

# **Downtown Improvement Program**

## **Fiscal Year 2014 Application and Guidelines**

### Step 1

1. Set-up pre-application meeting;
2. Complete Grant Application and Associated Support Materials; and,
3. Submit Application Packet to Director of Strategic Projects.

### Step 2

1. Staff to check application for Completeness;
2. Review proposed improvements with appropriate departments and review panel;
3. Counsel applicant to resolve any identified problems; and,
4. Notify Historic Landmark Commission (HLC) Chair of application and schedule meeting date.

### Step 3

1. Staff to notify applicant of HLC meeting date prior to meeting; and,
2. Present application and grant request at the HLC meeting.
3. HLC to render a decision, and
4. Staff will notify property owner of their decision.

### Step 4

1. Staff will place the grant request on next available Bryan City Council agenda;
2. Prepare presentation for City Council; and,
3. Present request to City Council during meeting.
4. City Council to render a decision.
5. Staff will notify property owner of Council decision.

### Step 5

1. Applicant and/or agent will acquire required permits; and,
2. Begin work on improvements as approved.
3. When Construction is completed, the applicant will submit a written request for inspection of work.

### Step 6

1. Staff will inspect work and evaluate; and,
2. Work with applicant to resolve any identified problems.

### Step 7

1. Once the work has been accepted by the City, the Applicant will submit a written request for reimbursement with documentation of proof of payment.

### Step 8

1. Staff will review proof of payment documents;
2. Work with applicant to resolve any identified problems; and,
3. Disburse grant monies to property owner.

# Downtown Improvements Program Grant Application

Date Received:
HLC Meeting Date:
Council Meeting Date:
Case Contact:

<b>Owner's Name</b>	<b>Telephone No.</b>	<b>Fax No.</b>	<b>E-Mail</b>
<b>Owner's Mailing Address</b>			
<b>Agent's Name</b>	<b>Telephone No.</b>	<b>Fax No.</b>	<b>E-Mail</b>
<b>Agent's Mailing Address</b>			
<b>Building Name and Address</b>			
<b>Subdivision</b>	<b>Block</b>	<b>Lot(s)</b>	
<b>Zoning of Property:</b> _____			
<b>Current Use of Property:</b> _____		<b>Proposed Use of Property:</b> _____	
<b>Cost Estimate No. 1 prepared by:</b> _____		<b>Total for Cost Estimate No. 1: \$</b> _____	
<b>Cost Estimate No. 2 prepared by:</b> _____		<b>Total for Cost Estimate No. 2: \$</b> _____	
Please note that both Cost Estimates must use the standardized format and be attached to this application.			
<b>Linear Feet of Street Frontage:</b> _____			
<b>Grant Request: \$</b> _____			
Please note that maximum grant requests are based on the amount of linear street frontage.			
<b>Has this property received any other funding through the City of Bryan?</b> _____			
<b>Source</b> _____		<b>Amount</b> _____	

---

---

### Certification

I hereby certify that I am the owner of the above described property for the purpose of this application. I also certify that I have been informed and understand the regulations regarding this process as specified by City Ordinance. I also understand it is necessary for me or my authorized agent to be present at any and all public hearings in regard to this case.

---

Owner's Signature

Owner's Printed Name

---

Owner's Mailing Address

Owner's Telephone

---

---

#### *Agent Authorization*

In lieu of representing this request myself as owner of the subject property, I hereby authorize the person designated below to act as my agent for the application, processing, representation and/ or presentation of this request. The designated agent shall be the principle contact person with the City (and vice versa) in processing and responding to requirements, information, or issues relevant to this request.

