

III. Design Review/Advisory Process/Façade Improvement Program

To promote adherence to the Design Guidelines and support the appropriate economic redevelopment of Ferris' Downtown Commercial Historic District, the City of Ferris has instituted a Façade Improvement Program which offers matching fund reimbursement for eligible building improvements. Details of the Program and the process for application, approval, and reimbursement are as follows.

What this program offers:

1. Grants of 50% matching funds, up to \$5,000 per façade per building.
2. Funds are available for primary signage and façade improvements for contributing and non-contributing buildings within the Ferris Downtown Commercial Historic District.
3. Total program funds are determined by 4B EDC on an annual basis.
4. Approved applicants will be reimbursed after final inspection by Main Street Office (MSO).
5. Minor Façade Improvements up to \$500 (\$250 match) are eligible for expedited approval.

Areas of assistance include:

1. Façade Improvement - Exterior main entry walls, windows & frames, doors, thresholds, transoms, canopies, and paint.
2. Signage (primary).
3. Fees for inspection, analysis, and design by a qualified Contractor, Engineer and/or Architect.
4. In-kind labor at 50% of the Texas hourly mean wage for the skill as determined by the Bureau of Labor Statistics.

Façade and signage requests must be approved by the Main Street organization before work begins. With the exception of fees for inspection, analysis, and design services, **applications must be approved before reimbursable expenditures are made.**

Eligibility and Documentation Requirements

1. The subject building must be within the Ferris Commercial Historic District.
2. The applicant must be the owner of record of the building or tenant business owner.
3. The building may be a contributing or non-contributing structure. See Main Street office for explanation.
4. The Applicant must be current on ad valorem taxes.
5. Appropriate grant application process, documentation, and timeframes must be met.
6. Historic photos, if available, should accompany the application.
7. A Texas Main Street Design Center Design Report should accompany the application.
8. Detailed description of improvements and cost estimate must accompany the application. See bid sample.
9. Work must meet Ferris Design Guidelines.
10. Work must begin within 3 months of approval and be completed within 6 months of start.
11. Progress reviews with the MSO and FIRC Chairperson may be deemed necessary to assist with issues arising during renovation.
12. Expense documentation must be submitted within 1 year of Main Street Board approval.

Contact the Main Street Office for a pre-application consultation.

Application and Approval Flow Chart

Applicant

Applicant meets with Main Street Office (MSO) to understand details of grant program.



MSO submits Design Request to Texas Main Street Design Center. TMSD emails a design report with rendering within 4 to 6 weeks.



Applicant reviews required documentation, design report, and plans with MSO and Ferris Building Official and submits Application. **MSO** schedules Façade Improvement Design Committee (**FIRC**) for technical compliance review.



Façade Review Committee reviews Application for compliance and makes recommendation. **MSO** schedules Main Street Board review.



Main Street Board acts upon FIRC recommendation. Applicant notified via email/mail within 24 hours. Work must begin within three months of this approval date.



Applicant obtains Permits as required from Building Official and begins construction. Issues arising during construction which affect Application as approved are brought to the attention of the MSO who, with consultation of the FIRC Chairperson, may modify conditions of approval. All required building inspections must be complete.



Upon project completion, **applicant** submits required expense documentation to **MSO**.



MSO performs physical inspection to verify compliance. **MSO** may consult **FIRC** Chair.



MSO submits disbursement request to Finance.



Finance mails check to applicant.

**Minor Façade Improvements Flow Chart
Expedited Approval up to \$500**

Applicant

Applicant meets with Main Street Office (MSO) to understand details of Minor Façade Improvements grant program.



Applicant submits Façade Improvement Program application to MSO with estimate of costs and “before” photo. Signage improvements must include a sketch with location and dimensions.



MSO reviews, approves or rejects Application.



Applicant begins work within 3 months of MSO approval and completes within 6 months of start.



Upon project completion, **applicant** submits required expense documentation and “after” photo to **MSO**.



MSO performs physical inspection to verify compliance.



MSO submits disbursement request to Finance.



Finance mails check to applicant.