

## Corridor Beautification Partnership Application Packet

### About the Partnership

The Corridor Beautification Partnership is a matching grant that assists owners and tenants of retail, commercial and multiple-family properties within Midtown – Corridor (MT-C) Zoning District, along the Texas Avenue corridor, South College Avenue corridor, and a portion of the Villa Maria Road corridor with the cost of landscaping, façade, parking, circulation, signage and land use improvements to their businesses. The partnership is intended to increase the economic vitality and aesthetic appearance of these gateways into and around Bryan.

Grants are awarded on a matching reimbursement basis; the cost of the enhancement project must be paid in full by the property owner, but is then reimbursable up to 50% by the City of Bryan. Matching grant monies will be disbursed at the completion of improvements and with the acceptance of work by the City of Bryan.

**Encouraged Improvements:** Permanent site enhancements visible from the right-of-way, including:

- 1. Landscaping/ Irrigation:** The improvement of landscaping and irrigation should include drought tolerant, low-water, and native trees, plants, and shrubs for sustainability and conservation of resources. Please see Chapter 62 of the City of Bryan’s Code of Ordinances for a list of approved plant and trees.

#### *Encouraged Improvements*

- Parking lot screening
- Local drought-resistant vegetation (xeriscaping)
- Planters and planter boxes
- High efficiency irrigation systems (buried or drip systems)
- Landscaping at base of signage

#### *Discouraged Improvements*

- Non drought resistant landscaping
- Landscaping that blocks vehicular line-of-sight
- Low efficiency irrigation systems (sprinklers)

- 2. Building Materials/ Façade:** The improvement of building materials and façades should allow for materials, colors, and finished to be compatible with existing improved properties along the corridor. Non-metal materials are encouraged and an unfinished appearance is discouraged. The requirements for building materials apply to all building elevations visible from the Right-of-Way.

#### *Encouraged Improvements*

- Finished masonry or equivalent
- Decorative concrete, native stone, brick/brick veneer

- Cement Fiberboard (hardiplank)
- Stucco
- Glass (particularly at the pedestrian level)
- Window security film

*Discouraged Improvements*

- Vinyl, wood fiber hardboard, oriented strand board, plastic, or fiberglass siding
- EIFS (synthetic stucco)
- Metal sidings of any kind (excluding roofs, awnings, and canopies)
- Unfinished cinderblock
- Un-textured concrete finishes
- Glass mirrored at more than 20%

**3. Parking/ Circulation/ Access:** The improvement of parking, circulation, and access should include quality paving materials and allow for compliance with ADA standards. This includes high impact improvements on highly visible portions of the property as well as closing unnecessary parking area and curb cuts.

*Encouraged Improvements*

- Compliant parking lot standards and access
- Improved internal circulation
- New parking lot striping
- Wayfinding signage
- Landscaping in end islands
- ADA Improvements
  - Increase to required number of ADA spaces
  - Crosswalks
  - Ramps

*Discouraged Improvements*

- Spot filling pot holes instead of repaving entire parking area
- Unseen improvements to back of property
- Unnecessary/oversized curb cuts
- Unimproved surfaces
  - Crushed granite
  - Limestone
  - Gravel

**4. Signage:** The improvements to signage along the corridors should include the removal of unused/ temporary signs as well as enhancement to existing signs. All signage shall follow the standards as set in Chapter 98 of the City of Bryan Code of Ordinances.

*Encouraged Improvements*

- Compliance with Sign Ordinance
- Removal of abandoned signs
- Replacement of outdated signs
- Recessed lighting
- Externally illuminated signage and lettering



- Internally illuminated signs with opaque field and translucent letters
- Landscaping around freestanding signs

*Discouraged Improvements*

- Off premises signs
- Temporary signs
- Snipe signs
- Rooftop signs
- Flashing, blinking, revolving, digital, video or traveling lighted signage
- Internally illuminated signs
- External reflectors
- Window signs

**5. Existing Land Use Requirements:** The improvements completed that bring a building up to the existing land use requirement standards should follow the standards set in the City of Bryan Code of Ordinances. These standards were created to allow for a consistent and enhanced appearance along all corridors and neighborhoods.