---

Owner's Signature

Owner's Printed Name

---

Agent's Signature

Agent's Printed Name

---

Agent's telephone number

Agent's Address

#### **Submission Requirements**

- Completed Application Form
- Written Description of Proposed Improvements
- Current Photographs of Property
- Historic Photographs of Property (if available)
- Plans and/or Elevations detailing the Improvements
- Two (2) Cost Estimates (only the attached format will be accepted)
- Certificate of Taxes Paid
- Proof of Ownership and Clear Title

**CITY OF BRYAN  
DOWNTOWN IMPROVEMENTS PROGRAM**

This Agreement is by and between the CITY OF BRYAN, a Texas Home Rule Municipal Corporation (hereinafter referred to as "CITY"), and \_\_\_\_\_, property owner of PROPERTY ADDRESS, located in Downtown Bryan. (hereinafter referred to as "Grant Recipient").

As part of the City's Downtown Improvement program, both parties agree that this program makes Downtown more attractive, increasing the economic vitality of the buildings, increasing sales tax and property values, while preserving and enhancing Bryan's architectural and cultural history.

The Grant Recipient agrees and accepts funding from the City as part of this Downtown Improvements Program.

The Grant Recipient shall complete all work in the scope approved by Bryan City Council. The Grant recipient shall complete all Extra Work in connection therewith. All work and materials shall be in strict conformity with the specifications. The Substantial Completion of the work shall not excuse the Grant recipient from performing all the work undertaken, whether of a minor or major nature, and thereby completing the Project in accordance with the Grant Program guidelines and scope of work. In the event that the Grant recipient fails to perform the work as required for Final Completion, Grant recipient shall reimburse the City for all costs; or the City may contract with a third party to complete the work and the Grant recipient shall assume and pay the costs of the performance of the work as contracted.

By: \_\_\_\_\_  
Printed Name: \_\_\_\_\_  
Title: \_\_\_\_\_  
Date: \_\_\_\_\_

CITY OF BRYAN:

\_\_\_\_\_ Date: \_\_\_\_\_  
Mayor

APPROVED:

\_\_\_\_\_ Date: \_\_\_\_\_  
City Manager

\_\_\_\_\_ Date: \_\_\_\_\_  
City Attorney

\_\_\_\_\_ Date: \_\_\_\_\_  
Chief Financial Officer

## I. DOWNTOWN IMPROVEMENTS PROGRAM

- A. Goal:** Funds available through this program will be used to improve the buildings and building sites located in the eligible area of Downtown. The program will benefit the City of Bryan by making Downtown more attractive, increasing the economic vitality of the buildings, increasing sales tax and property values, while preserving and enhancing Bryan's architectural and cultural history.
- B. Objectives:**
- a. Restore and preserve the historical fabric and character of Downtown Bryan, ensuring the survival of the area's rich architectural and cultural history.
  - b. Stimulate redevelopment to increase sales tax revenues and property values.
  - c. Eliminate slum and blight conditions as they exist in Downtown Bryan.
- C. Eligible Area:** Refer to "Eligible Area" shown in blue on Exhibit "A", attached. Properties outside the eligible area that are eligible to be placed on the National Register of Historic Places may be considered on a case-by-case basis. Properties outside of the eligible area approved on a case-by-case basis must be designated a City of Bryan historic landmark by the Bryan Historic Landmark and Planning and Zoning Commissions and City Council before monies will be reimbursed.
- D. Eligible Improvements:** Eligible improvements are to include, but are not limited to the following:
- a. Repair or replacement of brick elements
  - b. Repainting of brick that has already be painted
  - c. Repair, repainting or the replacement of wood trim
  - d. Repair, replacement or new installation of canopies and awnings
  - e. Repair, replacement or new installation of windows, doors and storefronts
  - f. Removal of historically inaccurate "slipcovers" for assessment and repair of historic façades
  - g. Restoration of historic signage
  - h. Labor costs for eligible improvements
  - i. Other improvements approved by Staff and Council which are deemed to meet the objectives of this program
- E. Program Eligibility:**
- a. The matching grant recipient must be the owner of record
  - b. Owner must have clear title of the property with no adverse judgments of liens
  - c. The property must be located within the eligible area
  - d. Qualifying buildings are to be used for commercial or multi-family uses; structures used exclusively for single-family residences will not qualify
  - e. The property owner must be willing to comply with all local and state laws and regulations affecting the property, its rehabilitation and future use
- F. Policy and Conditions of the Grant Program:** Matching grants will be awarded for any approved improvements to the building façade or public right-of-way. Project proposals must be reviewed and approved before rehabilitation work begins. Guidelines are as follows:

