



# HIGHWAY 3 OVERLAY DISTRICT FAÇADE IMPROVEMENT PROGRAM PROGRAM DESCRIPTION

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The Façade Improvement Program is a program administered by the Dickinson Economic Development Corporation (“DEDC”) that provides reimbursements through matching funds to enhance building designs in Dickinson’s Highway 3 Overlay District (see map on page 7). Owners and tenants may be eligible for a reimbursement grant for monies used to enhance and/or beautify their new or existing businesses. Grants may be made to match up to 50% or up to \$25,000 of expended funds on eligible façade improvements.

The goal of the Program is to incentivize businesses and commercial property owners with properties located within the Highway 3 Overlay District to make improvements to building exteriors and bring the building into compliance with the design standards of the Overlay District which were written to support the creation of an area similar in look and feel to the late 19<sup>th</sup> and early 20<sup>th</sup> century historic main streets.

## **GRANT GUIDELINES**

1. Grant funds are available only for exterior work on commercial property and building façades in the Highway 3 Overlay District (Chapter 18, Article XI of the City of Dickinson Code of Ordinances).
2. In general, grants are available for converting existing structures to their original historic condition, or to renovate them to resemble the design standards established in the Highway 3 Overlay District.
3. Grants will be processed and considered on a first-come, first-served basis until funds are depleted or until the Program ends, whichever comes first.
4. No grants will be awarded for work that has already started or been completed, or for work that is covered by insurance. If desired work is above what insurance will pay and is considered an upgrade and enhancement in the opinion of the DEDC, it may be eligible for grant funds.
5. No grant will be awarded to any Applicant that owes any delinquent indebtedness to the City of Dickinson, the DEDC, Galveston County, Dickinson ISD, or the State of Texas.

6. All grants will be awarded on a reimbursement basis once completed work has been verified by the DEDC to be compliant with the plans proposed in the approved application. Any deviation from the approved grant project may result in the total or partial withdrawal of the grant.

7. All projects submitted for reimbursement grants through the Façade Improvement Program will be subject to review and approval by the DEDC and the City of Dickinson's Chief Building Official. The review criteria include the following:

- That the project will meet the design standards established in the Highway 3 Overlay District described in Chapter 18, Article XI of the City of Dickinson Code of Ordinances
- That the proposed project demonstrates a significant redevelopment of the existing structure or use
- That the project will add to the beautification of the City of Dickinson
- That the project will enhance the Highway 3 Overlay District's appeal to new businesses and visitors
- That the project will add value to the City of Dickinson

8. Grant applications and awards may be made in any of the reimbursable activities described below and be combined for any single property or project. An applicant is defined as an owner, tenant, or combination thereof occupying an eligible property within the Highway 3 Overlay District. A property owner may apply for grant funds for a property but the grant must be for no less than \$2,500 and no more than \$25,000 for the project.

## **ELIGIBLE PROJECTS**

All eligible projects must meet the design standards established in Chapter 18, Article XI (Highway 3 Overlay District) of the City of Dickinson Code of Ordinances. The following types of projects will be considered for reimbursement grants:

- **Façade Rehabilitation/Enhancement**

This includes work done to repair, replace, and/or renovate existing structures and incorporate the design standards of the Highway 3 Overlay District. Work includes, but is not limited to, removing non-historic/added façades, repointing brick or replacing mortar joints, replacing or restoring cornices, limited demolition (when necessary for the enhancement of historic or architectural integrity), replacing or brick or stone fascia, adding architectural details in conformance with design standards of the Highway 3 Overlay District, removing paint from brick, replacing windows or doors, restoring transom windows, or repairing façades.

- **New Awnings, Canopies, Balconies, Porches and Signage**

This includes replacing, adding, and/or repairing awnings, canopies, balconies, porches, and signs, so long as the project meets the design standards outlined in the Highway 3 Overlay District.

- **Beautification Projects**

This may include pedestrian elements (e.g. benches, bike racks, sidewalk/walkway improvements, etc.), landscaping, and other beautification projects as approved by the DEDC.

- **Other Improvements**

Other improvements approved by the DEDC that are deemed to meet the objectives of this program and comply with the design standards of the Highway 3 Overlay District.

