



City of Waynesboro
Economic Development Office
Economic Development Authority



SIDEWALK AND LANDSCAPING IMPROVEMENT GRANT GUIDELINES

Program Objectives

To encourage and assist property owners within the Enterprise Zone area to improve the aesthetics and accessibility of their properties and to create continuity and an appealing image to enhance the overall vitality and character of Downtown Waynesboro.

Program Budget

This program is funded on an annual basis through the City of Waynesboro and the Waynesboro Economic Development Authority. Sidewalk and Landscaping Grant applications are accepted on a rolling basis until annual funds are fully expended.

Program Description

The Sidewalk and Landscaping Improvement Grants are reimbursement grants, available for up to 50% of the total project cost, up to a maximum of \$4,000. Applications may include improvements to all sides of the property that are located within the subject grant area. For projects which are phased, multiple applications may be submitted for the same property with an annual cap of \$4,000.

Rating System: All application approvals will be based on the attached rating system.

Qualified Applicant: Any owner of Enterprise Zone property, or any tenant or prospective tenant having the building owner's written approval.

Qualified Area: The downtown area in which buildings are eligible consists of parcels within the Enterprise Sub-zone with a special focus on the Main Street District.

Qualified Improvements: Any external improvement to sidewalks and landscaping, including installation of new sidewalks, replacement of existing sidewalk, installation of handicap ramps, planting of trees and permanent landscaping fixtures, movable landscaping pots/baskets, and any additional amenities related to landscaping, such as landscaping boulders, grates, curbing, pavers, screening and/or irrigation. The Economic Development Authority reserves the right to fund only the portion of projects which exceed the minimum development standards of the City.

Ineligible Actions: Routine maintenance; Improvements made prior to grant approval; Anything not listed above as an eligible project.

Improvement Standards: All sidewalk and landscaping improvements must conform to the Design Guidelines approved by the Design Committee. The Design Committee must approve any changes necessitated while the project is under construction prior to installation. All construction must be done



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in accordance with local code, including building permits where applicable. Proposed landscaping shall be native to Virginia. A means of irrigation must be provided to assure adequate plant establishment and/or plant hydration needs.

As consideration of landscaping grant approval, the property owner/tenant shall be responsible for the maintenance and long term care of the approved improvements. The applicant shall enter an agreement to maintain all improvements qualifying for reimbursement under this grant.

All improvements must comply with the Downtown Design Guidelines which are available on the Economic Development website (www.WaynesboroBusiness.com). The Design Committee has the discretion not to approve any application it feels is not appropriate, but will make every attempt to provide appropriate alternatives to the applicant.

Application Process

Each applicant must submit one original (print or e-mail) of the completed application to the Waynesboro Economic Development Office (as outlined on page 2 of the application). In order to assure consideration, applications must be submitted to the Design Committee five business days before their regular monthly meeting (the 3rd Wednesday of the month). *The order in which completed applications are received determines the order of funding approval.* Applications will typically be reviewed on a monthly basis by the Design Committee for certification of appropriate design criteria and the Economic Development Authority for approval of funding. Design Committee approval will typically require two meetings if/when changes to the original design are suggested. A previously submitted application must be resubmitted for review if changes are made after the Design Committee's approval.

Grant recipients will be notified by letter within two weeks.

Grantee must submit a paid bill and reimbursement request (attached) to the EDA for reimbursement, together with photos showing the work is complete. Any unapproved changes will void the grant. Reimbursement will be made within thirty days of invoice submission and project review by the Director of Economic Development.

Grantee must complete the project within six months of application approval by the Design Committee and submit reimbursement request within two months of project completion. Upon completion and submission of receipts for reimbursement, project must be inspected by the Design Committee or it's representative for compliance with the approved application.



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Design approval will be based on the following general selection criteria:

1. Property located in the Downtown Core or entrance corridors.
2. The visual prominence of the improvements.
3. Proposed improvements meet or exceed the City’s minimum regulatory standards.
4. The potential visual/functional impact of the project, with regards to the building, the block, the streetscape, and the economic development of the designated Project Area.
5. The comprehensive approach of the design, and the long-term durability and sustainability of the improvements.

Rating:

Each criterion will be judged on a scale of 1 to 5 (5 best).

Each committee member will judge each criterion.

Totals will be tabulated and an average computed.

Total grant available per project is \$4,000.

The average total will be multiplied by total cost of project to calculate the grant amount.

Example:

CRITERIA	COMMITTEE MEMBERS				
	A	B	C	D	E
1	3	2	3	3	2
2	4	3	4	4	3
3	5	4	5	5	4
4	1	2	1	1	2
5	3	2	3	3	2
TOTAL	16	13	16	16	13
AVERAGE	3.2	2.6	3.2	3.2	2.6
CUMULATIVE AVERAGE					2.96

Grant: \$4,000 x 59% (2.96 average score) = \$2,360.