- a. Matching grant amounts are awarded for 50% of the total estimated cost of the façade improvements, on a reimbursable basis. Grants awarded will generally be \$1,000 per linear foot of façade frontage (25-foot store-front will be eligible for a maximum grant of \$25,000). Qualified applicants will be required to match the awarded grant funds dollar for dollar. For grant requests for projects other than façade improvements, the maximum grant generally awarded will be \$10,000. City Council has final authority on all dollar amounts awarded.
- b. Qualified applicants will be required to match the awarded grant funds dollar for dollar. Agents of the property owner are not eligible to receive reimbursement. Reimbursement checks will only be issued to the owner of the property, and/or the property owner's designated financial institution.
- c. The total funds available in the Downtown Improvements Fund account at any given time may restrict the City's ability to meet a grant request.
- d. Professional Fees (Architectural and/or Engineering fees) incurred by the applicant may be eligible for reimbursement. In order for these funds to be applied, the City of Bryan will require a copy of the professional's invoice, a signed contract between the professional and property owner, as well as copies of all applicable documents prepared by the professional. Reimbursement of Professional Fees will be limited to 50% of the contract, up to, but not exceeding the following rates:
  - i. Architectural Design and Construction Documents-5% of project construction cost
  - ii. Engineering Design-5% of project cost
- e. The City of Bryan Historic Landmark Commission will review exterior changes to buildings requesting funding from the Downtown Improvements Program.

**G. Reimbursement Procedure:** As a general rule, all commercial or private funding for a project must be expended prior to the use of the City funding. Matching grant monies will be disbursed at the completion of improvements and with the acceptance of work by the City of Bryan. Documentation of proof of payment must be submitted with a written request for reimbursement. Acceptable proofs of payment for reimbursement include, but are not limited to the following:

- a. Itemized contractor and/or sub-contractor's invoices with the corresponding receipts and /or cancelled checks
- b. Paid Invoices for materials and/or supplies with the corresponding receipts and/or cancelled checks, or
- c. A release of lien from contractors, sub-contractors, and/or suppliers (A sample of the release of lien is available upon request)

The owner of the property will supply any additional documentation as required by the City of Bryan to confirm expenses.

**Project Duration:** Approved Construction must begin within sixty (60) days from the date of grant approval, and must be completed within one hundred and eighty (180) days or monies will be recycled back into the program and reimbursement will not be made.

- H. Changes to Approved Scope of Work:** The City of Bryan must approve any changes made to the scope of work. Funding will not be awarded for any changes under construction without prior approval. Significant changes to the scope of work will require the authorization of the City Council. Minor changes (those less than the amount set forth in spending authorization ordinances § 26-28 of the Bryan City Code) may be approved by staff. For properties located within the Downtown Historic District, all changes must be approved by the Historic Landmark Commission.
- I. Eligible Labor:** Matching grant monies may not be used to pay the property owner or members of the owner’s family for labor on the project.
- J. Grant Limitations:** Façade improvements must comply with all state and local laws including all ordinances and regulations of the City of Bryan. The total funds available in the matching grant program at any given time may restrict the City’s ability to fully fund a grant request. Matching grants shall be processed on a first come – first served basis, as grant monies are limited, and can be competitive. Consideration will include the necessity of the repairs or improvements, the benefit to the building and the general public, and the historic significance of the structure.

Matching grants may be used for approved work only. The total of city funded grants from the Downtown Improvements Program for a single property may not exceed the combined total of \$1,000 per linear foot of facade street frontage unless approved otherwise by the Bryan City Council.

## II. INITIATING REQUESTS FOR THE DOWNTOWN IMPROVEMENTS PROGRAM (DIP)

**A. Submittal Requirements:** Eligible property owners (see “Exhibit A”) interested in the program should submit six (6) copies of the following on compact discs to the City of Bryan Planning Department by 5p.m. on the **third Monday each February.** Staff will review the provided information and may request additional information, if needed.