*Encouraged Improvements*

- Parking at rear of structure
- Landscaping
  - Along Corridors
  - Screening parking, dumpsters
- Storage area limited to 10% of total lot (or at rear of building)
- Vehicles undergoing repair to be stored indoors
- Increased compliance with development standards

*Discouraged Improvements*

- Outside storage
- Outside display
- Display/parking vehicles in the setbacks
- View of damaged vehicles from ROW
- Temporary/portable structures

### **Program Eligibility:**

- Grant recipient must be the owner of record or the tenant with the owner's approval of the proposed changes to the building.
- Owner must have clear title of the property with no adverse judgments of liens
- The property must be located within the eligible area.
- Qualifying buildings are to be used for commercial or multi-family uses; structures used exclusively for single-family residences will not qualify.
- New commercial development will not qualify, only structures in existence at the time this ordinance is adopted are eligible.
- Work that has been completed or is underway at the time the grant application is submitted will not qualify.
- The property owner must be willing to comply with all local and state laws and regulations affecting the property, its rehabilitation and future use.
- Property owner must be in good standing with the City of Bryan, any fines, fees or unpaid taxes owed to the City of Bryan by the property owner are paid in full prior to the application being accepted.

### **Policy and Conditions of the Partnership:**

Matching grants will be awarded for any approved improvements visible from the public right-of-way within the eligible boundary. Project proposals must be reviewed and approved before rehabilitation work begins. Guidelines are as follows:

- Matching grant amounts are awarded for 50% of the total estimated cost of the façade improvements, on a reimbursable basis. Grants awarded based on the allocation criteria established in Section III. City Council has final authority on all dollar amounts awarded.
- Qualified applicants will be required to match the awarded grant funds dollar for dollar. Agents of the property owner are not eligible to receive reimbursement. Reimbursement checks will only be issued to the owner of the property, and/or the property owner's designated financial institution.
- The total funds available in the Corridor Beautification Partnership Fund account at any given time may restrict the City's ability to meet a grant request.
- Professional Fees (Architectural and/or Engineering fees) incurred by the applicant may be eligible for reimbursement. In order for these funds to be applied, the City of Bryan will require a copy of the professional's invoice, a signed contract between the professional and property owner, as well as copies of all applicable documents prepared by the professional. Reimbursement of Professional Fees will be limited to 50% of the contract, up to, but not exceeding the following rates:
  - Architectural Design and Construction Documents – 5% of project construction cost
  - Engineering Design – 5% of project cost



**Reimbursement Procedure:** As a general rule, all commercial or private funding for a project must be expended prior to the use of the City funding. Matching grant monies will be disbursed at the completion of improvements and with the acceptance of work by the City of Bryan. Documentation of proof of payment must be submitted with a written request for reimbursement. Acceptable proofs of payment for reimbursement include, but are not limited to the following:

- Itemized contractor and/or sub-contractor's invoices with the corresponding receipts and /or cancelled checks
- Paid Invoices for materials and/or supplies with the corresponding receipts and/or cancelled checks, or
- A release of lien from contractors, sub-contractors, and/or suppliers (A sample of the release of lien is available upon request)
- The owner of the property will supply any additional documentation as required by the City of Bryan to confirm expenses.

**Project Duration:** Approved Construction must begin within sixty (60) days from the date of grant approval, and must be completed within three hundred and sixty five (365) days or monies will be recycled back into the program and reimbursement will not be made.

**Changes to Approved Scope of Work:** The City of Bryan must approve any changes made to the scope of work. Funding will not be awarded for any changes under construction without prior approval. Significant changes to the scope of work will require the authorization of the City Council. Minor changes (those less than the amount set forth in spending authorization ordinances § 26-28 of the Bryan City Code) may be approved by staff.

**Eligible Labor:** Matching grant monies may not be used to pay the property owner or members of the owner's family for labor on the project.

**Grant Limitations:** Site enhancements must comply with all state and local laws including all ordinances and regulations of the City of Bryan. The total funds available in the matching grant program at any given time may restrict the City's ability to fully fund a grant request.

