



COMMUNITY APPEARANCE COMMISSION

Monday April 25, 2016 – 4:00 p.m.
Third Floor Conference Room
Hickory City Hall

Commission Members	
Meg Nealon (Ward 1)	Andrew Straw (Chair) (At-large)
Ernie Masche (Ward 2)	Charlie Hayes (At-large)
David Moser (Ward 3)	Janet Painter (At-large)
Candas Brown (Ward 4)	Sam Hunt (Planning Commission)
Debby Rush (Ward 5)	Paul Wood (Youth Council)
Lisa Morphis (Ward 6)	

----- Agenda-----

1. Welcome
2. Approval of the Minutes from the March 28, 2016 Meeting.
3. Matters not on the Agenda
4. Discussion of the Grant Operating Guidelines
5. Discussion of the 2016 Beautification Awards
6. Update of Bond Commission Activities
7. Reports from Planning Commission and Youth Council Representatives.

PC: Mayor and Members of City Council
City Manager
Public Service Director
Landscape Supervisor

News Media
City Clerk
Communications Director

**Community Appearance Commission
Board & Committee Assignments
September 2014**

Tree Board

- Sam Hunt
- Charlie Hayes
- Janet Painter

Adopt-A-Spots and Beautification Awards Subcommittee

- Lisa Morphis
- Sam Hunt
- Debby Rush
- David Moser

Grant Operating Guidelines Subcommittee

- Charlie Hayes
- Andrew Straw
- Steve Bowman
- Janet Painter
- Candas Brown
- Ernie Masche

Mission Statement

To enhance and improve the visual quality
and aesthetic characteristics of the city.

CAC Powers and Duties

The City of Hickory holds all public meetings in accessible rooms as charged by the Hickory City Council. Special requests for accommodations should be submitted to the City Manager's Office (828-323-7412) at least 48 hours before the scheduled meeting.

Attendance Roster

FY 15-16

Key	A	<i>Absent</i>	AX	<i>Excused</i>		<i>No meeting</i>
	P	<i>Present</i>				<i>Vacant/Not yet appointed</i>

Community Appearance Commission		Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Appoint	Expire
Ward1	Meg Nealon	AX	P	AX	P	A	P	AX	P	P				Jun-15	Jun-18
Ward 2	Ernie Masche	A	AX	AX	AX	A	A	P	AX	AX				Nov-14	Jul-17
Ward 3	David Moser	P	P	AX	P	P	P	A	P	P				Jul-13	Jul-16
Ward 4	Candas Brown	AX	AX	AX	AX	A	A	AX	A	A				Jul-13	Jul-16
Ward 5	Debby Rush	P	P	AX	AX	A	P	P	P	AX				Jun-13	Jul-16
Ward 6	Lisa Morphis	P	P	P	AX	P	P	AX	P	AX				Aug-13	Jul-16
At-Large (HRPA)	Andrew Straw	P	P	P	P	P	P	P	P	P				Jul-13	Jul-16
At-Large (HRPA)*	Charlie Hayes	P	P	P	P	P	P	P	P	P				Aug-14	Jul-16
At-Large (HRPA)	Janet Painter	P	AX	AX	P	A	P	AX	AX	P				Jun-13	Jul-16
HRPC	Sam Hunt	AX	P	AX	P	A	P	P	P	AX				Jul-13	Jul-16
Youth	Paul Wood			P	P	P	P	P	A	P					

Community Appearance Commission
Monday, March 28, 2016, 4:00 pm

A regular meeting of the City of Hickory's Community Appearance Commission was held on Monday, March 28, 2016, 4:00 pm, in the third floor Conference Room of the Julian G. Whitener Municipal Building.

Members Present: Andrew Straw, Meg Nealon, Janet Painter, Charlie Hayes, Paul Wood and David Moser

Members Excused: Lisa Morphis and Debby Rush

Members Absent: Candace Brown, Ernie Masche and Sam Hunt

Others Present: Principal Planner Cal Overby and Minutes Clerk Anne Starnes

A quorum was present.

Welcome & Introductions: Andrew Straw, Chair, called the meeting to order at 4:00 pm and thanked everyone for attending.

Approval of February 22, 2016 Meeting Minutes: Minutes of the previous meeting were distributed to members in advance. Charlie Hayes moved, seconded by Meg Nealon, to approve the February 22, 2016 minutes as presented. The motion carried unanimously.