- a. A completed application form.
- b. A narrative of the project describing the work to be completed (max. 750 words).
- c. A minimum of four (4) current digital photographs (.jpg format) of the exterior of the property focusing on the areas of the proposed work.
- d. Historic digital photograph(s) of the exterior of the property if available.
- e. Drawings/plans detailing the proposed improvements (PDF format).
- f. Two (2) itemized cost estimates from two independent sources (see “Exhibit B”). Cost estimates from the property owner or any entity to which the property owner is associated will not be accepted.
- g. Current tax certificate showing no delinquent taxes for the property.
- h. Proof of ownership.

**B. Downtown Improvements Program Review Panel:** The program applications will be reviewed by the Downtown Improvements Program review panel (see Section IV) to ensure all funds are awarded to viable improvements that are in compliance with the Secretary of the Interior’s Standards for Historic Preservation. Please be aware that in an effort to assist as many applicants

as possible with the limited program funds available, the City of Bryan cannot guarantee that all matching grant requests will be funded.

**C. Additional Consideration for Applications:** Upon completion of the submittal requirements mentioned above, additional consideration will be given to proposals that meet one or more of the following criteria:

- a. The property is listed on the National Register of Historic Places.
- b. The property is located within the Downtown Historic District, or other City preservation overlay or district.
- c. The proposed improvements will remove historically insensitive additions and/or maintain existing features (i.e., façade slipcover removal).
- d. The proposed improvements will attempt to reuse existing, historic materials instead of complete replacement with new materials.
- e. The property has not previously received DIP funds.

**D. Historic Landmark Commission Review:** With a recommendation from the Downtown Improvements Program review panel, all applications will be forwarded to the City's Historic Landmark Commission for consideration on the **fourth Wednesday each March**. The Commission shall either recommend approval, approval with modifications, or denial of the design proposal for each application. If a design proposal is approved with modifications by the Commission, applications may be modified to accommodate the Commission's recommendations before the matching grant application is forwarded to the City Council for final approval.

**E. City Council Review:** With recommendations from the Historic Landmark Commission regarding each design proposal, all matching grant applications will be forwarded for consideration by the Bryan City Council during its **second regular meeting each April**. The City Council may vote to approve, approve with modifications, or deny each matching grant application. If approved, a pre-construction conference will be held before the project can commence.

**F. Project Construction:** Upon application approval by the City Council, City staff will schedule a mandatory pre-construction conference for each approved application within thirty (30) days. Project construction must begin within sixty (60) days from the City Council approval date and must be completed within one hundred eight (180) days from the beginning of construction, or monies for said project will not be distributed and returned to the program fund for the following fiscal year.

**G. Contact Information:**

**Lindsey Guindi, AICP**  
City of Bryan  
300 South Texas Avenue  
Bryan, Texas 77803  
Ph: 979-209-5030 or Fax: 979-209-5035  
Email: [lguindi@bryantx.gov](mailto:lguindi@bryantx.gov)

### III. APPLICATION PROCESS FOR THE DOWNTOWN IMPROVEMENTS MATCHING GRANT PROGRAM

There are several steps to obtaining funds through the Downtown Improvements Program depending on the type of improvements proposed. City staff will review the application for completeness and eligibility before initiating the review process.

