construction permit fees would add to the viability of retained or expanded employment base in the Redevelopment District. For projects that are tied to retention of jobs, stabilization of economic area, or mergers/acquisitions of on-going business concerns, said incentive will only apply for projects investing \$25,000 or more including costs associated with land, building, renovations, and equipment cost, or five (5) jobs.
3. Eligible projects must comply with applicable zoning, garner Historic Preservation Commission approval, and conform to any other local, state and federal laws governing said development.
4. City Manager's signature shall be required for final approval.

Incentives:

1. For qualified projects in the Dothan Historic Redevelopment District, the said project will be eligible for a 50% reduction in landfill fees for demolition and construction materials. Prior to being approved, said project must submit a written cost estimate on proposed construction costs and landfill fees and submit it to the City of Dothan Planning office. Upon review and concurrence of eligibility, said project will be submitted to the Public Works Director for approval of the 50% reduction in landfill fees for said project. The 50% landfill fee reduction will apply only one time per owner and per qualified project for buildings located in the Dothan Redevelopment District.
2. New and qualified projects located in the Dothan Redevelopment District will also be given a waiver on construction permit fees.
3. For qualified projects, a 75% reduction of business license fees for the first year and 50% reduced license fees for the second year will be extended.
4. For property owners undertaking façade and/or exterior renovations that will improve the aesthetics of an existing structure, the demolition landfill incentive and construction fee waiver will be applicable; however, the business license incentive will not apply.

Borders of Downtown Incentives District



Business Incentives Program Application

Instructions:

Read the following information carefully and initial where indicated! Submit this entire form. Complete each section.

I. Contact Information:

a. Contact Person: _____

b. Project Address: _____

c. Telephone Numbers: _____

II. Description of Project:

III. Cost Estimate: (Attached additional documentation as necessary)

a. Value of Land (if to be purchased): \$ _____

b. Value of New Construction: \$ _____

c. Value of Renovations: \$ _____

d. Value of Equipment to be Installed: \$ _____

e. Other (explain): \$ _____

f. Total: \$ _____

(Continues on reverse of page)

IV. Determination of Eligibility (For City Use Only)

_____ The proposed project falls within the Redevelopment District.

_____ The proposed project is a qualified project.

_____ The proposed project is a new project.

1. 50% reduction in landfill fee.
2. Waiver of construction permits fees.
3. 75% reduction of business license fee for the first year and 50% the second year.

-OR-

_____ Façade and/or exterior renovations for existing businesses:

1. 50% reduction in landfill fees.
2. Waiver of construction permits fees.
3. HPC Approval

V. Project Submitted By:

Date

VI. Approval.

_____ **Planning Director**

Date

_____ **Public Works Director**

Date

_____ **City Manager (last to sign)**

Date

City of Dothan

Façade Improvement Grant Program

Overview

To encourage economic development, the Board of City Commissioners of the City of Dothan has designated certain Community Development Block Grant (CDBG) funds to be awarded in grants of up to five thousand dollars for façade improvements on buildings operating as qualified businesses in the Downtown Historic District.

Program Administration

The Dothan Community Development Block Grant Entitlement Façade Improvement Program is administered by the Planning and Development Department by direct assignment from the Dothan Board of City Commissioners. By law, the Dothan Board of City Commissioners must administer the program through assignment and adoption of this policy.

Designated Geographic Area

This area includes commercial buildings facing the streets of Foster Street on the west, E. Crawford Street to the south, Museum Ave. to N. Appletree on the east, and Depot St. over to N. Foster to the north.

Scope of Work

The term “façade improvement” as used herein is defined as: General upgrading of a building’s external appearance with the façade being visible from the street.

- The façade improvement must be visible from the street.
- The target area is included in a Historic District and façade improvements may therefore be required to be approved by the Historic Preservation Commission.
- The maximum grant amount of \$5,000 will be matched dollar for dollar by the owner or other person who has permission to make such an improvement.
- An applicant may apply once per year for one building.
- The building will not be required to be occupied to be eligible but must be in adequate condition to be occupied at the time of the application.
- The façade improvement upon completion must be maintained for a three year term.
- The sale of the building during this term will result in a prorated amount being refunded to the City’s CDBG program by the applicant.