Matters Not on the Agenda: Mr. Straw asked if anyone had matters to add to the agenda. Ms. Nealon said she would like to update members on the discussions she and Lisa Morphis have had regarding changes to the scoring criteria.

Request by ADEMNC, LLC, for a 60-day Extension of the Community Appearance Grant Approved for Property Located at 509 11th Street NW: David Moore has submitted a request for an extension of the approved Community Appearance Grant for ADEMNC, LLC (Hickory Mechanical, Inc.). The approved grant involves replacement of windows, painting of portions of the building exterior, replacement of wood siding boards, and replacement of metal roofing. The applicant originally submitted two (2) bids for the work noted, which totaled \$19,440 and \$22,525. The grant request of \$5,000 was approved by the CAC in October 2015.

Mr. Moore contacted staff on March 2, 2016 and officially requested an extension, as their contract was set to expire on March 30, 2016. A 60-day extension to May 29, 2016 was requested, in order to complete the approved work. Cal Overby said he visited the property today, and the project is moving forward, they just need a few more weeks to complete the work.

David Moser moved, seconded by Charlie Hayes, to approve the ADEMNC, LLC request for a 60-day extension of their Community Appearance Grant. The motion carried unanimously.

Request by Prism Property Management, Authorized Agent for Caddle Investments, LLC, for Consideration of a Landscape Incentive Grant for Property Located at 1311 10th Avenue Lane SE: Alicia Wilfong, Prism Development Property Manager for Caddle Investments, LLC, submitted an application for a Landscape Incentive Grant. The proposal involves improvements to a commercial property, located at 1311 10th Avenue Lane SE. The proposal includes installation of new landscaping materials along the front of an existing commercial office building. All non-residential properties within the City of Hickory are eligible for consideration for funding under the Landscape Incentive Grant program guidelines. The applicant provided two (2) bids for the plant items listed, which total \$1,585.50 and \$1,940. If approved, the grant would qualify for a \$792.50 grant.

Mr. Straw said two requests for a Landscape Incentive Grant were on the agenda, both requested by the Prism Development Property Manager. He introduced Alicia Wilfong, Manager for Caddle Investments, LLC, and Tarheel Properties of Hickory, LLC. Ms. Wilfong said that both properties, approximately 5,000 sq. ft. each, are located in the Seven Springs Business Park, just off LR Blvd. and across from Charter Communications. She said both of the properties are currently 100% utilized, although Tar Heel Properties was only 30% utilized for 6 or 7 years, until about a year ago.

Mr. Hayes noted that Caddle Investments is not registered as a LLC in North Carolina. Ms. Wilfong said the owner is in Virginia and she will ask them to look into this.

Members discussed the two applications together, as they are neighboring properties in the same business park. Mr. Straw visited the property recently, and said the current plantings appear to be dead, possibly due to the weather. Ms. Wilfong said the business park had been there for 10-15 years, and the plants might be original ones.

Mr. Straw noted this is the end of the third quarter; any landscaping work must be completed within 90 days, and ideally, by the end of May, giving the City time to send the reimbursement payments by June 30, 2016. If both of the grant applications receive approval today, he said \$3,000 would remain in the Landscape grants budget, and none in the Community Appearance grants budget.

Members reviewed the two applications according to the scoring checklist. Scores were: a 3 for visibility; a 1 for value; a 3 for impact, a 0 for alignment, a 3 for longevity, and a 6 for viability. The total score for each application was 16 points, in the middle of the medium category.

Charlie Hayes moved, seconded by David Moser, to recommend approval of the **Caddle Investments, LLC**, Landscape Incentive Grant request of \$792.50. There was no discussion, and the motion carried unanimously.

Request by Prism Property Management, Authorized Agent for Tar Heel Properties of Hickory, LLC, for Consideration of a Landscape Incentive Grant for Property Located at 1091 13th Street SE: Alicia Wilfong, Prism Development Property Manager for Tar Heel Properties of Hickory, LLC, submitted an application for a Landscape Incentive Grant. The proposal involves improvements to a commercial property, located at 1091 13th Street SE. The proposal includes installation of new landscaping materials along the front of an existing commercial office building. All non-residential properties within the City of Hickory are eligible for consideration for funding under the Landscape Incentive Grant program guidelines. The applicant provided two (2) bids for the plant items listed, which total \$1,585.50 and \$1,940. If approved, the grant would qualify for a \$792.50 grant.

