



## BUILDING IMPROVEMENT GRANT GUIDELINES

### Objectives

To develop a visually harmonious downtown, and to encourage downtown businesses and building owners to invest in downtown buildings through a unified design development and review process. There are two programs within the grant as further described below: Façade and Landscaping. All improvements must pre-approved by the Economic Development Authority with the guidance of a Design Committee and comply with the Downtown Design Guidelines which are available on the Economic Development website ([www.WaynesboroBusiness.com](http://www.WaynesboroBusiness.com)). The Design Committee has the discretion not to recommend approval of any application it feels is not appropriate, but will make every attempt to provide appropriate alternatives to the applicant.

### Qualified Applicant

Any owner of Enterprise Sub-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. See map attached or contact the Economic Development office.

### Budget

This program is funded with an appropriation from City Council within the annual City of Waynesboro budget and is subject to change. The Waynesboro Economic Development Authority administers the program. Applications are accepted on a rolling basis until annual funds are fully expended.

### Funding

The Building Improvement Grants are reimbursement grants, available for up to 50% of the total project cost, up to a maximum per program type. Projects must be completed within 60 days of project approval and reimbursement will be made based on the date of the submitted request for reimbursement form.

### Approval Process

Projects must be preapproved. 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 3<sup>rd</sup> 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 of approval.



### Reimbursement Procedure

Grantee must submit a completed reimbursement request including all requested attachments to the EDA. Any unapproved changes to the project will void the grant. Reimbursement will be made within thirty days of receipt.

Grantee must complete the project within 60 days of application approval by the Design Committee and submit reimbursement request within one month of project completion, but no later than May 30. Upon completion and submission of receipts for reimbursement, project may be inspected by the Design Committee or it's representative for compliance with the approved application.

### Scoring Criteria

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

1. The visual prominence of the building and its location.
2. The aesthetic quality and historic accuracy of the design proposal.
3. The historical or architectural significance of the building.
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.

### Facing more than one street (Multiple Elevations)

If a building faces on more than one public street or improved alleyway, all improvements may be included in one grant application. You may apply for both a façade and landscape grant at the same time. However, based on the annual allocation, funds remaining in current budget, other pending applications, and/or other circumstances, the EDA reserves the right to only reimburse for one façade facing or one landscape facing per fiscal year. Projects of this magnitude should be discussed with the Director of Economic Development prior to submission.

### Façade Program Description

The Façade Improvement Grants are reimbursement grants, available for up to 50% of the total project cost, up to a maximum of \$5,000.

*Qualified Improvements:* External improvement to the property façade such as painting, including walls, windows, doors, awnings, lighting and signage. This includes installations, significant repairs that are part of a larger improvement project, replacements, and cleaning and repointing of masonry.

*Design Assistance:* Contingent on annual funding by the City of Waynesboro, design assistance by a professional design specialist can be requested. To be considered, complete the Request for Design Assistance application form. Please note that this process may take 30-60 days after approval.

*Ineligible Actions:* no LED signs will be approved.



*Improvement Standards:* All façade 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 in accordance with local code. **Property owners are responsible for obtaining building and or sign permits where applicable.**

#### Landscaping Program Description

The Landscaping Improvement Grants are reimbursement grants, available for up to 50% of the total project cost, up to a maximum of \$4,000.

*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 in accordance with local code. **Property owners are responsible for obtaining building and or sign 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 and hereby agrees to the maintenance and long-term care of the approved improvements.