## INITIATING REQUESTS FOR THE CORRIDOR BEAUTIFICATION PARTNERSHIP

- A. Submittal Requirements:** Eligible property owners (see ATTACHMENT "1") interested in the program should submit the following items before the annual deadline. Staff will review the provided information and may request additional information, if needed.
- A completed application form.
  - Comprehensive photos of existing site conditions.
  - A narrative of the project describing the work to be completed (max. 750 words).
  - Drawings/plans detailing the proposed improvements (PDF format).
  - Two (2) itemized cost estimates from two independent sources. Cost estimates from the property owner or any entity to which the property owner is associated will not be accepted.
  - Current tax certificate showing no delinquent taxes for the property.
  - Owner's certification and proof of ownership.
- B. Corridor Beautification Partnership Review Panel:** The program applications will be reviewed by the review panel to ensure all funds are awarded based on Section III (B) of this document as well as adherence to all state and local ordinances. The Review Panel shall consist of the city staff members including but not limited to, an Economic Development representative, the Chief Building Official, Engineering representative, Transportation representative, and Planning department representative. Please be aware that in an effort to assist as many applicants as possible with the limited program funds available, the City of Bryan cannot guarantee that all matching grant requests will be funded.
- C. City Council Review:** All matching grant applications recommended for funding will be forwarded for consideration by the Bryan City Council. The City Council may vote to approve, approve with modifications, or deny each matching grant application. If approved, a pre-construction conference will be held before the project can commence.
- D. Project Construction:** Upon application approval by the City Council, City staff will schedule a mandatory pre-construction conference for each approved application within thirty (30) days. Project construction must begin within sixty (60) days from the City Council approval date and must be completed within three hundred and sixty five (365) days from the beginning of construction, or monies for said project will not be distributed and returned to the program fund for the following fiscal year.
- E. Contact Information:**  
Development Services  
City of Bryan  
300 South Texas Avenue  
Bryan, Texas 77803  
Ph: 979-209-5030  
Fax: 979-209-5035