Members reviewed this application along with the Caddle Investments, LLC grant request, since they are adjacent in the same business park. The total score for this application was also 16 points, in the middle of the medium category.

Charlie Hayes moved, seconded by David Moser, to recommend approval of the **Tar Heel Properties, LLC**, Landscape Incentive Grant request of \$792.50. There was no discussion, and the motion carried unanimously.

Mr. Overby advised Ms. Wilfong that he would contact her to discuss the grant contracts.

Mr. Straw said the Commission recommends grants to City Council for final approval, and these recommendations would be on a future Council agenda. He thanked her for attending.

Update on Bond Commission Activities: Bond representative Charlie Hayes said the next Bond Commission meeting is on Tuesday, April 19, 2016. City Council has approved the Commission's recommendation, and the bid process starts soon. Mr. Straw asked if Park 1764, the business park being developed off Startown Road, is a bond project. Mr. Hayes said a portion of the \$40 million approved was

designated for the business park. Mr. Overby discussed the business park project, saying the name derives from the year the family that owns the property had received their land grant. He said it is a joint venture between Catawba County and the City of Hickory, and he understands the property will be annexed into Hickory. He said \$4.5 million of the bond funds are designated for the business park development.

Reports from Planning Commission and Youth Council Representatives:

Hickory Regional Planning Commission (HRPC) - Mr. Overby reported for Sam Hunt, the HRPC representative, saying the HRPC met last week to hear a request for a Special Use Permit. A sub-committee of their members continues to work on an update to the City's Comprehensive Plan, originally prepared five years ago. They expect to complete the update no later than February 2017.

Hickory Youth Council - Paul Wood said their members plan to host the elected officials again this year. It is set for Thursday, April 21, 6:00 pm at the Highland Rec Center. Their members also helped stuff the thousands of Easter eggs used for the City's annual Easter Egg Hunt.

Items Not on the Agenda: Mr. Overby said the annual Arbor Day/Earth Day event would be held on Saturday, April 23, 10 am to 2 pm, on the SALT Block grounds. The rain date is the following day, Sunday, April 24. Help will be needed handing out tree seedlings. Mr. Overby will e-mail a sign-up form to members.

Ms. Nealon and Ms. Morphis have discussed the grant scoring criteria through e-mail communication. She brought a prepared a list of their suggestions for Mr. Overby. She noted there had been lengthy discussion at the last two meetings on the "impact" score on the grant application being discussed, specifically the use of material choices for the project. She said the current "impact" criteria deals only with whether or not the changes would be significant, and maybe something could be added that suggests it is reinforcing the character or context of the area. She said there was also lengthy discussion on the "viability" score, and noted she had some ideas for changes that would essentially flip it, taking the focus off the applicant and moving to the building occupancy.

Mr. Straw said there is ample time for Ms. Nealon and Ms. Morphis to meet and continue their discussion. He suggested they bring a draft recommendation to the April or May meeting for review by all members. He said changes to the scoring criteria should not be made during an on-going grant year, and any proposed changes would likely need approval by City Council. Any approved changes would be implemented on July 1, 2016.

Next Meeting: The next meeting will be on Monday, April 25, 2016, at 4:00 pm.

Mr. Straw said that discussion of the Beautification Awards and proposed changes to the grant scoring criteria would be the main items on the April meeting agenda.

Adjourn: Meg Nealon moved, seconded by Charlie Hayes, to adjourn. There being no further business, the meeting adjourned at 4:40 pm.

