



MATCHING FAÇADE REHABILITATION GRANT PROGRAM

Introduction

The Zephyrhills CRA District contains a small number of historic and architecturally significant buildings but collectively, these structures reflect the rich history and heritage that give Zephyrhills its distinctive character. Historic buildings coexist with more traditional commercial storefronts to create a diverse and aesthetically pleasing business district. Unfortunately, time and in some cases, inappropriate remodeling has taken a toll on the facades of many buildings throughout the district. As a result, Zephyrhills is not realizing its full potential, economically or aesthetically.

Program Objectives

The primary objective of the *Matching Façade Rehabilitation Grant* is to encourage rehabilitation and preservation of commercial buildings by offering a financial incentive of up to \$2,500 in matching funds and limited technical assistance for façade rehabilitation. It is hoped that in addition to improving the building facades, the program will provide an incentive for complete rehabilitation of the structures.

Rehabilitation means the process of returning a property to a state of utility, through repair or alteration, which makes possible an efficient, contemporary use while preserving those portions which are significant to its historic, architectural, and cultural values. The CRA Grant Programs are based on historic preservation of the building stock within the district should the commercial building not be deemed historic any and all improvements, alterations, and /or modifications will compliment and add to a more pleasing pedestrian commercial district.

Project Goals

Specific goals of the *Matching Façade Rehabilitation Grant* are as follows:

1. The elimination of blighting influences and prevention of further deterioration of commercial properties in the CRA District.

2. The elimination of conditions which are detrimental to the health, safety, and welfare of the community.
3. The rehabilitation or preservation of properties of special value for historical, architectural, or aesthetic reasons.
4. The provision of a pleasing and aesthetically acceptable business district that provides for a pedestrian friendly environment.
5. Conservation of existing building stock.

EVALUATION AND PROCEDURE

The ***Matching Façade Rehabilitation Grant*** is intended to help offset the cost of rehabilitation of an existing façade or creation of a façade that is architecturally consistent with the CRA Masterplan and the businesses district by providing up to \$2,500 in matching funds.

- The application is submitted to the CRA staff to determine if the proposed work is eligible for grant funds.
- The application package is sent to the City of Zephyrhills Planning Department to evaluate its compliance with the Land Development Regulations and Zoning.
- If the building is within the City's Historic District the application must be reviewed by the City's Historic Preservation Board.
- After the City's review process, the application is placed on the next agenda for the CRA Board for final approval.
- Upon approval by the CRA Board of Commissioners, a letter of commitment is provided to the applicant. No work shall start until written notice is received.
- Applicant is responsible for any and all permits required by the City of Zephyrhills Building Department. Grant funds cannot be used for permit fees.
- Upon completion of project with all inspections completed and all contractors and materials paid in full. The CRA will provide grant funds as approved. Any unapproved changes will void the Grant. If the applicant decides to change the project those changes will need to be reviewed by the CRA staff before any work is done.

DISBURSEMENT OF FUNDS

1. Submit proof that all City Inspections have been completed.
2. Submit a paid invoice for reimbursement together with notarized statement from Contractor certifying the work as approved by the CRA Board is complete and all materials and labor is paid in full.
3. Submit photographs of building after improvements have been completed.
4. CRA staff will review invoice for correctness, verify work completed to work approved.
5. CRA staff will submit reimbursement for processing to the City's Finance Department for payment as provided in the application.

RELOCATION

It is not the intent of the Community Redevelopment Agency to engage in any rehabilitation activity that requires vacating property.

NONDISCRIMINATION

The Matching Façade Rehabilitation Grant shall be available to anyone meeting the eligibility requirements, and no one shall be denied the benefits of said program because of race, color, national origin, or gender.

ELIGIBILITY REQUIREMENTS

Businesses within the designated CRA District are eligible to apply for the grant funds (See attached map for district boundary.) Each structure within the district is eligible to receive up to \$2,500 in a dollar for dollar expenditure by the owner/tenant for improvements to the façade of structure.

The grant funds are available to properties one time only, grant funds are not for routine maintenance. The grant funds are available on a first come, first serve basis for all eligible improvements. The disbursement of funds is upon completion of work and proof of all materials and contractor and/or sub-contractors, if applicable, being paid in full.

Applicants must comply with the following criteria and submit a complete application with all required submittals prior to review.

Approval is not automatic. Decisions will be based on the criteria and how closely the project meets the goals of the CRA Master Plan.

