

## **COMMERCIAL FAÇADE GRANT PROGRAM**

### **I. STATEMENT OF PURPOSE**

The appearances of the City's Redevelopment Area Commercial Districts play an important role in creating a positive image of the business districts as well as incentives to attract new businesses and encourage business expansion. This program provides incentives for locating in all redevelopment areas by providing assistance for improving both the interior and exterior of all business buildings to meet commercial codes, increase occupancy and improve the business climate.

### **II. ELIGIBILITY**

Any Commercial property owner in any of the City's Redevelopment Areas (Downtown, Main Street, Ballough Road, South Atlantic and Midtown) are eligible, provided the business is a conforming use in a zoned commercial redevelopment area.

### **III. ELIGIBLE PROJECTS**

- In general, the intent of the guidelines is to restrict funding to visible improvements of the exterior façade for commercial buildings. The following exterior improvements are eligible, but not limit to: Removal of a false material that may cover the original building appearance, such as plywood, metal or deteriorated stucco.
- Pressure cleaning
- New stucco or stucco repair
- Painting (all colors must be approved before starting)
- New windows or replacements
- New doors or replacements
- New or replacement woodwork or "gingerbread"
- Masonry work (new or repointing of mortar joints)
- Signs (including the removal of old signs and the design, production and installation of new signs)
- Awnings (including the removal of old awnings and installation of new awnings)
- Tear out required to build a new entrance into the building
- Landscaping and planters
- Lighting of the exterior
- Brick or textured pavement

### **IV. PROJECT FUNDING**

The projects will be funded with available funds from the applicable Redevelopment Trust Fund based on the following limits:

#### **A. Funding**

Eligible projects may receive awards of up to 50% of the cost of materials and professional contracted labor for completed exterior renovations. Each storefront/business address is eligible for a maximum of \$5,000 with any overall maximum of \$10,000 per property that contains multiple storefronts.

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**B. Limit on Allocation of Funds**

No storefront / business address may receive more than \$5,000, with an overall maximum of \$10,000 per property with multiple storefronts, within a ten year period.

**C. Matching Funds**

Match should be in cash.

**D. Disbursement**

Grants will be awarded on a first come, first serve basis. In order to insure that funds are provided, improvements to be made under this grant program must be initiated and completed within ninety (90) days after submitting the grant application.

**V. PROGRAM ADMINISTRATION**

The Redevelopment Staff is responsible for the management of the program. The program is subject to overall policy direction and general oversight by the Daytona Beach Community Redevelopment Agency (CRA).

Grants will be administered following the City's purchasing policies. The Redevelopment staff will receive and process recommendations for approval. Redevelopment staff will work with the grant applicant to ensure the applications comply with the codes and ordinances of the City of Daytona Beach.

**A. Application Process**

1. Applicant (owner/lessee) contacts Redevelopment staff for a Grant Application. If the applicant is the lessee, written consent of the owner should be attached to the application.
2. Redevelopment staff discusses the process, including permitting needs, with the owner/lessee and/or their contractor/architect.
3. Owner/Contractor/Architect prepares a detailed outline of the proposed project. This will include:
  - a. Photographs, clearly showing existing conditions.
  - b. Detailed drawing, to approximate scale, showing proposed improvements.
  - c. Written specifications outlining scope of work.
  - d. Sample of facade colors to be used on facade and signs.
  - e. Project budget, showing estimates of all work items.
4. Redevelopment staff reviews the project to ensure compliance with program guidelines.
5. Redevelopment staff informs applicant of funding decisions.
6. Applicant/Contractor presents plans to Permits & Licensing Division for review of building regulations.
7. Permits & Licensing Division issues building permit.
8. Project work commences within 30 days of obtaining a building permit.

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9. Upon completion, City of Daytona Beach approves work and issues a Certificate of Completion to applicant.
10. Applicant provides Redevelopment staff with documentation of project, permits, certificate of completion, canceled checks or paid receipts.
11. Redevelopment staff inspects project to determine compliance with guidelines and issues a request for payment to owner/lessee.

**B. Grant awards criteria:**

Grant awards will be based on the following criteria:

1. Consistency of the project with established redevelopment design guidelines.
2. Project includes eligible expenses.
3. Project includes all necessary improvements to improve the exterior appearance of the building to meet all applicable Redevelopment Appearance Standards (Article 18§5).
4. The property owner does not owe the City money.
5. The property has a taxable value (property owner pays ad valorem taxes)

**C. Permits and Contractors**

1. Construction work must be done by a licensed contractor.

**2. PERMITS WHICH MUST BE PULLED:**

Electrical

Awnings

Signage

(Building) Renovation - Structural Renovation or Structural Aesthetic Changes

No permits are needed for painting. Paint colors must be approved by Redevelopment staff.

**VI. PROJECT DESIGN GUIDELINES**

1. Changes to the facade of the building will not remove, alter, damage, or cover up significant architectural features of the building which are original or which reflect a major alteration or addition that has historic architectural value in its own right, or which help create a unified and attractive appearance to the building.
2. Colors harmonious with the character of the Redevelopment Area, are required.
3. The size, color, and shape of all signs shall compliment the building, and meet all applicable city regulations and design guidelines.
4. Renovations to commercial buildings designated as contributing structures to a City designated Historic District shall comply with the United States Secretary of the Interior's Standards of Historic Rehabilitation, and standards and guidelines adopted as part of the Land Development Code for historic preservation.