Andrew Straw, Chair
Community Appearance Commission

Anne Starnes, Minutes Clerk
City of Hickory

Applicant:		Grant Type:	
Property Address:		Landscape / Community Appearance	
Category	Low (1 Point)	Medium (3 Points)	High (6 Points)
Visibility	The improvement will not be readily visible from public street.	The improvement will be readily visible from public street.	The improvement will be readily visible from an entrance corridor, high traffic public street or other high traffic area (park, community center).
Value	Average or lower value. Meets minimum criteria for owner match.	A good deal. Supports a large owner investment.	Supplements high public or private investment, donations, or matching funds. Is an exceptional value.
Impact – Landscape Grant	Adds to one aspect of the property, such as front entrance or parking lot.	Improves the overall property appearance significantly.	Changes the entire look of the property with dramatic impact.
Impact – Community Appearance Grant	Improves an aspect of the property other than façade or design of the building.	Improves building façade or overall property appearance significantly.	Improves building design and character. Changes the entire look of the property with dramatic impact.
Alignment	Within Urban Revitalization Area.	Within Urban Revitalization Area and is an historical structure.	Within Urban Revitalization Area and complements Inspiring Spaces, or another City or Regional initiative or program.
Longevity	2-5 years Example: flowers, paint, land-clearing.	6-15 years Example: shrubs, roofing, awnings, facial renovations	16+ years Example: trees, masonry repairs, structural renovation
Viability	Improves a property having risky long-term business viability.	Improves a structure with proven short-term (1-3 year) business viability, or low-risk long-term viability.	Improves a structure with proven long-term (4 year +) business viability.
Category Totals	0 to 13 Points	14 to 19 Points	20+ Points
Category Minimums		2L + 4M	5M + 1H
Grant Category Scores			
Overall Grant Score			

City of Hickory Community Appearance Grant Application Packet

The Community Appearance Grant program is financed by the Hickory City Council and administered by the Community Appearance Commission (CAC). Each grant application will be evaluated by city staff and the CAC for eligibility and merit according to the procedures set forth in the program guidelines. The purpose of the Community Appearance Grant is to:

- Improve the appearance of building facades in the Urban Revitalization Area;
- Encourage improved design and building character in the Urban Revitalization Area;
- Encourage investment in the Urban Revitalization Area; and
- Promote the beautification of Hickory and the importance of the City's history.

Eligibility:

- The owner and/or tenant of a non-residential building located within the Urban Revitalization Area, as designated by City Council and shown on the attached map.
- Maximum of one grant per property will be awarded within any one fiscal year. Furthermore, recipients of grants are not eligible to receive additional grant funding in the two fiscal years following approval unless specifically waived by majority vote of the commission.
- Tenants requesting grants must have the property owner's written permission (notarized) on the application form.

Guidelines:

- Grants are given up to a 50-50 matching basis for a maximum amount of \$5,000.00 per application. Grants awards are distributed after work on the project is completed, reviewed, and paid project bills are submitted. No after-the-fact applications are eligible.
- All projects must be completed within 120 days from the contract signing. The CAC and the City Council must approve any extension. Paid receipts must be submitted to the City within 30 days of completion.
- Projects of extraordinary impact on the community and of exceptional architectural merit may be considered for funding in excess of the \$5000 ceiling with the majority recommendation of the CAC and approval of the City Council.
- Applications involving property(s) with direct visibility along major or minor thoroughfares will be given priority over other applications.
- Applications where the private investment represents more than 51% of the total investment (public and private funds) will be given priority over other applications.
- Applications must propose improvements that change the outward appearance of structures in a manner which dramatically improves the appearance of the property.
- Applications supplementing or aligning with public initiatives will be given special consideration.

- Applications for building improvements that contain features that have identifiable longevity (masonry and similar items) will be given priority over other applications.
- Applications for projects involving businesses that have an identified long-term presence in the community will be given priority over applications which involve speculative ventures.
- Rehabilitation of existing structures should respect the architectural integrity of the structure and its historic significance. The Secretary of Interior's Standards for Rehabilitation should be used as guidelines in making this determination for historic properties. (Available for viewing in the office or may be purchased at www.gpoaccess.gov and is currently \$4.00)
- Any improvements that have been made through this grant program may not be removed from the property for a minimum of two years.
- Any proposal for an exterior renovation, including façade rehabilitation and the replacement of an inappropriate sign is eligible for funding. Top priority will be given to projects which make a highly visible contribution to the Urban Revitalization Area. See **Examples of Eligible Activities** below for a list of eligible projects.
- All proposals will be evaluated in terms of compliance with existing ordinances and plans, including (where applicable):
 - Land Development Code;
 - NC State Fire Code;
 - Americans with Disabilities Act;
 - North Carolina State Building Code; and
 - Secretary of the Interior's Standards for Historic Preservation and Rehabilitation.

