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Community Redevelopment Agency

Residential Rehabilitation Program

Palmetto, Florida

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12/19/2011

THE CITY OF PALMETTO

INCORPORATED 1897

PALMETTO

Community Redevelopment Agency

MANATEE COUNTY FLORIDA

PALMETTO COMMUNITY REDEVELOPMENT AGENCY

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CONTENT

PART ONE: DEFINITIONS 5
PART TWO: GOALS AND POLICIES 8
GOAL: 8
PROGRAM DESCRIPTION: 8
POLICIES: 8
PART THREE: REQUIREMENTS, RESTRICTIONS AND ELIGIBILITY 9
APPLICANT REQUIREMENTS AND RESTRICTIONS: 9
DETERMINATION OF PRIMARY ELIGIBILITY: 9
PART FOUR: FEE, PROCEDURAL SCHEDULE AND FUNDING: 10
PRELIMINARY QUALIFICATION - $175 10
DUE DILIGENCE - $325 10
FIELD WORK – 15% ADMINISTRATIVE FEE UP TO $3,000 10
FUNDING 10
PART FIVE: MEASUREMENT 11
APPENDIX A: CODE ENFORCEMENT LETTER TO OWNER 12
APPENDIX B: SAMPLE CRA CHECKLIST 13

PART ONE: DEFINITIONS

The following words, terms and phrases, when used in this Plan, shall have the meanings ascribed to them in this Part, except where the context clearly indicates a different meaning:

ACT means the Community Redevelopment Act, F.S. § 163.330 et seq.

AGENCY means the Community Redevelopment Agency of the City of Palmetto.

AREA means an area designated as a redevelopment area and as described and mapped on documents in the city clerk's office.

BLIGHTED AREA means an area in which there are a substantial number of deteriorated, or deteriorating structures, in which conditions, as indicated by government-maintained statistics or other studies, are leading to economic distress or endanger life or property, and in which two or more of the following factors are present:

a. Predominance of defective or inadequate street layout, parking facilities, roadways, bridges, or public transportation facilities;

b. Aggregate assessed values of real property in the area for ad valorem tax purposes have failed to show any appreciable increase over the 5 years prior to the finding of such conditions;

c. Faulty lot layout in relation to size, adequacy, accessibility, or usefulness;

d. Unsanitary or unsafe conditions;

e. Deterioration of site or other improvements;

f. Inadequate and outdated building density patterns;

g. Falling lease rates per square foot of office, commercial, or industrial space compared to the remainder of the county or municipality;

h. Tax or special assessment delinquency exceeding the fair value of the land;

i. Residential and commercial vacancy rates higher in the area than in the remainder of the county or municipality;

j. Incidence of crime in the area higher than in the remainder of the county or municipality;

k. Fire and emergency medical service calls to the area proportionately higher than in the remainder of the county or municipality;

l. A greater number of violations of the Florida Building Code in the area than the number of violations recorded in the remainder of the county or municipality;

m. Diversity of ownership or defective or unusual conditions of title which prevent the free alienability of land within the deteriorated or hazardous area; or

n. Governmentally owned property with adverse environmental conditions caused by a public or private entity.

CRIME PREVENTION THROUGH ENVIRONMENTAL DESIGN (CPTED) is a multi-disciplinary approach to deterring criminal behavior through environmental design. CPTED strategies rely upon the ability to influence offender decisions that precede criminal acts.

DEVELOPMENT means the construction, reconstruction, conversion, structural alteration, relocation or enlargement of any structure; any mining, excavation, landfill or land disturbance, and any non-agricultural use or extension of the use of land. For the purposes of this document, redevelopment shall also be included in this definition.

DISSEMINATE means to scatter or spread widely, as though sowing seed; promulgate extensively; broadcast; disperse.

FUND means the community redevelopment trust fund.

GOAL means the long-term end toward which programs or activities are ultimately directed.

GOVERNING BODY means the Palmetto City Commission.

HISTORIC RESOURCES means all areas, districts or sites containing properties listed on the Florida Master Site File, the National Register of Historic Places, or designated by Palmetto as historically, architecturally, or archaeologically significant.

