Bradenton DDA

BUILDING AND SITE ENHANCEMENT PROGRAM

Guidelines and Application

Approved: August 2004
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SECTION 1 — PROGRAM OVERVIEW

The Bradenton Downtown Development Authority (the “DDA”) initiated a Façade Grant Program in August 1998 as an integral component of an overall community redevelopment strategy designed to enhance the appearance and revitalize the 14th Street CRA and Bradenton CRA. The Façade Grant Program has been very successful at incentivizing the private sector to make building and site improvements that create a positive, long-lasting visual impact on the image and character of the City. This Building and Site Enhancement Program replaces the Façade Grant Program last revised in March 2003. It is restructured to be more streamlined and focused on incentivizing desired improvements in Special Focus Areas within the designated redevelopment districts.

SECTION 2 — PURPOSE AND INTENT

The purpose of the Bradenton DDA Building and Site Enhancement Program is to:

A. Support the implementation of the adopted community redevelopment plans for the Bradenton CRA and 14th Street CRA, as may be amended from time to time.

B. Enhance the character, quality, and vitality of the Bradenton CRA and the 14th Street CRA, by providing technical and financial assistance for desired improvements.

C. Promote public and private partnerships.

D. Create value for the citizens of Bradenton by:
   1. Promoting economic development and neighborhood revitalization;
   2. Promoting historic preservation;
   3. Incentivizing property owners to enhance the value of their property;
   4. Creating a more inviting and visually appealing atmosphere;
   5. Instilling a greater sense of place and civic identity; and
   6. Increasing the functionality of existing buildings.

It is the intent of the DDA, under Part III Community Redevelopment Act, Chapter 163, Florida Statutes, to provide technical and financial assistance to qualified owners or tenants of property located in the Bradenton CRA and the 14th Street CRA for eligible building and site improvements that contribute positively to the physical, economic, social, and aesthetic well being of the City. Moreover, it is the intent of this Program to incentivize improvements to private property that go beyond what is required by the City Land Development Code to enhance the form, function, and design quality of the redevelopment districts.

It is not the intent of the DDA to engage in any rehabilitation activity that will require vacating property within the same CRA District. Moreover, it is not the intent of this program to assist in the development of new construction projects. Rather, it is to rehabilitate and enhance areas exhibiting deterioration and decline.
SECTION 3 - ELIGIBLE PROPERTY

Eligible property consists of real property located inside the Bradenton CRA and 14th Street CRA with direct frontage to a publicly owned right-of-way that is not solely used for residential purposes. Exhibits “A” and “B” on Pages 6 and 7 depict the geographic boundaries of the 14th Street CRA and Bradenton CRA respectively.

SECTION 4 — SPECIAL FOCUS AREAS

The DDA may designate one or more Special Focus Area(s) on an annual basis to target funding assistance. A Special Focus Area may be constituted by one or more eligible properties that warrant a higher level of funding assistance due to special circumstances, uniqueness, local importance or other reasons deemed worthy by the DDA to further community redevelopment goals and objectives.

SECTION 5 - ELIGIBLE IMPROVEMENTS

One or more of the following improvements may be eligible for program assistance:

A. Refurbishing of an exterior wall, including repairs, re-siding or similar cosmetic improvements.
B. Exterior repainting not to exceed 20 percent of total project cost
C. Exterior windows and/or doors, including:
   a. Installation of new or replacement windows and/or doors
   b. Repair or refurbishing of existing windows and/or doors; or
   c. Similar cosmetic improvements;
D. Signs, including the removal of old signs and the design production and installation of new signs.
E. Demolition of exterior cosmetic features necessary to install new exterior cosmetic improvements.
F. Awnings or canopies over windows or walkways and other decorative improvements, including shutters.
G. The installation, repair or renovation of porches, patios, plazas
H. The installation, repair or renovation of pathways and sidewalks
I. The installation of decorative lighting.
J. The installation of landscaping and irrigation systems not to exceed 20 percent of total project cost
K. Parking area expansion and rehabilitation beyond City of Bradenton Land Development Code requirements

Specifically exempted from the program are the following:

A. Improvements that are completed prior to an Application being submitted to the DDA;
B. Deferred maintenance;
C. All structural improvements not substantially contributing to the aesthetic improvement of the property, including load-bearing walls and other similar structural components;
D. Other improvements required for the re-occupation of the property by the City’s adopted Standard Building Code; and
E. Any internal improvements.
Bradenton Downtown Development Authority  
Building and Site Enhancement Grant Program

Eligible improvements must be consistent with the City of Bradenton’s Comprehensive Plan, Land Development Code and Historic District requirements. Grant funds shall not be used to correct code violations or bring a building up to code. As a condition of approval, the Applicant must agree to conform to all sections of the City of Bradenton Property Maintenance Code as long as the Applicant has a financial interest in the property receiving DDA grant funds.