Grant Application Process:

- Potential applicants must meet with the grant administrator for a pre-application conference to determine whether the proposed project meets the program guidelines. Contact Cal Overby, Principal Planner at 828.323.7487.
- The owner and/or tenant must complete and return the application form and required attachments to the Planning Department. See **Required Attachments** for list.
- A complete application must be received before consideration is given. Once the application is deemed complete by city staff, the CAC has 90 days in which to make a decision. If a decision is not made within that time, the application will be deemed to be denied. Denials may be appealed to the Hickory City Council. Appeals must be made in writing to the City Clerk within 10 days of the denial.
- If approved by the CAC, an agreement/contract will be prepared by the City and must be signed prior to the commencement of work. No after-the-fact applications are eligible.
- Upon project completion, the applicant must notify the Planning Department. A staff person will visit the site and certify that the work has been completed per the agreement.
- After the work has been completed and verified, copies of all paid invoices must be submitted to the City. Once the staff has reviewed the invoices, a reimbursement check will be processed and sent to the applicant. If there is a question or discrepancy about the project or the eligibility for reimbursement, the staff will present the issue to the CAC for their review and decision. The CAC has the right to deny reimbursement based on appearance issues.

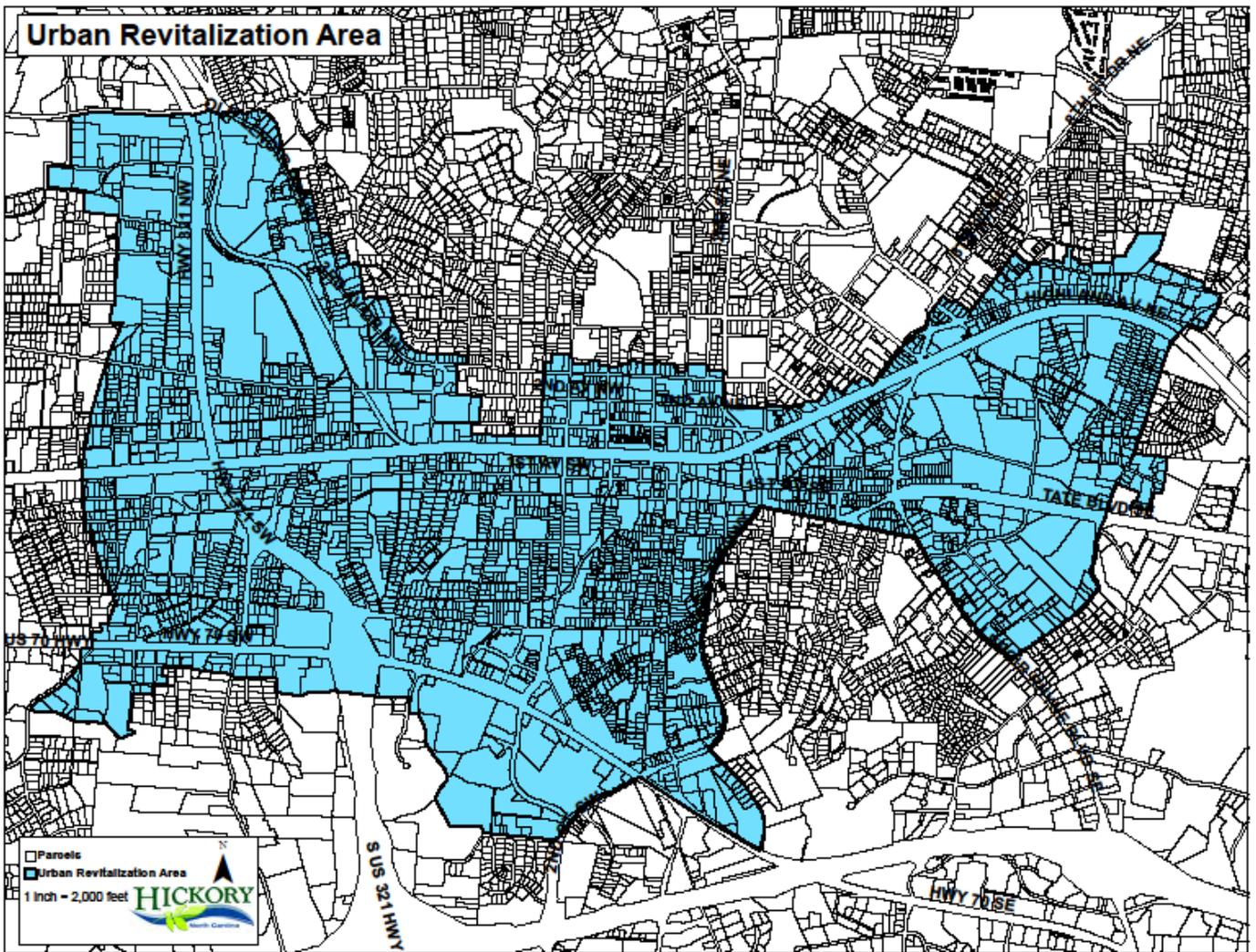
Denials may be appealed to the Hickory City Council. Appeals must be made in writing to the City Clerk within 10 days of the denial.