Eligible work includes permanent exterior improvements, including, but are not limited to the following:

- Masonry repairs and tuckpointing;
- Repair/replace/ preserve historically significant architectural details;
- Storefront reconstruction;

- Cornice repair;
- Exterior painting and stucco;
- Awnings and canopies;
- Window and door repair or replacement;
- Permanent exterior signage integrated into the storefront design;
- Permanent exterior lighting;
- Repair/replacement of gutters and down spouts;
- Visible roof repairs in conjunction with structural improvements;
- Decking and stairs.

Eligibility

In order to participate in the Façade Improvement Program an applicant must meet all of the following eligibility requirements:

- **Business Owner/Building Owner**
The applicant must be the owner of the building or have permission from the owner to make the improvements.
- **Taxes**
All property taxes of the building must be current. There must not be any IRS tax liens attached to the property.
- **Location**
The building must be within the target area. It may face the roads that are the boundaries of the target area.
- **Façade Improvement**
The building must meet the definition and limitations as contained in this policy.
- **Matching Funds**
Progressive payments will be made to applicants in minimum increments of \$500 (minimum paid bills submitted \$1,000) until the \$5,000 grant limit has been reached.

Application Processing

Advertisements, public service announcements and other media may be utilized in making places of application acceptance known. CDBG staff personnel will assist in application preparation, as well as to answer any question an applicant might have concerning the program. Application forms will be available and each applicant must sign the form acknowledging that the information given is true to the best of his/her knowledge. All applications will be kept in strictest confidence and used only by the CDBG staff.

Each application accepted will be reviewed in phases in order to eliminate those applicants who

are clearly not eligible for program participation for any number of stated reasons. In every case, each applicant will be notified within four weeks of application submission in writing as to the status of the application and reasons relating to that status. Phases of the application on processing follow:

- Ownership
Each applicant must provide a copy of the deed to the property or other documentation indicating permission to improve the façade.
- Preliminary Review
The CDBG staff will review each completed application to determine the applicant's ownership/permission status and the condition of the building.
- Plan, Estimate, Timeline
Applicants will need to submit a plan of the improvements with a cost estimate and expected timeline with the application.
- Historic Preservation Commission Approval
If applicable, those applicants who pass the preliminary review will need to obtain approval for the façade improvements from the Historic Preservation Commission before their application can be finalized. A copy of the Certificate of Appropriateness will then need to be submitted to CDBG staff.
- Final Application Approval
Based on the results of all steps above the final approval of an eligible application will be made by the Planning and Development Director of the City of Dothan on the recommendation of the CDBG staff. Applicants shall be notified by letter of approval of the grant amount.

Final determination of priority for each applicant for façade improvement participation will be based on numerical assignment after initial processing has been completed, and the applicant has provided essential documentation.

Contracting

All contractors used for the façade improvement program must be licensed to do business in the City of Dothan. At the time of contract award the funds for the grant will be designated for contract payment. Funds may be dispensed according to contract progress.

During construction, the CDBG staff may conduct periodic inspections to ensure general contract compliance, but does not guarantee the work of the contractor.

During construction the applicant may request progress payments based on paid invoices. The amount of 50% of paid invoices submitted will be paid to the applicant. These payments will be made in \$500 minimum increments as invoices are submitted until the maximum grant amount is paid. The final payment may be in an amount less than \$500 if applicable.

Grievance Procedures

Any person who believes he has been aggrieved by;

- determination by CDBG staff as to eligibility, or

- a failure on the part of the CDBG staff to correctly carry out his/her responsibilities in connection with the inspection and work write-up, or eligibility verification process (excluding contractor performance which is to be conducted under contract procedures),

may file a complaint and have his case reviewed by the CDBG Administrator as follows:

Oral

A person may talk over his case either alone or with the assistance of another person with the CDBG Administrator within the time limits set forth below in section C. This oral presentation does not preclude the making of a written presentation. The oral presentation will be allowed within 15 days of the making of such request.

Written

If the claimant does not receive satisfaction from an oral presentation, or should he desire to forego the oral presentation, a written statement of his beliefs as to what he desires may be made to the CDBG Administrator.

