



HIGHWAY 3 OVERLAY DISTRICT PROPERTY IMPROVEMENT PROGRAM PROGRAM DESCRIPTION

The Highway 3 Property Improvement Program (“Program”) is a program administered by the Dickinson Economic Development Corporation (“DED”) 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 property 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 the property, building exteriors, landscaping, and other aspects and bring the building and overall property 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 19th and early 20th century historic main streets.

GRANT GUIDELINES

1. Grant funds are available for work on commercial property and building exteriors 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 making improvements to commercial property to bring them into compliance with the standards established in the Highway 3 Overlay District, and converting existing structures to their original historic condition or renovating them to resemble the design standards established in the Highway 3 Overlay District. Additionally, grants are available for new commercial construction to cover the increased cost of construction that might result from complying with the design standards of 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 and unapproved by the DEDC may result in the total or partial withdrawal of the grant.

7. Upon award of a grant, the Applicant will be required to enter into a Grant Agreement with the DEDC. With approval by the DEDC, the Grant Agreement may be assigned to a lending institution for purposes of securing a loan to complete the approved grant project. In the event Applicant needs assistance in identifying lending institutions to contact regarding a loan, the DEDC will be happy to provide a list of lending institutions and contact information.

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

- The proposed 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
- The proposed project demonstrates a significant redevelopment of the existing structure, property 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

9. 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. An Applicant may apply for grant funds for a property that includes several reimbursable activities, but the total grant award may be no more than \$25,000 for the property.

ELIGIBLE ACTIVITIES

All eligible activities 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 activities will be considered for reimbursement grants:

- **Building Exterior 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 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 historic 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 activity meets the design standards outlined in the Highway 3 Overlay District.

- **New Construction That Complies with Highway 3 Overlay District Design Standards**

This includes the increased cost of construction that may result from compliance with the Highway 3 Overlay District design standards. This may also include demolition of structures that may be needed in order to proceed with the new construction.

- **Beautification Projects**

This may include pedestrian elements (e.g. benches, bike racks, sidewalk/walkway improvements, lighting, etc.), landscaping, and other beautification projects so long as the activity meets the design standards outlined in the Highway 3 Overlay District and 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 a structure, or improvements made prior to grant approval. Any expense that is deemed ineligible will not be included in the total request for grant funds.

APPLICATION PROCESS

1. Determine eligibility:

- Set up a pre-development meeting to discuss design standards, grant process, etc. and project plans with the Property 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). This meeting will be scheduled promptly in order to move the application process forward as efficiently as possible.

2. Completely fill out and sign the application and submit application and all supporting documents. 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 or bids** on all proposed activities from contractors or project architects. For projects totaling \$5,000.00 or more, applicant must submit three (3) bids or estimates for the proposed activities. Self-contracted work will be reimbursed for actual legitimate expenses, excluding labor. For new construction, an estimate of the increased cost of construction resulting from compliance with the Highway 3 Overlay District design standards must be provided a project architect or design professional. All bids/estimates for the activities submitted must be current and must be dated no earlier than ninety (90) days prior to the application request. Bids/estimates must be submitted on the contractor's or project architect's letterhead and must contain the contractor's name, address, and telephone number. Bids/estimates must itemize the bid in a manner that allows the DEDC to determine the bid/estimate components and authenticity of the bid/estimate.
- **Photographs** of the property and/or the building's exterior, as applicable, prior to undertaking work. Additionally, the applicant is required to provide

photographs of the property and building before the reimbursement grant can be made. If the applicant is awarded a grant, photographs of the property/building during construction and of completed property/building improvements will also be required.

3. Return the completed application, with all applicable supporting documentation, to

**Highway 3 Overlay District Property Improvement Program
Dickinson Economic Development Corporation
218 FM 517 West
Dickinson, TX 77539**

4. After receipt, the complete application will undergo an approval process that includes, but is not limited to:

- a. All projects will be reviewed to ensure they meet the intent of the Highway 3 Overlay District and all current building standards and codes, as well as building permit requirements.
- b. The DEDC will only consider complete applications.
- c. The Property Improvement Program Committee will meet to review the application within 15 business days of receipt of a complete application. In the event that additional information is needed for the Committee to make a determination on the application, the Applicant will be notified of what is needed and, if needed, scheduled for a meeting with the Committee to discuss the application.
- d. The Property Improvement Program Committee will make a recommendation to the DEDC Board at a regularly scheduled Board Meeting. The Committee will make every effort to ensure that an application is reviewed and ready for recommendation to the DEDC Board at the regularly scheduled Board Meeting of the month following review of an application. In any event, the Committee's recommendation on an application will be made to the DEDC Board within 30 days of the Committee's review of the application.

5. Upon approval, the Applicant must enter into a Grant Agreement with the DEDC. Applicant must commence the work approved in the Grant Agreement within ninety (90) days from the date the Grant Agreement is approved by the DEDC. All work described in the Grant Agreement must be completed within one (1) year from the date the Grant Agreement is approved by the DEDC. 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, as applicable. 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.

6. As a condition of the grant application, the Applicant consents and shall allow the City of Dickinson building inspectors to determine that the application, 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 activities contemplated in the application.

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

8. No Applicant has a proprietary right to receive grant funds. The DEDC may consider any application within its discretionary authority to determine what grant amount would be in the best interest of the Highway 3 Property Improvement Program, the DEDC, and the City of Dickinson.

9. 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 a Grant Agreement, the Grant Agreement may be revoked. The new owner will be eligible to submit a new grant application under the rules of the Program after completion of purchase.

10. 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, related to the work done pursuant to the Grant Agreement for a single payment reimbursement.
- b. Photographs of the work during the 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.

11. A reimbursement check will be issued in accordance with the Grant Agreement.

Questions related to the Highway 3 Property Improvement Program should be directed to Julie Robinson, Executive Director, (281) 337-6204, jrobinson@ci.dickinson.tx.us.

MAP OF HIGHWAY 3 OVERLAY DISTRICT