Examples of Eligible Activities:

- Exterior facade improvements, appropriate to the architectural style of the building, including:
 - doors
 - windows
 - detail painting
 - rehabilitation of features
 - repointing brick and mortar
- Bicycle access and storage improvements.
- Placement of period lighting or street furniture
- Awnings, but not including lettering or advertising materials (signs).
- Removal of inappropriate additions to existing structures and non-compliant signs may qualify if the overall appearance is enhanced.
- Demolition of existing structure provided that the area is either landscaped to improve the appearance or a building permit has been obtained for new development of the site prior to submitting receipts for payment. Structure to be demolished must be deemed unrepairable and considered to be an eyesore.
- Appropriate and safe cleaning of building that does not damage the exterior surface. Removal of paint is acceptable, however pitting of brick, breaking up of mortar, and sandblasting is not acceptable.
- Painting an existing painted surface; however, colors must be appropriate to the period and architectural style.
- Repair or replacement of extensively deteriorated or missing parts of storefronts where there are surviving prototypes such as transoms, kick plates, and pilasters.
- Other rehabilitation activities may be eligible for a grant if they are determined to be in compliance with the Secretary of the Interior's Standards for Historic Preservation and Rehabilitation or the Design Review Guidelines of the Hickory Historic Preservation Commission.

Ineligible Activities:

- Routine repair and maintenance activities.
- Replacement of broken windows.
- Improvements which offer no additional aesthetic value.
- Parking area improvements or upgrades.



Community Appearance Grant Application Form

Project Location Address: _____

Applicant's Name: _____

Applicant's Mailing Address: _____

Telephone: Day: _____ Mobile: _____

E-mail address: _____

Property Owner's Name (if not the Applicant): _____

Mailing Address: _____

Telephone: Day: _____ Mobile: _____

E-mail address: _____

Project Description: _____

Total Estimated Project Cost \$ _____
Grant Request Amount \$ _____

Required Attachments

- Property Deed or Lease
- Color photographs of the existing site or project area
- A plan (drawing) of the site showing the exact location of proposed improvements
- A detailed list of the materials to be used
- A detailed project narrative that fully explains how the application meets the grant guidelines; and
- Two cost estimates/bids.** Cost estimates must be from two different companies or individuals who are capable of performing the proposed work as outlined.

Certification by Applicant and Owner

I have completed the enclosed application and attached the items requested above. I have informed the owner of the project prior to obtaining his/her signature on this application. I have been adequately informed of the requirements of this grant (including eligible and ineligible activities) and the process for review of my application.

I understand that the grant money will only apply for approved work that is completed in accordance with the information I have provided in this grant application. Additional work that may be done on site but that is not described in this application will not be reimbursed.

Applicant Signature: _____ Date: _____

Owners Signature: _____ Date: _____
(Owners signature must be notarized)

**NORTH CAROLINA
CATAWBA COUNTY**

I, _____, a Notary Public for said County and State, do hereby certify that _____ personally appeared before me this day and acknowledge the due execution of the foregoing instrument.

Witness my hand and official seal, this the _____ day of _____, _____.

Notary Public

My Commission Expires: _____

City of Hickory

Landscape Incentive Grant Program

Application Packet

The Landscape Incentive Grant program is financed by the Hickory City Council and administered by the Community Appearance Commission (CAC). Each grant application will be evaluated by city staff and the CAC for eligibility and merit according to the procedures set forth in the program guidelines. The purpose of the Landscape Incentive Grant Program is to:

- Improve the appearance of privately-owned, non-residential properties through landscaping;
- Encourage property owners to plant trees along major roadway corridors;
- Promote the beautification of the City through tree planting along major roadway corridors; and
- Encourage investment in the environment and aesthetics of the City.

