

Downtown Melbourne Façade Improvement Program Guidelines

The City of Melbourne's Downtown Community Redevelopment Agency(CRA) is pleased to offer the Façade Improvement Program for properties and businesses located within the Downtown CRA District. Your business or property may qualify for a matching grant of up to \$20,000. If you need advice on how to improve your building façade, the Melbourne Main Street Design Committee can provide you with a limited amount of technical assistance.

Melbourne Main Street
1908 Municipal Lane
Melbourne, FL 32901
(321) 724-1741

City of Melbourne
Planning & Economic Development Dep.
900 E. Strawbridge Ave.
Melbourne, FL 32901
Attention: Doug Dombroski
(321) 953-6256

1. PROGRAM ELIGIBILITY

- The Program may only be used within the CRA district. Contact Melbourne Main Street or the Planning and Economic Development Department, to determine if your property falls within the program boundaries.
- Participants must enter into a contractual relationship with the City/CRA regarding the project. The contract stipulates among other things, that the CRA must approve the proposed design and all design modifications. Further, the applicant must agree to ongoing maintenance and upkeep for a period of five years.
- The program is intended for projects that require substantial renovation; therefore, the minimum project investment shall be \$7,500.00.
- The program will only address exterior repairs and improvements that are approved by the Melbourne Main Street Design Committee and the Downtown CRA. In order to be eligible for the program funding, all repairs are to be compatible with the original architectural design of the building. The program may be used for site improvements; however, priority of program funding will be given to projects that have building improvements, as a major component of the project.

Grants will be awarded based on many different variables, such as:

- Visual impact on the commercial district
- Commitment of applicants to complete project
- Contribution of project to the economic vitality of the commercial district
- Enhancement of property appearance and historic features
- Leverage of private investment
- Availability of program funding
- Consistency with the City's Architectural Review Board recommendations

Eligible improvements consist of the following:

- Façade structural and non-structural alteration and repair
- New signage or restoration of historic signage
- Painting of the building

- Awnings and shutters
- Doors and windows
- Siding, masonry or stucco facing when it is compatible with the architecture of the building
- Lighting which is used to enhance the buildings appearance
- Sight work beautification through landscape, non-maintenance paving improvements, public art

2. PROGRAM COMPONENTS

- The City will provide a rebate to the applicant at a rate not more than 50% of the total eligible project cost, but in no event shall the maximum rebate exceed \$20,000.00. Matching grants will be distributed in the form of a reimbursement, once construction is complete and the terms stated in the Agreement have been met. The total reimbursement will also be affected by the time of project completion, as determined from the contract date. There are incentives for completing the project in a timely manner as follows:
 - ❖ 100% of the reimbursement- Projects that are completed within 120 days
 - ❖ 90% of the reimbursement- Projects completed between 121 and 180 days
 - ❖ 80% of the reimbursement- Projects completed between 181 and 240 days
 - ❖ 70% of the reimbursement- Projects completed between 241 and 300 days
 - ❖ 60% of the reimbursement- Projects completed between 301 and 330 days
 - ❖ 50% of the reimbursement- Projects completed between 331 and 365 days
 - ❖ 0% of the reimbursement- After 1 year projects are no longer eligible
- Design Services - If you do not have your own architect the Melbourne Main Street Design Committee has a list of architects on file with facade renovation experience.

3. PROGRAM REQUIREMENTS

- CRA Board approval and a Façade Improvement Contract must be secured prior to commencement of work.
- Applicants must ensure that all required permits and approvals are obtained (Building, Zoning, Architectural and other) for all improvements as a part of the Façade Improvement Program.
- The program participant will be required to meet Property Maintenance Standards as part of the program agreement with the CRA. This Agreement will require applicants to maintain at their expense, the improvements completed through the Program for five years.
- The program staff from the Melbourne Main Street Design Committee, and City Planning Staff must approve changes to the project, which deviate from the approved plan. Furthermore, the appropriate City department such as Building, Engineering, etc. must approve any changes that are made which affect permitting.

4. PROGRAM PROCESS

- The applicant meets with CRA and MMS Design Committee staff for preliminary review of the program guidelines and application.
- The applicant or his architect appears before the Architectural Review Board, and submits the ARB recommendations as part of their application.
- After the application is submitted, the applicant, architect, CRA and MMS Design Committee staff will meet at the project site, to review the scope of renovation and probable costs.
- The applicant will submit a formal proposal, and their architect will prepare and submit preliminary design elevations for an in-house review by the MMS Design Committee. Plans will typically include measurements of significant features of the existing and proposed elevations, specifications for materials and hardware, and specific colors and finishes. The drawings do not constitute construction documents, but in some cases may be sufficient to obtain permits. Actual samples of materials and color are encouraged and may be required by the Committee. A project budget based upon estimates from design and construction professionals should be submitted as part of the proposal.
- Upon MMS Design Committee review, Recommendations regarding project-funding approvals will be submitted to the Downtown CRA Advisory Committee for review. In turn, the Advisory Committee will make a determination and recommendation to City Council, which sits as the CRA Board, to formalize an agreement with the applicant.
- If the CRA Board approves an applicant's contract and proposal, the applicant shall submit plans to the Building Department, and associated Boards as would ordinarily be required.
- The applicant solicits estimates from contractors for the approved specifications, and presents the desired bid estimates to the CRA City staff.
- CRA Staff, the applicant and the contractor convene for a preconstruction conference. The project scope, procedures for payment, and all other requirements shall be reviewed at that time.
- Contractor shall commence work per approved plans.
- Prior to program reimbursement, the applicant shall submit copies of contractor invoices, cancelled checks, and any other legal documentation that is required by the CRA. A program reimbursement request will only be submitted for payment, after the CRA staff has conducted a final inspection of the project. Furthermore, the applicant must satisfy all City permit requirements.