

HISTORIC BUILDING PRESERVATION PROGRAM

I. STATEMENT OF PURPOSE

The purpose of the Historic Building Preservation Program is to provide incentives in the form of matching grants to encourage the renovation and rehabilitation of historic buildings, based on the Secretary of the Interior's Standards, in the City of Daytona Beach Community Redevelopment Areas.

II. ELIGIBILITY

Any buildings (residential or commercial) individually listed on the City of Daytona Beach Local Historic Register, or a contributing structure to a designated Local Historic District within any of the City of Daytona Beach Community Redevelopment Areas, are eligible to apply for assistance.

III. ELIGIBLE PROJECTS

In general, the intent of the guidelines is to restrict funding to visible improvements to the exterior façade of the historic structure or to assist with improvements to the building to ensure its economic viability by meeting applicable building codes.

1. Improvements to the exterior of the building façade, including, but not limited to, the following:
 - a. Repair of wood siding or brickwork
 - b. Installation of replacement windows or doors
 - c. Installation or rehabilitation of signs/canopies.
 - d. Repainting that is consistent with approved Historic color scheme.
 - e. Removal of non-historical facades and signs.
2. Improvements to meet the requirements for the American Disabilities Act (commercial buildings only).
3. Improvements to meet the requirements for the National Fire Prevention Act (commercial buildings only).
4. Improvements to meet the requirements for the National Electrical Code.
5. General building maintenance is not eligible under this program.

IV. PROJECT FUNDING

The following projects will be funded with available funds from the applicable Redevelopment Trust Fund:

A. Historic Commercial Facade Grants

Eligible projects may receive awards of up to 25% of the total project cost with no single grant exceeding \$75,000.

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B. Historic Residential Façade Grants

Eligible projects may receive awards of up to 50% of the total project cost with no single grant exceeding \$15,000.

C. Limit on Allocation of Funds

No applicant may receive more than \$15,000 for residential projects or \$75,000 for commercial projects over the entire life of the project. Grants for commercial projects may be applied for one time.

D. Matching Funds

Match can be in cash or in-kind contributions so long as they can be documented.

V. PROGRAM ADMINISTRATION

The Redevelopment Staff is responsible for the management of the program. The program is subject to overall policy direction and general oversight by the Daytona Beach Community Redevelopment Agency.

Grants will be administered following the City's purchasing policies. The Redevelopment staff will receive and process recommendations for approval. Redevelopment staff will work with the grant applicant to ensure the grant applications comply with the codes and ordinances of the City of Daytona Beach.

A. Application Process

1. Applicant (owner) contacts Redevelopment staff for a Grant Application. If the applicant is the lessee, written consent of the owner should be attached to the application.
2. Redevelopment staff discusses the process, including permitting needs, with the owner and/or their contractor/architect.
3. Owner/Contractor/Architect prepares a detailed outline of the proposed project. This will include:
 - a. Photographs, clearly showing existing conditions.
 - b. Detailed drawing, to approximate scale, showing proposed improvements.
 - c. Written specifications outlining scope of work.
 - d. Sample of facade colors to be used on facade and signs.
 - e. Project budget, showing estimates of all work items.
4. Redevelopment staff reviews the project to ensure compliance with program guidelines.
5. Redevelopment staff informs applicant of funding decisions.
6. Applicant/Contractor presents plans to Permits & Licensing Division for review of building regulations and historic preservation compliance.
7. Applicant receives Certificate of Appropriateness from the Historic Preservation Board.
8. Permits & Licensing Division issues building permit.

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9. Project work commences within 30 days of obtaining a building permit.
10. Upon completion, City of Daytona Beach approves work and issues a Certificate of Completion to applicant.
11. Applicant provides Redevelopment staff with documentation of project, permits, certificate of completion, canceled checks or paid receipts.
12. Redevelopment staff inspects project to determine compliance with guidelines and issues a request for payment to owner.

B. Historic Commercial Grant Awards over \$25,000 (Multiple-Year)

Any grant award over \$25,000 for an individual project requires approval by the Community Redevelopment Agency. The grant awards will be based upon recommendations from the applicable redevelopment area board.

1. The payment may be over several fiscal years.
2. Project will require a written contract between the CRA and property owner.
3. Contract may include provisions for a lien of the value of the grant to be placed on the property.
4. Additional processing time will be required for review by the applicable redevelopment area board and CRA.

C. Grant awards criteria:

Grant awards will be based on the following criteria:

1. Consistency of the project with established historic architectural guidelines.
2. Project includes eligible expenses.
3. Residential projects maintain single-family occupancy. (Multi-family residential projects may use grant funds if the building is documented to been originally constructed as a multi-unit structure.)

D. Permits and Contractors

1. Construction work for commercial buildings must be done by a licensed contractor.
2. Residential property owner may act as their own contractor, but they still need a building permit.

3. PERMITS WHICH MUST BE PULLED:

Electrical

Awnings

Signage

Renovation – Structural Renovation or Structural Aesthetic Changes

No permits are needed for painting. Paint colors must be approved by the Redevelopment Staff.

VI. PROJECT ARCHITECTURAL GUIDELINES

1. The criteria are based on the United States Secretary of the Interior's Standards of Historic Rehabilitation, and standards and guidelines adopted as part of the Land Development Code for historic preservation.
2. Changes to the facades of the buildings will not remove, alter, damage, or cover up significant architectural features of the building which are original or which reflect a major alteration or addition that has historic architectural value in its own right, or which help create a unified and attractive appearance to the building.
3. Changes to the facades of the buildings will either: a) partially or fully restore to the original appearance of the building based on actual evidence, including photographs, and written documentation, or b) represent a modern treatment which blends into, and is compatible with, the building and adjoining buildings or c) restore to an appearance consistent with the historic district.
4. Colors harmonious with the historic character of the Historic District or the Redevelopment Area, are required.
5. The size, color, and shape of all signs shall compliment the building, add to the historic character of the area and meet all applicable city regulations and guidelines.
6. Removal of paint or other coatings on building exteriors shall be undertaken with the gentlest means that are effective. Cleaning methods such as sandblasting, that damage the historic building materials are strongly discouraged.