Eligibility:

- The owner and/or tenant of non-residential property located along a city or state-owned road outside of the public right-of-way.
- A Maximum of one grant per property will be awarded within any one fiscal year. Furthermore, recipients of grants are not eligible to receive additional grant funding in the two fiscal years following approval unless specifically waived by majority vote of the commission.
- Tenants must have the owner's written permission (notarized) on the grant application.

Examples of Eligible Activities:

- Trees and shrubs planted in or around parking lots and/or buildings;
- Street trees;
- Outside benches and patio areas open to the general public;
- The cost for any improvements or landscaping that are required under the Land Development Code are not eligible.

Guidelines:

- Grants are given on a 50-50 matching basis for a maximum of \$2500.00 per application. Grant awards are distributed after work on the project is completed, reviewed, and paid project bills submitted. No after-the-fact applications are eligible.
- All proposals must be in compliance with the City of Hickory Zoning Ordinance. Projects on Lenoir-Rhyne Boulevard, NC 127, or Springs Road must meet the approved plans of NC Department of Transportation.
- All projects must be completed within 120 days from the contract signing. The CAC and the City Council must approve any extension. Paid receipts must be submitted to the City within 30 days of completion.
- Applications involving property(s) with direct visibility along major or minor thoroughfares will be given priority over other applications.
- Applications where the private investment represents more than 51% of the total investment (public and private funds) will be given priority over other applications.

- Applications must propose improvements that change the landscape of properties in a manner which dramatically improves the appearance of the property.
- Applications supplementing or aligning with public initiatives will be given special consideration.
- Applications for landscape improvements that contain features that have identifiable longevity (tress, perennial plants, etc.) will be given priority over other applications.
- Applications for projects involving businesses that have an identified long-term presence in the community will be given priority over applications which involve speculative ventures.
- All improvements made pursuant to this grant program must be replaced, at no cost to the City, if damaged or if plantings die.
- The staff or CAC may require that a soil test be completed prior to submitting an application. Soil tests are performed for free by the NC Cooperative Extension Agency/Catawba County Agricultural Center. Call (828) 465-8240 for more information.

Landscape Incentive Grant Application Process

- Potential applicants must meet with the grant administrator or a member of the CAC for a pre-application meeting to discuss the proposed project and determine if it meets the requirements and guidelines established herein. (Contact Cal Overby at 323-7487)
- The owner and/or tenant must complete and return the enclosed application with the required attachments to the Planning Department (See **Required Attachments**). Only fully-completed applications will be considered by the CAC.
- The CAC will have 90 days to review a completed application and make a decision. If a decision is not made within that time the application will be deemed to be denied. Denials may be appealed to the Hickory City Council. Appeals must be made in writing to the City Clerk within 10 days of the denial.
- If approved by the CAC, an agreement/contract will be prepared by the City and must be signed prior to the commencement of work. No after-the-fact applications are eligible.
- Upon project completion, the applicant must notify the Planning Department. A staff person will visit the site and certify that the work has been completed per the agreement.
- After the work has been completed and verified, copies of all paid invoices must be submitted to the City. Once the staff has reviewed the invoices, a reimbursement check will be processed and sent to the applicant. If there is a question or discrepancy about the project or the eligibility for reimbursement, the staff will present the issue to the CAC for their review and decision. The CAC has the right to deny reimbursement based on appearance issues. Denials may be appealed to the Hickory City Council. Appeals must be made in writing to the City Clerk within 10 days of the denial.
- The City of Hickory Landscape Ordinance and Tree Preservation Handbook provides listings of suitable trees and shrubs. Applicants are strongly encouraged to use environmentally-friendly landscaping such as stormwater run-off gardens, vegetation native to the Western Piedmont of North Carolina, wildlife-friendly vegetation, and drought-tolerant planting. Further information on native plant material and environmentally-friendly landscaping may be obtained at the Catawba County Agricultural Extension or on their website: (www.ces.ncsu.edu/catawba/env/water).