- A. **Design Approval:** The proposed changes must be reviewed and approved by the Bryan Historic Landmark Commission before the grant can be awarded.
- B. **Review Process:** The Planning Department will work with the owner to determine the appropriate review process(s). At a minimum, the owner will need to supply the reviewing entity with a written description and an elevation drawing of the proposed changes. Descriptions should be specific as to materials to be used, sizes, finishes, and colors selected. Owner will also supply three (3) color prints of each façade to be impacted and an itemized cost estimate for the improvements from a minimum of two (2) contractors. The Secretary of the Interior’s Standards for Rehabilitation and the City of Bryan Design Guidelines will serve as the basis for reviewing appropriateness of changes to historic buildings. Copies of these guidelines are available in the Development Services Department. Additional information may be required by Staff as needed.
- C. **Building Standards Approval:** If funds are to be used to add construction, canopies, awnings, or other improvements within a right-of-way; correct code violations; improve structural stability; add signage; improve handicapped accessibility and or abate hazardous materials, the City of Bryan Building Services Division and/or the Site Development Review Committee must review the planned changes and issue the required permit(s) before the grant can be awarded. Submissions will vary depending on the improvements planned. Applicants should contact Planning Department, at 209-5030, for information specific to their project. All work undertaken will be inspected and must be found in compliance with all applicable building codes and regulations before the grant is awarded.
- D. **Financial Approval:** Development Services staff will review the two (2) itemized cost estimates for the project, proof of title to the building and proof that taxes are current. The applicant is required to have completed the design and/or building standards review(s) and received approval(s) before staff will review the grant application. The grant request will then be placed on the next available City Council agenda. City Council will approve or deny the grant request based upon their review of the application packet.
- E. **Inspections:** Inspections may occur periodically throughout the construction phase. At the completion of construction, the applicant will submit a written request for final inspection. A final inspection is required prior to requesting reimbursement, and will verify that all work approved for the grant is completed, and in keeping with the approved Certificate of Appropriateness, if any.
- F. **Reimbursement:** Once the City of Bryan has accepted the completed construction, the applicant may submit for reimbursement. Documentation of proof of payment must be submitted with the request in accordance with Section G “Reimbursement Procedure” of the DOWNTOWN IMPROVEMENTS PROGRAM document.

#### **IV. DOWNTOWN IMPROVEMENTS PROGRAM REVIEW PANEL**

DIP applications will be reviewed by a panel of individuals to help ensure that program funds are awarded to viable improvements that comply with The Secretary of the Interior's Standards for Historic Preservation and will award projects believed to have the greatest impact on the community with regards to aesthetics, social wellbeing, and economics. The DIP review panel shall be made up by the following individuals:

##### **A. City of Bryan**

- a. City Engineer
- b. Director of Strategic Projects
- c. Historic Preservation Officer

##### **B. Historic Landmark Commission**

- a. One Commission member

##### **C. TIRZ 21 Board**

- a. One board member



**EXHIBIT "B"**

<b>Division 01-General Data</b>	<b>Quantity Unit</b>	<b>Unit Cost</b>	<b>Subtotal</b>	<b>Division Cost</b>
01050 - Field Engineering				
01400 - Quality Control				
01410 - Testing Laboratory Services (Asbestos Etc.)				
01500 - Construction Facilities & Temporary Controls				
01892 - Construction Management & Contracting				
Contractor's Overhead				
Contractor's Profit				
Other-Specify				
<b>Subtotal</b>				
<b>Division 02-Sitework</b>				
02050 - Demolition				
02080 - Hazardous Material Abatement				
02150 - Shoring & Underpinning				
02160 - Excavation Support Systems				
02500 - Paving & Surfacing				
02800 - Site Improvements				
02900 - Landscaping				
Other-Specify				
<b>Subtotal</b>				
<b>Division 03-Concrete</b>				
03000 - Concrete Materials				
03020 - Concrete Admixtures				
03030 - Concrete Finishing Materials				
03100 - Concrete Formwork				
03125 - Formliners				
03200 - Concrete Reinforcement				
03203 - Concrete Repair				
03240 - Fiber Reinforced Concrete				
03250 - Concrete Accessories				
03260 - Cast-in-Place Anchors & Inserts				
03265 - Waterstops				
03275 - Tool-driven Concrete Fasteners				
03300 - Cast-In-Place Concrete				
03315 - Concrete Placement Systems & Equipment				