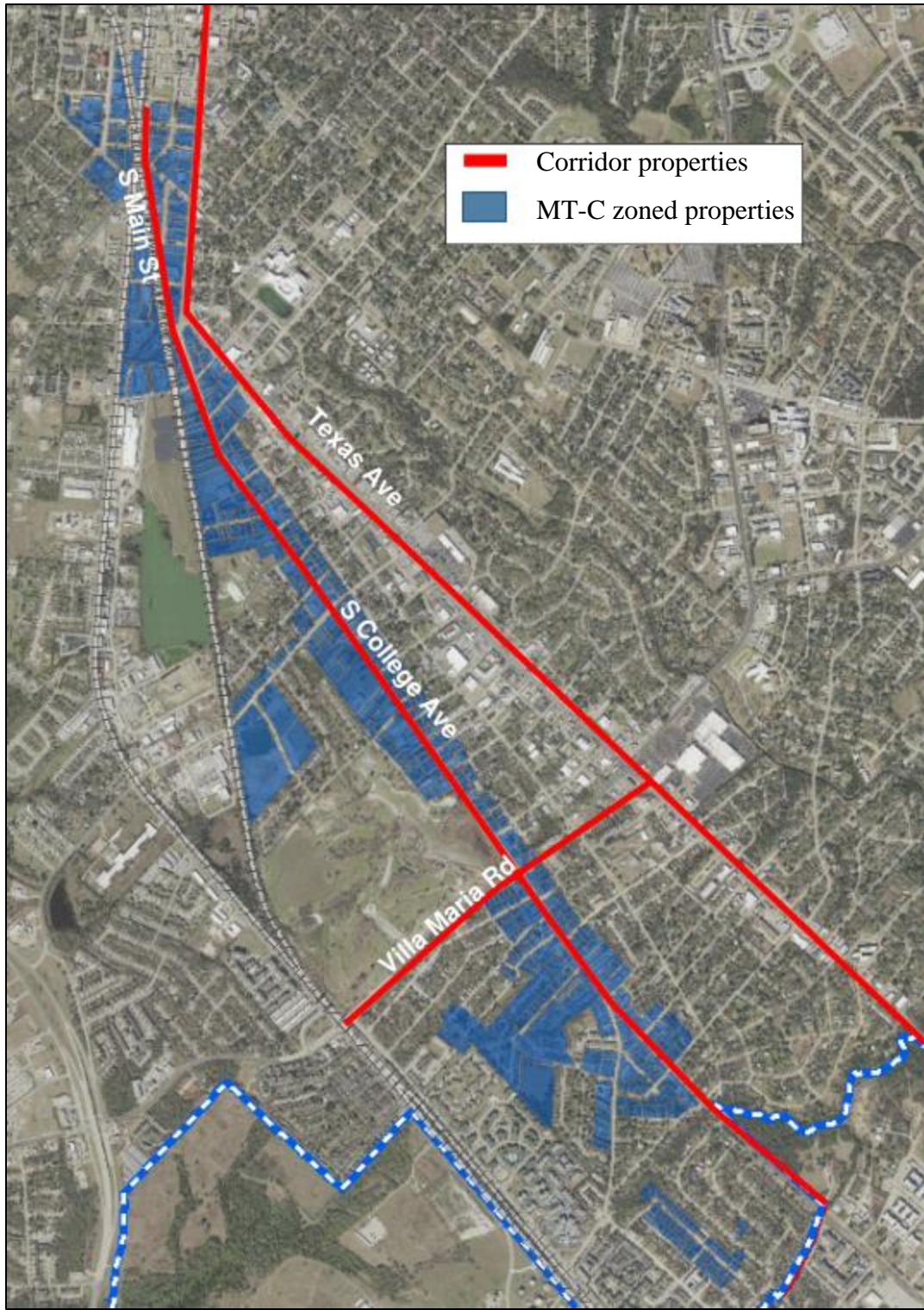
## **APPLICATION PROCESS FOR THE CORRIDOR BEAUTIFICATION PARTNERSHIP**

There are several steps to obtaining funds through the Corridor Beautification Partnership depending on the type of improvements proposed. City staff will review the application for completeness and eligibility before initiating the review process.

- A. Design Approval:** The proposed changes must be reviewed and approved by the Bryan City Council before the grant can be awarded.
- B. Review Process:** City staff will work with the owner to determine the appropriate review process(s). At a minimum, the owner will need to supply the reviewing entity with the requirements of Section II (A) of this document. The following allocation criteria and the City of Bryan Code of Ordinances will serve as the basis for reviewing the impact of the proposed site enhancements:
- Grant Amount requested vs. Impact of project (efficiency use of dollars)
  - Increase to ad valorem tax and sales tax
  - Visibility to intersections
  - Visibility from Texas Ave
  - Occupancy of vacant buildings
  - Creation of jobs
  - Improvement to dilapidated buildings
  - Consolidation of properties/ Parcel Size
  - Increased compliance to City of Bryan Code of Ordinances
- C. Financial Approval:** Development Services staff will review the two (2) itemized cost estimates for the project, proof of title to the building and proof that taxes are current. The Review Panel will review all submitted materials and the grant request will then be placed on the next available City Council agenda. City Council will approve or deny the grant request based upon their review of the application packet.
- D. Inspections:** Inspections may occur periodically throughout the construction phase. At the completion of construction, the applicant will submit a written request for final inspection. A final inspection is required prior to requesting reimbursement, and will verify that all work approved for the grant is completed, and in keeping with the approved Certificate of Appropriateness, if any.
- E. Reimbursement:** Once the City of Bryan has accepted the completed construction, the applicant may submit for reimbursement. Documentation of proof of payment must be submitted with the request in accordance with Section G "Reimbursement Procedure" of the Corridor Beautification Partnership document.