1. The business owner must hold a current Business Tax Receipt (BTR) to do business in City of Zephyrhills (copy of current BTR).

2. All grants require property owner provide evidence of ownership and that all city and county property taxes are current by submitting a current property tax statement with application. Tenant is eligible to apply for a grant contingent upon a notarized letter of approval from the property owner.
3. Governmental entities, tenants of government owned buildings, non-profits, or residential conversions are not eligible for grant programs.
4. The building must be structurally sound and meet or have approved plans for rehabilitation to meet the minimum building and life safety codes that apply.

ELIGIBLE IMPROVEMENTS

Remodeling, installation and additions to the commercial façade are eligible for grant funds. These funds are for the rehabilitation and preservation of the facades of commercial buildings within the CRA district. Rehabilitation means the process of returning a property to a state of utility, through repair or alteration, which makes possible an efficient, contemporary use while preserving those portions which are significant to its historic, architectural, and cultural values.

Facades of buildings deemed not historic shall be constructed to maintain a quality image consistent with the character of the surrounding area.

The funds are not for normal maintenance and repair. Specific improvements the funds can be used for are new paint, awnings, doors, windows, exterior lighting, new signage approved siding, and modifications or rehabilitation of façade.

Paint and Color

New paint and a change of color can improve the façade of a building. The paint colors of the building should fit in or be compatible with the type and style of building and will include 3 colors. Paint scheme will be reviewed and approved by CRA staff.

Please note: Repainting of a building with the same color as part of scheduled maintenance is not eligible.

Awnings

The awnings can be an addition or a replacement of an existing awning. The awnings should be compatible with the building. Installation of awnings should be above storefront opening or along the storefront to provide protection from the elements for the pedestrian. Also, the awning may be used as a sign when appropriate. The replacement of an existing awning is eligible only when it is a new style, color and modification in the awning design. It is not to replace an awning that otherwise is part of normal upkeep.

Proposed awning design will be reviewed and approved by City staff.

Windows

Windows will incorporate the original historical appearance or provide a more traditional storefront appearance and will not include any tinting, opaque glass or mirrored and reflective glass. Scaled elevation drawing which depicts the size, dimensions, and locations of window improvements or modifications including information from window manufacture must be submitted with application. Proposed plans will be reviewed and approved by City staff.

Doors

When door replacements are part of a storefront remodeling or restoration that incorporates the original historical appearance or a more traditional storefront appearance, it is an eligible activity. A drawing which depicts the location and dimension of proposed door (s) including specifications from door manufacture must be submitted with application. The proposed door design will be reviewed and approved by city staff.

Exterior Lighting

Improvement and addition of exterior lighting that enhances a building façade and improves the pedestrian environment by illuminating the sidewalk are eligible. A drawing which depicts the location and dimension of proposed lighting including specifications from lighting manufacture must be submitted with application.

Signage

Signage is very important to a commercial building, designed, constructed and maintained to compliment the architectural features of the building and harmonize with adjacent buildings. The sign grant will provide no more than \$1000 in matching funds and does not cover, design, installation or sales tax.

Other Improvements or Modifications

Additional repairs, improvements, and / or modifications not specifically listed will be reviewed on a case by case basis.

INELIGIBLE IMPROVEMENTS

1. Interior Improvements
2. Electrical work, except as related to signage or exterior lighting.
3. Roof and chimney repairs.
4. Installation of aluminum or vinyl siding.

5. Any modifications or additions not approved by CRA and/or City staff or CRA Board of Commissioners.
6. “Soft Cost” for improvements including but not limited to: Design, sales taxes, sign installation, on site dumpsters, architectural plans.

SUBMITTAL REQUIREMENTS

1. Complete, sign and return the application to the CRA Department, 385375th Avenue Zephyrhills.
2. Submit a detailed written description of all improvements and / or modifications.
3. Submit a written description of the proposed business including hours of operation.
4. Submit an elevation/drawing which depicts the size, dimension, and location of all façade improvements or modifications.
5. Submit samples of materials to be used when applicable. Including specifications and material information from Manufacture.
 - a color fabric or material sample for awning
 - paint samples of the exterior paint noting body and trim colors
 - Sample of material and color of siding including manufacture specifications.
 - Photographs of building front and sides showing existing condition.
 - Color rendering of sign including size and location of sign on building or property.
6. Cost estimate from licensed contractor or architect for improvements as detailed in written description.
7. Copy of contract with licensed contractor or sub-contractor registered with the Pasco County Licensing Board and the City of Zephyrhills.