- **Ineligible expenses**

Ineligible expenses include: overhead, fees or taxes directly related to the project, supervisor payroll, repairs of construction equipment, tools, mechanical equipment, heating/air conditioning systems, any other item not directly related to the exterior appearance or the structural integrity or viability of the structure, or improvements made prior to grant approval. Any expense that is deemed ineligible will not be included in the total request for matching grant funds.

## **APPLICATION PROCESS**

1. Determine eligibility:

- Set up a pre-development meeting, if necessary, to discuss design standards, grant process, etc. and project plans with the Façade Improvement Program Committee (composed of the DEDC Executive Director, the City of Dickinson Chief Building Official, and a representative of the Board of the DEDC).

2. Fill out the application and sign the agreement form. All grant applications must include the following:

- A **scale-drawing** by the project architect or design professional of all grant work.
- **Samples** – e.g. paint samples, fabric swatches, sign material, etc. – that will enable the DEDC to envision the finished project.
- **Itemized work estimates** on all project work from contractors or project architects. Self-contracted work will be reimbursed for actual legitimate expenses, excluding labor.

- **Photographs** of the building's exterior prior to undertaking work. The applicant is required to provide photographs of the building before the reimbursement grant can be made. If the applicant is awarded a grant, photographs of the building during construction and of completed façade/building improvements will also be required.

3. Return the completed application, with all applicable forms, to

**Façade Improvement Program  
Dickinson Economic Development Corporation  
218 FM 517 West  
Dickinson, TX 77539**

4. The application will then undergo an approval process that includes but is not limited to:

a. All projects will be reviewed to ensure they meet all current building standards and codes, as well as building permit requirements.

b. The DEDC will only consider applications that have been properly and fully completed and which contain all information requested in the application.

c. All construction bids submitted must be current and must be dated no earlier than ninety (90) days prior to the application request. Bids must be submitted on the contractor's or project architect's letterhead and must contain the contractor's name, address, and telephone number. Bids must itemize the bid in a manner that allows the DEDC to determine the bid components and authenticity of the bid.

d. Applications receiving approval by the DEDC shall commence construction described in the application within ninety (90) days from the date the grant is approved. All Applicants must complete the construction described in the application within one (1) year from the date the grant is approved. If the Applicant cannot meet these timelines, the Applicant may submit a written request for an extension for the commencement date or completion date provided the extension request is made prior to the ninety (90) or one (1) year time limit. The DEDC shall not be obligated to grant an extension but may do so for good cause determined solely by the members of the DEDC. The extensions, if granted, shall be for the term and for the conditions determined exclusively by the DEDC. An extension denial cannot be appealed and shall be final.

e. As a condition of this grant application, the Applicant consents and shall allow the DEDC to request the City of Dickinson building inspections to determine that

the grant, if awarded, will not be used for construction on any building that is not in compliance with the City of Dickinson Code of Ordinances that are applicable to the construction contemplated in the application.

f. The DEDC has sole and final discretion in awarding grants and reserves the right to recommend modifications and/or reject any project element of any project. They shall award grants considering the amount requested, grant funds available, the guidelines of the grant program, condition of the building in which the grant funds will be used, economic impact, other grant requests, the type and nature of the construction, and the proposed construction results considering the grant program.

g. No Applicant has a proprietary right to receive grant funds. The DEDC shall consider any application within its discretionary authority to determine what grant amount would be in the best interest of the Façade Improvement Program, the DEDC, and the City of Dickinson.

h. The Applicant shall be required to furnish photographs of the building's exterior, and any other site locations that are included as part of the application request prior to commencing construction, and shall provide photographs after the construction is completed as a condition of final grant disbursement.

i. The DEDC has final discretion with regard to funding and reserves the right to recommend modifications or reject any project or elements of any project.

j. A property must remain under the ownership of the applicant during completion of the project. If the property owner/applicant sells the property after the approval of grant funds, the grant application will be revoked. The new owner will be eligible to submit a new grant application under the rules of the Program after completion of purchase.

5. If a grant is awarded, the entire grant project must be satisfactorily completed before the reimbursement of any funds. Upon completion, the Applicant shall present the DEDC with the following:

a. Copies of all paid invoices, including copies of cancelled checks and/or credit card receipts for a single payment reimbursement of the approved funding.