NONCONFORMITIES means those characteristics of the property, structure or use which are not permitted in the schedule of permitted uses or do not conform to the schedule of area, height, bulk and placement regulations or other provisions but were legal at the time they were established.

OBJECTIVE means a specific, measurable, intermediate end that is achievable and marks progress toward a goal.

PLAN means this community redevelopment plan.

POLICY means the way in which programs and activities are conducted to achieve an identified goal.

REDEVELOPMENT means undertakings, activities, or projects of a county, municipality, or community redevelopment agency in a community redevelopment area for the elimination and prevention of the development or spread of slums and blight, or for the reduction or prevention of crime, or for the provision of affordable housing, whether for rent or for sale, to residents of low or moderate income, including the elderly, and includes slum clearance and redevelopment in a community redevelopment area or rehabilitation and revitalization of coastal resort and tourist areas that are deteriorating and economically distressed, or rehabilitation or conservation in a

community redevelopment area, or any combination or part thereof, in accordance with a community redevelopment plan and may include the preparation of such a plan.

SERVICES means the programs and employees determined necessary by local government to provide adequate operation and maintenance of public facilities and infrastructure as well as those educational, health care, social, and other programs necessary to support the programs, public facilities, and infrastructure set out in this plan or required by local, state or federal law.

SMALL TOWN ATMOSPHERE is defined as a compact portion of the Downtown area, characterized by tree-lined streets, on-street parking, parks, and open space, wide sidewalks, unified benches, trash receptacles, and the like. "Small Town Atmosphere" may also apply to the traditional (historic) downtown that includes a variety of small shops, boutiques, and traditional architecture enhanced to encourage pedestrian use and a pleasant, friendly environment.

SLUM AREA means an area having physical or economic conditions conducive to disease, infant mortality, juvenile delinquency, poverty, or crime because there is a predominance of buildings or improvements, whether residential or nonresidential, which are impaired by reason of dilapidation, deterioration, age, or obsolescence, and exhibiting one or more of the following factors:

a. Inadequate provision for ventilation, light, air, sanitation, or open spaces;

b. High density of population, compared to the population density of adjacent areas within the county or municipality; and overcrowding, as indicated by government-maintained statistics or other studies and the requirements of the Florida Building Code; or

c. The existence of conditions that endanger life or property by fire or other causes.

TAX INCREMENT FINANCING (TIF) - A funding mechanism for redevelopment which captures the incremental increase in property tax revenues resulting from redevelopment and uses it to pay for public improvements needed to support and encourage new development.

CRA FACT: BUILDING PARTNERS
Florida Power & Light offers volunteer services to Residential Rehabilitation.

PART TWO: GOALS AND POLICIES

GOAL:

To eliminate slum and blight in the *Area* by rehabilitating affordable homeowner occupied housing.

PROGRAM DESCRIPTION:

The program identifies certain owner-occupied properties within the *Area* with numerous maintenance code violations and an owner that has an inability to fund necessary remediation. The *Agency*, through a partnership with Manatee County's Habitat for Humanity (HFH) may attempt to remediate the specified code violations. The maximum total cost per residence is ~~$30,000~~ $25,000.

POLICIES:

1. The *Agency* shall encourage public safety in the community, by interlinking CPTED with RESIDENTIAL REHABILITATION.
2. The *Agency* shall directly eliminate and/or reduce housing code violations through RESIDENTIAL REHABILITATION. The *Agency* shall encourage an improved community image to *Disseminate* through RESIDENTIAL REHABILITATION.
3. The *Agency* shall improve the tax base of the community by RESIDENTIAL REHABILITATION.
4. The *Agency* shall encourage energy efficiency through RESIDENTIAL REHABILITATION.
5. The *Agency* may attempt to further mitigate wind related disasters by applying "code plus" retrofits according to a nationally recognized standard as an element of RESIDENTIAL REHABILITATION.
6. The *Agency* shall encourage fire safety improvements as an element of RESIDENTIAL REHABILITATION.