03346 - Concrete Crack Control Equipment				
03350 - Concrete Finishes				
03360 - Specially Placed Concrete				
03370 - Concrete Curing				
03372 - Non-shrink, Non-Corrosive, Aggregate Grout				
03400 - Precast Concrete				
03450 - Architectural Precast Concrete				
03510 - Gypsum Concrete				
03600 - Grout				
03700 - Concrete Restoration & Cleaning				
03800 - Mass Concrete Placement				
Other-Specify				
<b>Subtotal</b>				
<b>Division 04-Masonry</b>				
04100 - Mortar & Masonry Grout				
04150 - Masonry Reinforcing & Accessories (general)				
04170 - Stonework Anchors & Accessories				
04200 - Unit Masonry (general)				
04242 - Masonry Wall Systems				
04245 - Veneer Masonry Systems				
04270 - Glass Unit Masonry				
04400 - Stone				
04500 - Masonry Restoration & Cleaning				
Other-Specify				
<b>Subtotal</b>				
<b>Division 05-Metal</b>				
05010 - Metal Materials (General)				
05050 - Metal Fastening				
05100 - Structural Metal Framing				
05200 - Metal Joists (General)				
05300 - Metal Decking				
05400 - Cold-Formed Metal Framing				
05500 - Metal Fabrications				
05580 - Sheet Metal Fabrications				
05600 - Architectural Metalwork (General)				
05700 - Ornamental Metal				

05800 - Expansion Control (General) Other-Specify				
<b>Subtotal</b>				
<b>Division 06-Wood &amp; Plastic</b>				
06010 - Lumber				
06050 - Adhesives				
06060 - Connectors & Supports				
06100 - Rough Carpentry				
06132 - Mill-Framed Structures				
06200 - Finish Carpentry				
06260 - Board Paneling				
06300 - Wood Treatment				
06400 - Architectural Woodwork				
06610 - Glass Fiber & Resin Fabrications				
Other-Specify				
<b>Subtotal</b>				
<b>Division 07-Thermal &amp; Moisture Protection</b>				
07100 - Waterproofing & Dampproofing				
07240 - Exterior Insulation & Finish Systems				
07248 - Insulation Fastening Accessories				
07250 - Fireproofing				
07300 - Shingles & Roofing Tiles				
07400 - Manufactured Roofing & Siding				
07500 - Membrane Roofing (General)				
07560 - Roof Maintenance/Repair				
07600 - Flashing & Sheet Metal				
07700 - Roof Specialties & Accessories				
07920 - Sealants, Caulking & Seals				
Other-Specify				
<b>Subtotal</b>				
<b>Division 08-Doors &amp; Windows</b>				
08100 - Metal Doors & Frames (general)				
08200 - Wood & Plastic Doors & Frames (general)				
08250 - Door Opening Assemblies				

08275 - Door Louvers & Vision Lights				
08400 - Entrances & Storefronts				
08500 - Metal Windows (General)				
08600 - Wood & Plastic Windows				
08650 - Special Windows				
08700 - Hardware				
08800 - Glazing				
Other-Specify				
<b>Subtotal</b>				
<b>Division 09-Finishes</b>				
09100 - Metal Support Systems				
09200 - Lath & Plaster				
09250 - Gypsum Board				
09300 - Tile				
09400 - Terrazzo - Poured, Precast (general)				
09900 - Painting Materials (general)				
09940 - Lead Paint Encapsulant				
09990 - Finish Adhesives				
09995 - Finish Fasteners				
Other-Specify				
<b>Subtotal</b>				
<b>Division 10-Specialties</b>				
10200 - Louvers & Vents				
10235 - Brick & Block Vents				
10240 - Grilles & Screens				
10280 - Prefabricated Ramps & Walkways				
10290 - Bird & Pest Control				
10340 - Prefabricated Exterior Specialties				
10350 - Flagpoles				
Other-Specify				
<b>Subtotal</b>				
<b>Division 11-Equipment</b>				
Omitted				
<b>Division 12-Furnishings</b>				
Omitted				
<b>Division 13-Special Construction</b>				
Omitted				
<b>Division 14-Conveying Systems</b>				

Omitted				
<b>Division 15-Mechanical</b>				
Omitted				
<b>Division 16-Electrical</b>				
16050 - Basic Electrical Materials				
16500 - Lighting				
Other-Specify				
Subtotal				
Grand Total				