**ATTACHMENT "1"**  
Eligible Area for the Corridor Beautification Partnership





# Corridor Beautification Partnership Application

<hr/>			
<b>Owner's Name</b>	<b>Telephone No.</b>	<b>Fax No.</b>	<b>E-Mail</b>
<hr/>			
<b>Owner's Mailing Address</b>			
<hr/>			
<b>Agent's Name</b>	<b>Telephone No.</b>	<b>Fax No.</b>	<b>E-Mail</b>
<hr/>			
<b>Agent's Mailing Address</b>			
<hr/>			
<b>Building Name and Address</b>			
<hr/>			
<b>Subdivision</b>	<b>Block</b>	<b>Lot(s)</b>	
_____	_____	_____	
<b>Zoning of Property:</b> _____		<b>Proposed Use of Property:</b> _____	
<hr/>			
<b>Improvement #1:</b> _____		<b>Grant Request:</b> \$ _____	
<b>Cost Estimate No. 1 prepared by:</b> _____		<b>Estimate:</b> \$ _____	
<b>Cost Estimate No. 2 prepared by:</b> _____		<b>Estimate:</b> \$ _____	
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<b>Improvement #2:</b> _____		<b>Grant Request:</b> \$ _____	
<b>Cost Estimate No. 1 prepared by:</b> _____		<b>Estimate:</b> \$ _____	
<b>Cost Estimate No. 2 prepared by:</b> _____		<b>Estimate:</b> \$ _____	
<hr/>			
<b>Improvement #3:</b> _____		<b>Grant Request:</b> \$ _____	
<b>Cost Estimate No. 1 prepared by:</b> _____		<b>Estimate:</b> \$ _____	
<b>Cost Estimate No. 2 prepared by:</b> _____		<b>Estimate:</b> \$ _____	



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## Certification

I hereby certify that I am the owner of the above described property for the purpose of this application. I also understand it is necessary for me or my authorized agent to be present at any and all public hearings in regard to this case.

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Owner's Signature  
Name

Owner's Printed

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Owner's Mailing Address  
Telephone

Owner's

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## Agent Authorization

In lieu of representing this request myself as owner of the subject property, I hereby authorize the person designated below to act as my agent for the application, processing, representation and/ or presentation of this request. The designated agent shall be the principle contact person with the City (and vice versa) in processing and responding to requirements, information, or issues relevant to this request.

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Owner's Signature  
Name

Owner's Printed

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Agent's Signature

Agent's Printed Name

**CITY OF BRYAN  
CORRIDOR BEAUTIFICATION PARTERSHIP**

This Agreement is by and between the CITY OF BRYAN, a Texas Home Rule Municipal Corporation (hereinafter referred to as "CITY"), and \_\_\_\_\_, property owner of \_\_\_\_\_, located in Bryan. (herein after referred to as "Grant Recipient").

As part of the City's Corridor Beautification Partnership, both parties agree that this program aides business owners in in the rehabilitation and beautification of significant Bryan Corridors to improve the community image and perception of the Corridors through qualifying improvements focusing both on aesthetics and business vitality; and to encourage private investment in commercial businesses; and to eliminate blight along the corridor; and to stimulate redevelopment to increase sales tax revenues and property values; and to stimulate economic and business development by providing safe environments for workers, businesses and the public.

The Grant Recipient agrees and accepts funding from the City up to 50% of the cost of the approved Life Safety improvement(s), not to exceed \$\_\_\_\_\_. The Grant Recipient agrees to comply with the requirements of the Corridor Beautification Partnership Guidelines outlined in City of Bryan Resolution 3956.

The Grant Recipient shall complete all work in the scope approved by the City of Bryan according to Exhibit "B." The Grant recipient shall complete all Extra Work in connection therewith. All work and materials shall be in strict conformity with the specifications. The Substantial Completion of the work shall not excuse the Grant recipient from performing all the work undertaken, whether of a minor or major nature, and thereby completing the Project in accordance with the Grant Program guidelines and scope of work. In the event that the Grant recipient fails to perform the work as required for Final Completion, Grant recipient shall reimburse the City for all costs; or the City may contract with a third party to complete the work and the Grant recipient shall assume and pay the costs of the performance of the work as contracted.

By: \_\_\_\_\_ Date: \_\_\_\_\_

Printed Name: \_\_\_\_\_ Title: \_\_\_\_\_

CITY OF BRYAN:

\_\_\_\_\_ Date: \_\_\_\_\_  
City Manager

APPROVED AS TO FORM:

\_\_\_\_\_ Date: \_\_\_\_\_  
City Attorney

ACCEPTED BY:

\_\_\_\_\_ Date: \_\_\_\_\_  
Economic Development/Business Liaison