SECTION 6 – EVALUATION CRITERIA

The Executive Director will review completed applications against the weighted review criteria in Table 1 and state his findings in a Recommendations Report to the DDA as described in Section 7. Applications that are evaluated by the Executive Director to score below 60 points will be recommended for denial. Applicants are advised that grant funds are provided at the sole discretion of the DDA and the findings stated in the Recommendations Report do not create an entitlement to funding.

| TABLE 1 | WEIGHTED REVIEW CRITERIA |
|________________|________________________|
| **ECONOMIC/LOCATION** | Points (40 Max.) |
| Private Investment Contribution | 15 |
| Less than $10,000 | 5 |
| Between $10,000 and $100,000 | 10 |
| Between $100,000 and $250,000 | 15 |
| More than $250,000 | 0 |
| Tax Status | 10 |
| Taxable | 10 |
| Non-Taxable | -15 |
| Creation/Retention of 5 or More Employees | 5 |
| Located on an Arterial or Collector Street | 10 |
| **AESTHETIC ENHANCEMENT** | Points (60 Max.) |
| Positive Visual Impact | 20 |
| Low | 5 |
| Medium | 10 |
| High | 20 |
| Project Type | 20 |
| Site Improvement | 5 |
| Principal Building Improvement | 10 |
| Both Principal Building and Site Improvement | 20 |
| Generally Consistent with District Design Character | 20 |
| No | 0 |
| Yes | 20 |

TOTAL POINTS 100

**EVALUATION SCORING**
Acceptable = More than 60 points  
Not Acceptable = Less than 60 points
SECTION 7 — REVIEW AND APPROVAL PROCESS

Qualified applicants must schedule an appointment with the Executive Director prior to preparing an application for submittal. The DDA Office is located in City Hall at 101 Old Main Street, Bradenton, Florida, 34205. Appointments may be arranged by calling (941) 747-2304. Pre-application meetings should be scheduled by the 15th of the month preceding the official submittal date. Applications will be received on an ongoing basis.

Within ten (10) business days of submittal, the Executive Director will review the application for completeness. A post-application submittal conference will be held with the Applicant to discuss any issues or deficiencies with the application. The Executive Director may request the Applicant to provide additional information with a revised application.

Within ten (10) business days of receiving a completed application, the Executive Director will review the application against the weighted review criteria in Table 1 and prepare a Recommendations Report for consideration by the DDA. The Recommendations Report will be provided with the Agenda Packet for the next regularly scheduled DDA meeting. Concurrently, a copy of the Recommendations Report will be sent to the Applicant. Applicants may appeal a denial recommendation by submitting a written appeal to the Executive Director at least five (5) business days prior to the DDA Meeting at which the Recommendations Report will be considered. The DDA shall consider the Applicant’s written appeal with the Executive Director’s Recommendation Report along with any oral statements in making their final decision.

The DDA will solely decide by majority vote whether the application for funding is approved or denied with or without conditions.

The Applicant will be notified in writing within five (5) business days of the DDA’s decision.

SECTION 8 - AVAILABLE ASSISTANCE

The DDA will set the amount of financial assistance available for the fiscal year in its Annual Budget. The standard maximum DDA grant contribution per application is set at $10,000. The DDA may raise or lower this amount at any time upon a majority vote of its members. An applicant must contribute at least 50 percent towards the total cost of the eligible improvement. Expenses must be related to direct labor, equipment, or materials associated with the eligible improvement to be counted towards the project cost.

SECTION 9 — DISBURSEMENT OF FUNDS

Grant funds will be disbursed upon a “Finding of Project Completion” by the DDA. A “Finding of Project Completion” will be granted when:

1. The Executive Director inspects the final work and determines it is complete.
2. Evidence of all required permits and occupancy certificate is provided to the Executive Director.
3. Final bills are submitted to the Executive Director with verification of project related expenditures by the Applicant in the form of a cancelled check(s).
SECTION 10 — GRANT EXPIRATION

Applicants must receive a Finding of Project Completion, as stated in Section 9, within six months from the date the DDA approves the grant request or the approved funding will expire unless an extension is granted by the DDA for good cause.

SECTION 11 - APPLICATION REQUIREMENTS

The Application, shown as Exhibit C on Page 8, must be completed and submitted to the DDA Office with the following additional items:

A. Photographs of the existing building and the proposed project area.
B. Schematic drawings illustrating all proposed work, or pictures with project description outlined.
C. Methods and process planned to complete eligible improvements.
D. Schedule for project related activities with associated start and end dates.
E. Written cost estimate for each of the proposed eligible improvements.
F. Statement of project review and consistency with the City’s Comprehensive Plan and Land Development Code by the Bradenton Development Services Department.
G. If eligible property is located in a Historical District, as shown in Exhibits “D” and “E”, provide certification of approval by the Historic Review Commission.
EXHIBIT C
BRADENTON DOWNTOWN DEVELOPMENT AUTHORITY
BUILDING AND SITE ENHANCEMENT PROGRAM
GRANT APPLICATION

REF# __________________
FOR OFFICE USE ONLY

I. APPLICANT

Name:
Address:
Telephone: (bus.)   Telephone: (home)

II. PROPERTY OWNER (If different from above)

Name:
Address:
Telephone: (bus.)   Telephone: (home)

III. PROJECT SITE

Property Address:
Use of Property:
Legal Description:

Is the project located in a Historical Review District (see Exhibits “D” and “E”)?

Y ____   N ____

Estimated date of project completion:

IV. PROJECT PROPOSAL

Attach an additional sheet describing, in detail, the proposed scope of work. Indicate, if applicable, any design guidelines which must be followed to meet requirements of the particular area in which your building is located. Also indicate how design and architectural services will be provided.

Signature of Executive Director:
Date:

MAIL or bring your application to Bradenton DDA Office: City Hall at 101 Old Main Street, Bradenton, Florida 34205.
OLD MANATEE
HISTORIC DISTRICT

EXHIBIT D