CRA FACT: CODE COMPLIANCE MANDATE

Plans for the enforcement of state and local laws, codes, and regulations relating to the use of land and the use and occupancy of buildings and improvements and to the compulsory repair, rehabilitation, demolition, or removal of buildings and improvements.

Florida Statute 163.370 Powers; counties and municipalities; community redevelopment agencies.—

PART THREE: REQUIREMENTS, RESTRICTIONS AND ELIGIBILITY

APPLICANT REQUIREMENTS AND RESTRICTIONS:

1. Applicant must have owned and homesteaded the property for at least one (1) year prior to the grant application and own the property for a period of five (5) years after the grant is awarded.
2. In the event of qualification and award of a grant, applicants agree to permit the placement of a lien, for the amount of the grant and fees paid, on their property for a period of five (5) years.
3. In the event the property awarded the grant is sold or the property is no longer the homestead for the purposes of property taxes during the five (5) year period, the grant shall be repaid to the CRA within forty-five (45) days and if not repaid, the CRA may foreclose on the lien for the full amount of the lien. After the five (5) year period expires and the applicant has complied with the grant requirements, the lien shall be released.
4. Applicant must fill out all required forms, including a CRA waiver permitting reasonable entry into the home for purposes of inspection, repair and verification of continued code compliance during the program and lien time periods. Multi-media documentation not limited to photography and video may be used.
5. In the event the application is denied by HFH, the applicant may appeal the decision to the ~~CRA Advisory Board~~ CRA Board.
6. Applicant must be able to maintain improvements after the grant is applied.

DETERMINATION OF PRIMARY ELIGIBILITY:

Within the CRA's district, Palmetto's Code Enforcement Department (CED), through observations, will determine homes with numerous code violations. The CED knowing the funding limitation per house, will make an initial estimation as to whether the code violations can be corrected, staying within the allotted funding. After a potential residence has been identified the following procedures will be followed:

1. CED will notify owner(s) in writing (Appendix A, Code Enforcement letter to Owner) by approved code enforcement methods and inform owner(s) of potential qualification for the program.
    a. The initial notification will state that successful eligibility will require individuals working under this program to gain access to the inside of the house in order to complete the initial inspection as well as entry in subsequent years to insure that repairs have been maintained.
    b. Failure to grant individuals under the RRP program access to the inside of the house will disqualify the house from the program.
2. CED with verify the following:
    a. Five (5) year history of crime or police activity on or near the property.
    b. Future municipal infrastructure plans for the property.
    c. Five (5) year history of delinquent payments for city services.
    d. *Area* verification of home.
3. Upon CRA Director review of the findings:

a. Qualified properties will be submitted to the Manatee County Habitat for Humanity. The CRA will also initiate the CRA Checklist (Appendix B).
b. Disqualified properties will be notified by CED.

4. Upon granting access, CED and partners, under the guidance of the current City adopted edition of the *International Property Maintenance Code* (IPMC) will estimate the cost of remediating the residence to code.

PART FOUR: FEE, PROCEDURAL SCHEDULE AND FUNDING:

PRELIMINARY QUALIFICATION - $175

1. Manatee County Habitat for Humanity will determine residential qualification.
   a. Pre-qualified property owners will complete and sign the full HFH application.
   b. Disqualified property owners will be notified by Manatee County Habitat for Humanity.
2. HFH will meet with the owner at their house to discuss details of the program.

DUE DILIGENCE - $325

1. Manatee County Habitat for Humanity makes determination on final project approval.
2. Manatee County Habitat for Humanity conducts title search and final review of documents and application/agreement.
3. Manatee County Habitat for Humanity's Construction Manager creates project budget, researches cost for materials/tools, determine work schedule and determines 50% rule (Building Code).
4. Manatee County Habitat for Humanity determines if other community partner agencies or subcontractors/vendors are necessary to complete repair work.
5. Manatee County Habitat for Humanity conducts a family orientation class.

