



## Commercial Matching Facade Rehabilitation Grant

### Introduction

Kissimmee contains a substantial number of historic and architecturally significant buildings. Collectively, these structures reflect the rich history and heritage that gives Kissimmee 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 its toll on the facades of many buildings throughout the district. As a result, Kissimmee, is not realizing its full potential, economically or aesthetically.

### Program Objectives

The primary objective of the *Matching Facade Rehabilitation Grant* is to encourage rehabilitation and preservation of commercial buildings by offering financial and limited technical assistance for facade rehabilitation. It is hoped that in addition to preserving 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.

### Project Goals

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

1. The elimination of blighting influences and prevention of further deterioration of commercial properties in the CRA Overlay 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.
5. Conservation of existing building stock.

## **Program Guidelines**

1. Funds shall be allocated on a first come first served basis. Only one grant shall be awarded per structure. Tenants may qualify upon receipt of written consent from the owner of the building.
2. All grant funds awarded require a matching dollar for dollar expenditure by the owner/tenant. Each structure within the CRA Overlay District is eligible to receive up to \$5,000 to perform general repairs and /or work to comply with current city, county and state codes to occupy the building.
3. Facades of buildings not deemed historic shall be constructed to maintain a quality image consistent with the character of the surrounding area. As outlined in the City of Kissimmee Community Redevelopment Agency Private Property Appearance Guidelines
4. Buildings shall be designed, constructed and maintained to compliment and accept the architectural features of the building. All accessories, signs, awnings, etc. shall likewise harmonize with the overall character of the building.
5. No work for which a grant is sought shall begin until authorized by the CRA.
6. No grants will be awarded to government owned properties, to tenants in government owned properties, non-profit organizations, or residential conversions.
7. Work done by applicant requires an estimate from an architect or licensed contractor to verify that costs are within reasonable parameters.
8. Grantee is responsible for obtaining any permits required to do the project. Cost of permitting cannot be part of the grant funding.
9. Any unapproved changes will void the Grant. If Grantee decides to change the project after approval they must contact the CRA office.
10. Upon grant approval, applicant will be required to place a CRA Grant sign, furnished by the CRA Office, viewable by the public, for the duration of the project. Failure to return the sign at the completion of the project will generate a \$20 charge to be deducted from the reimbursement.

## **Eligibility Requirements**

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 how closely the project meets the goals of the CRA Master Plan.

1. The applicant must be the owner of the building. Tenant may qualify upon receipt of written consent by the owner of the building.
2. Governmental entities, tenants of government owned buildings, non-profits, or residential conversions are not eligible.
3. The building must be structurally sound.
4. The building must meet or have approved plans for rehabilitation to meet the minimum building and life safety codes that apply.
5. Property taxes, both City and County, must be current.

## **Relocation**

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

## **Nondiscrimination**

The *Matching Facade 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 sex.

## **Program Procedures**

The *Matching Facade Rehabilitation Grant* is intended to help offset the cost of rehabilitation of an existing facade or creation of a facade that is architecturally consistent with the business district.

1. Only completed applications including all supporting documentation will be accepted. Applicant will provide detailed information on proposed business including hours of operation along with an estimate from an architect or licensed contractor on proposed building improvements.
2. CRA Staff reviews application for compliance.
3. Application is placed on Historic Preservation Board (HPB) agenda for recommendation. HPB meets on the second Monday of each month\*.
4. Application is placed on the CRA Agenda for final recommendation. CRA meets on the fourth Monday of each month\*.
5. Upon CRA Board approval, a letter of commitment is provided to the applicant. No work shall start until written notice is received.
6. Grantee is responsible for obtaining any permits required to do the project. Cost of permitting cannot be part of the grant funding.
7. When the project is complete the CRA will reimburse grantee up to \$5,000 in matching funds.
8. Grantee must submit a paid bill for reimbursement together with an affidavit from the contractor certifying the work, as submitted, is complete.
9. The CRA Board reserves the right to grant additional money to targeted projects that they believe will have a significant impact on the area.
10. Staff will be available to offer any assistance needed and may seek outside guidance on any project being considered for the grant program.

\*Meeting dates are subject to change

## **Ineligible Improvements**

Those improvements undertaken to rid the property of major code violations may not be funded by a facade rehabilitation grant. Ineligible improvements include such things as:

1. Interior improvements.
2. Electrical work, except as related to signage or exterior lighting.

3. Roof and chimney repairs.
4. Merchandising signs.
5. Installation of aluminum or vinyl siding.



# Matching Facade Rehabilitation Application

Received _____
Grant # _____
Staff Approval _____
HPB Approval _____
Requisition # _____

**Applicant Name:** \_\_\_\_\_

**Mailing Address:** \_\_\_\_\_

**Business Name:** \_\_\_\_\_

**Property Owner:** \_\_\_\_\_

**Property Address:** \_\_\_\_\_

**Contact Person:** \_\_\_\_\_

**Applicants phone number:** \_\_\_\_\_ **E-mail Address** \_\_\_\_\_

**Total Cost Of Project:** \_\_\_\_\_

**Estimated Start Date:** \_\_\_\_\_ **Estimated Completion Date:** \_\_\_\_\_

**Please attach the following:**

- Addendum A - Project Rendering
- Addendum B - Professional Estimate(s) from an architect or licensed contractor

**Application will not be reviewed without all supporting data.**

I hereby submit the attached plans, specifications and color samples for the proposed project and understand that the Kissimmee CRA Board must approve these. No work shall begin until I have received written approval from the CRA. No funding is guaranteed until completed application is approved by the CRA Board. I agree to place a CRA Grant sign for the duration of the project and agree to return the sign. Grant monies will not be paid until the project is completed as designed and a paid invoice (s) is provided. The project must be completed within 1 year of grant approval. I agree to leave the completed project in its approved design and colors for a period of 5 years from the date of completion. I understand a W-9 must be provided to the City of Kissimmee.

\_\_\_\_\_  
Print Name

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature of Applicant