



Fellsmere

Fellsmere is a friendly, safe and a historic community. While remaining true to our history, we are creating a future filled with opportunity and success for all.

Community Redevelopment Agency Commercial Façade Rehabilitation Grant Program

Introduction

The City of Fellsmere Community Redevelopment Agency (FCRA) was established in December 2005 as the administrative mechanism to address the “findings of necessity” explicated by the Blight Study through the implementation of the Community Redevelopment Plan. The **mission** of the FCRA is to:

- Protect and honor our historic architecture and buildings;
- Create a healthy, diverse local economy, not dependant solely on agriculture;
- Invest public funds into projects which improve our economic, cultural and social quality of life;
- Promote the area to receive a fair share of tourism economy;
- Enhance the major corridors of the City, while promoting and protecting our natural resources;
- Encourage private investment for positive growth and development; and
- Add to the social, cultural, and economic amenities of our City.

The façade rehabilitation grant program has been established to further the mission of the FCRA as outlined above.

Program Guidelines

1. Funds shall be allocated on a first come first serve basis. Only one grant shall be awarded per business per fiscal year. Tenants may qualify upon receipt of written consent from the owner of the building.
2. FY10 awards shall not exceed \$5,000.00 per project.
3. Improvements shall be consistent with the Old Town District and CR 512 Overlay and landscaping shall be consistent with the City of Fellsmere Land Development Regulations.
4. No grants will be awarded to government owned properties, to tenants in government owned properties, or non-profit organizations.
5. Grantee is responsible for obtaining any necessary permits for the project.
6. Any unapproved changes may void the grant. If grantee decides to amend the project after approval they must appear before the FCRA Board and request prior approval.
7. Priority will be given to projects with a high “curbside appeal” and additional consideration will be given based on the significance of the matching funds.
8. No work for which a grant is sought shall begin until authorized by the FCRA.



F e l l s m e r e

Designated Program Area

The Façade Rehabilitation Grant Program will be available to commercial properties in the FCRA Area (see attached map).

Eligibility Requirements

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. The building must be structurally sound.
3. The building must meet, or have approved plans for rehabilitation to meet the minimum LDR, building, and life safety codes that apply.
4. Applicant shall have no outstanding liens or code actions on property and shall be current for both City and County taxes.
5. Applicant shall submit quote(s) from qualified contractor(s) for proposed improvements.

TYPES OF ELIGIBLE IMPROVEMENTS:

The *Façade Rehabilitation Grant Program* shall provide funds for the exterior (street side) improvements which are consistent with and further the implementation of the FCRA Redevelopment Plan, City Comprehensive Plan and are consistent with the OTD and CR 512 Overlay districts. Grant Funds may be used for the following types of improvements:

- Replacement of windows and doors;
- Exterior painting or siding (as part of an overall improvement program);
- Exterior signage;
- Landscaping (as part of an overall improvement program);
- Exterior architectural amenities (e.g., addition or improvement of balconies, porches, or arcades);
- Awnings and shutters;
- Other exterior (street-side) façade improvements (considered by the FCRA on a case-by-case basis);
- Architectural, engineering or landscape architectural services to design improvements to be funded through this program (maximum of 10% of total improvements);

NOTE: All architectural designs, materials and colors must be consistent with the historic and architectural heritage of the Fellsmere Community Redevelopment Area (OTD and CR 512 overlay districts).

How does the process work?

The façade rehabilitation grant program is intended to help offset the cost of rehabilitation of an existing façade or creation of a façade that is architecturally consistent with the Old Town and CR



Fellsmere

512 District Overlays. Signage and landscaping improvements consistent with the OTD overlay are also encouraged.

1. Only completed applications including all supporting documentation shall be accepted.
2. CRA staff reviews application for compliance and, upon a determination of compliance and availability of funds, shall prepare a presentation to the FCRA board for approval or rejection.
3. Upon FCRA Board approval, a letter of commitment is provided to the applicant.
4. Grantee shall schedule a meeting with the City Manager or designee prior to commencement to ensure consistency between the grant award and implementation.
5. For the duration of the improvements, the applicant shall post a sign to be provided by the FCRA which indicates the project has received a FCRA Façade Improvement Grant and relevant program information.
6. Upon completion of the improvements, final inspection by the City, and issuance of a certificate of occupancy (if applicable), the applicant submits a "reimbursement package" to the FCRA which includes the following:
 - a. Completed reimbursement form (provided by the FCRA)
 - b. Copies of applicable invoices or receipts;
 - c. Proof of payment for improvements (which must be at least as much as the amount indicated in the application); and
 - d. Photos of improvements (before and after).
7. If the project is not completed, is not approved in its final inspection, or does not receive its certificate of occupancy (if applicable) within one year of award, the grant award shall expire unless otherwise extended by FCRA Board action.



Fellsmere

Commercial Façade Rehabilitation Grant Program Application

Applicant Name: _____

Mailing Address: _____

Business Name: _____

Property Owner: _____

Property Address: _____

Contact Person: _____

Total Cost of Project: _____

Proposed Match¹: _____

Estimated Start Date: _____ **Estimated Completion Date:** _____

Please Attach:

1. Project Description
2. Project rendering and/or landscape plan
3. Professional estimates

I hereby submit the attached plan, specifications, and color samples for the proposed project and understand that the Fellsmere CRA Board must approve this project prior to commencement. No funding is committed until a completed application is approved by the FCRA. Grant monies shall not be paid until the project is completed as approved and proof of payment has been provided. The project must be completed within (90) days of grant approval.

Date

Print Name

Signature of Applicant

¹ Match not required