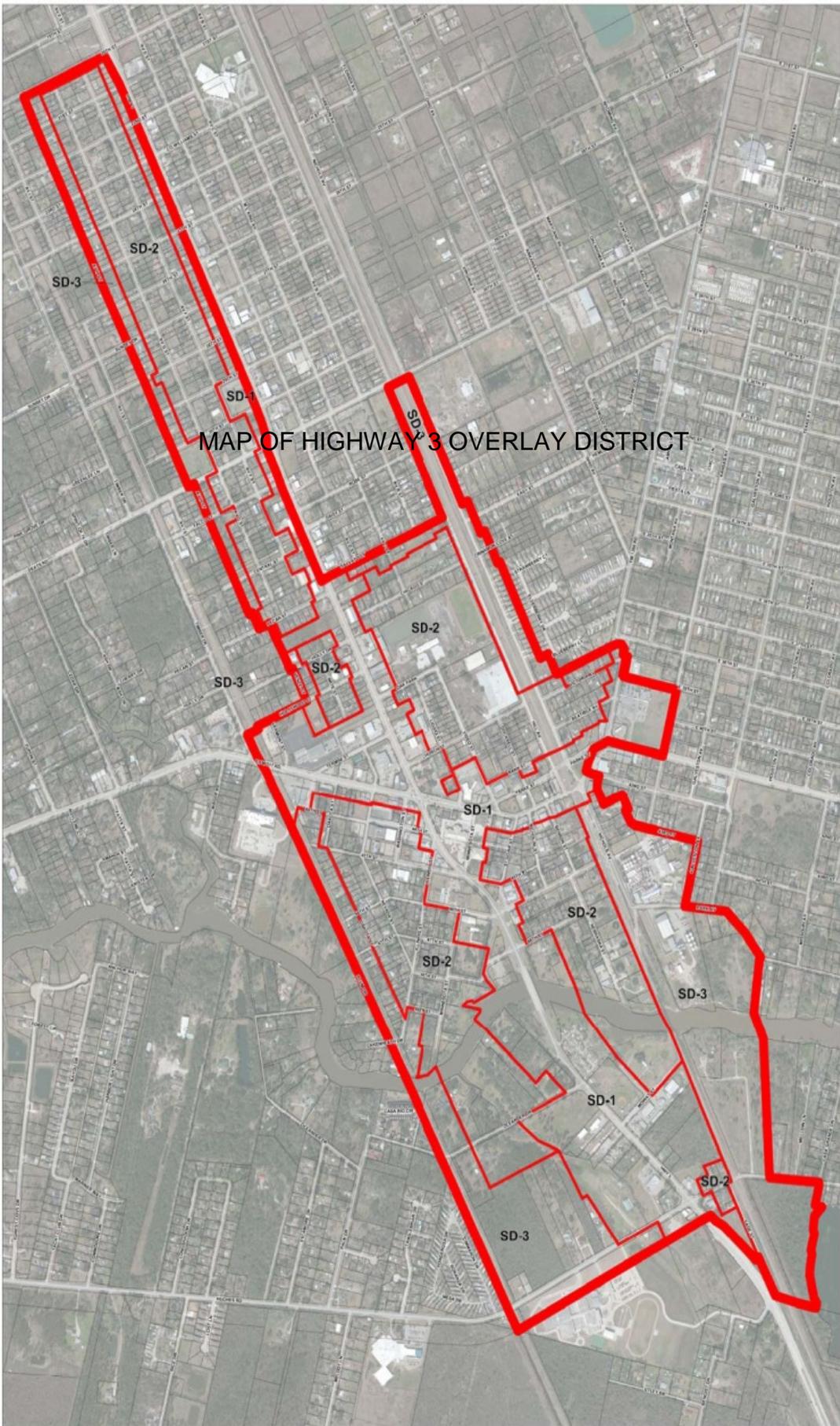
b. Photographs of construction process and of all completed work.

c. A signed statement from the Chief Building Official of the City of Dickinson stating that the work completed is in compliance with all City codes and ordinances, including the Highway 3 Overlay District.

d. Proof of release of lien from all contractors and/or subcontractors for the project.

6. When the project has been reviewed and signed off by the DEDC and their recommendations have been presented and approved by the DEDC, a reimbursement check will be issued within 45 days.

Questions related to the Façade Improvement Program should be directed to Angela Forbes, Economic Development, (281) 337-0466, [aforbes@ci.dickinson.tx.us](mailto:aforbes@ci.dickinson.tx.us).



MAP OF HIGHWAY 3 OVERLAY DISTRICT