Ineligible Activities

- Improvements which offer no additional aesthetic value.
- Parking area improvements or upgrades.
- Landscape or similar improvements which are required under the City's Land Development Code.

Landscape Incentive Grant Application Form

PROJECT LOCATION: _____

APPLICANT'S NAME: _____

Mailing Address: _____

Telephone: Day: _____ Cell: _____

E-mail address: _____

OWNER'S NAME (if not the Applicant): _____

Mailing Address: _____

Telephone: Day: _____ Cell: _____

E-mail address: _____

Project Description: _____

Total Estimated Project Cost \$ _____
Grant Request Amount \$ _____

Required Attachments

This information must be clearly presented and include enough detail to enable the staff and the CAC to accurately evaluate the application. Applications will be held without review until all information is received. Additional information may be required if necessary to fully explain the proposed project.

- Property Deed or Lease;
- Color photographs of the existing site or project area;
- A plan (drawing) of the site showing the exact location of proposed plantings and improvements;
- A detailed list of the types and sizes of plant materials to be used;
- A detailed project narrative that fully explains how the application meets the grant guidelines; and
- Two cost estimates/bids.** Cost estimates must be from two different companies or individuals who are capable of performing the proposed work as outlined.

Certification by Applicant and Owner

I have completed the enclosed application and attached the items requested above. I have informed the owner of the project prior to obtaining his/her signature on this application. I have been adequately informed of the requirements of this grant (including eligible and ineligible activities) and the process for review of my application.

I understand that the grant money will only apply for approved work that is completed in accordance with the information I have provided in this grant application. Additional work that may be done on site but that is not described in this application will not be reimbursed.

Applicant Signature: _____ Date: _____

Owners Signature: _____ Date: _____
(Owners signature must be notarized)

**NORTH CAROLINA
CATAWBA COUNTY**

I, _____, a Notary Public for said County and State, do hereby certify that _____ personally appeared before me this day and acknowledge the due execution of the foregoing instrument.

Witness my hand and official seal, this the _____ day of _____, _____.

Notary Public

My Commission Expires: _____



**City of Hickory
Community Appearance Commission
2015 Beautification Awards Program**

Nomination Form

The City of Hickory's Community Appearance Commission is seeking nominations for the 2015 Beautification Awards Program. One award will be presented for each of the following categories:

Residential Landscape

Residential Renovation and/or Restoration

Non-Residential Landscape

Non-Residential Renovation and/or Restoration

Special Award – Boy Scout or Girl Scout Troop, non-profit organization, etc.

Awards are presented to individuals and groups in each of these categories who have made an outstanding effort in beautifying their property either through landscaping or renovations and/or restorations to a building. Presentations will be made at a reception in October, 2015.

To nominate a property, send the information requested below to the Community Appearance Commission, Attention: Cal Overby, City of Hickory, P.O. Box 398, Hickory, NC 28603. Nominations may also be submitted via e-mail by sending the completed nomination forms to coverby@hickorync.gov. **Submittal deadline is September 18, 2015. Call 323-7422 for more information.**

You must attach at least one photograph of the property with this nomination. Those submitting nominations are also strongly encouraged to submit before and after photographs of the nominee's properties.

Name of nominee: _____

Address of property nominated _____

Nominee's phone number _____

Nominated by _____

Phone Number/E-mail _____

Reason for nomination:

Date submitted: _____



CRITERIA
2015 BEAUTIFICATION AWARDS
COMMUNITY APPEARANCE COMMISSION
(OFFICIAL COMMISSION USE ONLY)

The following criteria will be used to review and select the 2015 Beautification Award winners. Special awards will be judged by the applicable criteria below depending on the type of project.

Project: _____

Category: _____

Landscape Projects

- _____ Does the landscape have abundant eye appeal?
- _____ Is the space inviting?
- _____ Are materials used in a creative way?
- _____ Does the project enhance the neighborhood?
- _____ Are there any topped trees on the property?
(Topped trees will disqualify a project.)
- _____ Are the plants drought-tolerant and native or locally-adapted?

Renovation and/or Restoration Projects - Buildings and Structures

- _____ Do the improvements maintain and enhance the overall architectural character and integrity of the structure?
- _____ Do the improvements maintain and enhance the overall architectural character and integrity of the neighborhood?
- _____ Is the project a reutilization of an existing structure?

Comments/Notes: _____