Time Limits for Making Complaints

Generally speaking, a complaint may be filed for review no later than 90 days after the date that a person is informed of ineligibility or the person alleges that the CDBG staff failed to correctly carry out responsibilities. Extensions of time limits may be granted for good cause on an individual basis.

Conflicts of Interest

No person who is an employee, agent, consultant, officer, appointed official, or elected official of the City of Dothan who exercise or have exercised any functions or responsibilities with respect to CDBG activities, or are in a position to participate in a decision-making process, or gain inside information with regard to such activities, may obtain a personal or financial interest or benefit, or have an interest in any program assistance, either for themselves or those with whom they have family or business ties, during their tenure or for one year thereafter.

In all cases where an apparent conflict of interest exists, HUD will make a finding regarding the eligibility of the applicant. Assistance shall not be granted unless approved by HUD. The conflict of interest process may add, at minimum, forty five (45) days to the eligibility process.

DOTHAN CDBG FAÇADE IMPROVEMENT PROGRAM

APPLICATION

PROJECT NAME: _____

APPLICANT INFORMATION:

Name: _____

Address: _____

Telephone: Home _____
Work _____
FAX _____
Email _____
Cell phone _____

Type of ownership: Individual__ Partnership__ Corporate__
Corporate Non Profit__ Other_____

Federal Tax or Employee Identification Number: _____
DUNS (Data Universal Number System) Number: _____

To obtain a DUNS number, you need to call 1-866-705-5711. The process is free and takes an average of 10 minutes. Additional information can be obtained at:
http://www.whitehouse.gov/omb/grants/duns/_num_guide.pdh

If ownership is other than Individual, list the name, title and address of owners, partners or officers in Applicant's joint, corporate or partnership entity.

If Applicant is a lessee, indicate the number of years in business, date property leased and terms of lease. (Attach present lease and affidavit from Owner authorizing Applicant to make improvements to the building.)

PROJECT INFORMATION

Building Address: _____

Owner of building _____

(Continues on reverse of page)

(Façade improvement program application, reverse side)

PROJECT DESCRIPTION:

1. Attach façade improvement plans (schematics, construction drawings, etc.) Designs must include material to be used and color choices.
2. Project Schedule: (Attach estimated time line for completion)
Start Date: _____ Completion Date: _____
3. Attach contractor estimate for the project. List name of company, contact person and amount. If you can not receive a quote you must still list the name of the company and contact person.

Company	Contact	Amount

DOCUMENTATION OF BUILDING

Attach copies of the Historic Preservation Commission Certificate of Appropriateness if applicable.

AGREEMENTS AND CERTIFICATIONS

The undersigned applies for the grant indicated in this application for improvements to the property described herein, and represents that the property will not be used for any illegal or restricted purpose and that all statements made in this application are true and are made for the purpose of obtaining the grant.

The undersigned agrees to maintain and preserve the improvements for a three year term. After that term, which begins at completion, the grant funds are forgiven. The sale of the improved building prior to the three year term will result in a prorated return of funds to the City of Dothan’s CDBG program by the Applicant.

The undersigned agrees to abide by the program restrictions and has read the conflict of interest clause and certifies that the applicant nor any other person associated with the building as an owner is an employee, agent, consultant, officer, appointed official, or elected official of the City of Dothan who exercise or have exercised any functions or responsibilities with respect to CDBG activities, or are in a position to participate in a decision-making process, or gain inside information with regard to such activities.

Signature of Applicant: _____

Date: _____

Houston County

Historic District Property Tax Reduction

Some Historic District properties are eligible for a reduced rate on property taxes for the first few years of ownership. This rate can be as high as 50% off for the first few years. Contact the Houston County Property Tax Office for more information. A letter from the Dothan Planning office certifying that the property in question qualifies is required.

National Parks Service

Tax Credits for Revitalizing a Structure in the Historic Registry

There are federal tax credits available for revitalizing historic structures that are listed on the National Registry of Historic Buildings. These programs are administered through the National Parks Service and can provide up to 20 % of the total remodeling costs in the form of tax credits. The program is complex and arduous and no construction may commence on a property without an application being first submitted. Contact the National Parks Service for more information and to see if your location is eligible.

Information is available at www.nps.gov/tps/tax-incentives.