FIELD WORK – 15% ADMINISTRATIVE FEE UP TO $3,000

1. Manatee County Habitat for Humanity's staff begin repair/renovation project.
2. Other community partners or subcontractors are engaged as necessary.
3. Project is completed and documentation, photos and video (if any) provided to Agency.

FUNDING

1. The program is funded through the *Agency* to Manatee County Habitat for Humanity.
2. The *Agency* will determine available funding and include the monies in their annual budget.
3. No funds are directly dispersed to the property owner(s).
4. The *Agency* reserves the right to modify or cancel parts of or the entire program at any time without notice.
5. If the program is modified or eliminated, the *Agency* will ensure that any house undergoing renovation will be completed per contract as long as the owner(s) abide by the contract.
6. Properties with joint ownerships and a homestead exemption will be funded as long as the occupant's name is the same as the name on the homestead and on the mortgage or deed.

7. The Program is for "single family detached dwelling" only. A single family detached dwelling is defined as a structure containing one (1) dwelling unit with open spaces on all sides.
8. Properties, such as duplexes, multiplexes, apartments, mobile homes, and homes with apartments included under roof, do not qualify for this program.
9. Funding will be limited to one house per property and only one grant will be allowed per property or owner every ten (10) years.

PART FIVE: MEASUREMENT

The measurement of a project's success will be determined as follows:

1. Program property will be photographed by CED prior to rehabilitation.
2. All quantifiable spatial, financial, construction, CPTED and legal information regarding the project will be recorded into a database.
3. An *Agency* based questionnaire will be filled out by owner(s) within 10 days of completion of construction.
4. CED will photograph the project within 15 days of completion.
5. At least 20% of the projects will be audited for financial accountability by a third party Florida licensed building contractor (minimum Class C), architect, or engineer.
6. On an annual basis, CED will re-inspect property including pictures. A written report will be given to the CRA.
7. A report will be provided to the ~~CRA Advisory Board~~ CRA Board from *Agency* staff at the beginning of each calendar year detailing all prior year projects as well as any properties with remaining liens on them. (Annual report).
8. When properties qualify for lien removal, *Agency* staff will present a report to the CRA Board.

CRA FACT: DISASTER RESISITANT AND GREEN

LEFT: Habitat for Humanity volunteers prepare for a new wind resistant metal roof. RIGHT: Florida Power & Light volunteers paint around new "impact", "Low E" windows are installed on the residence for wind resistance and energy efficiency.

APPENDIX A: CODE ENFORCEMENT LETTER TO OWNER

Please be advised that Code Enforcement has identified violations at an owner occupied property at 1234 56th Street West, Palmetto, Florida.

The violations noted are as follows:

The exterior of this home requires repainting – Chapter 7, Buildings and Building Regulations, Article XI Minimum Maintenance Standards, Section 7-237 (2) & (3); Chapter 17 Housing, Section 17-28 Palmetto Property Maintenance Code, Section 304 Exterior Structure, Subsections 304.2 & 304.6.

A roof leak is causing damage to the interior of this home - Chapter 7, Buildings and Building Regulations, Article XI Minimum Maintenance Standards, Section 7-240 (b); Chapter 17 Housing, Section 17-28 Palmetto Property Maintenance Code, Section 304 Exterior Structure, Subsection 304.7.

The living room ceiling is stained and moldy from a roof leak - Chapter 17 Housing, Section 17-28 Palmetto Property Maintenance Code, Section 305 Interior Structure, and Subsections 305.1 & 305.3.

Uncorrected plumbing leaks in the kitchen and bathroom have resulted in mold and deteriorated cabinets - Chapter 17 Housing, Section 17-28 Palmetto Property Maintenance Code, Section 305 Interior Structure, Subsections 305.1 & 305.3; Section 504, Subsection 504.1; and Section 505, Subsections 505.1 & 505.3.

The central A/C system and thermostat are inoperative - Chapter 17 Housing, Section 17-28 Palmetto Property Maintenance Code, Section 603, Subsection 603.1, and Section 605, Subsection 605.1.

In view of the above it is requested that this property be considered for rehabilitation through the City of Palmetto, CRA Residential Redevelopment Program.

If you have any questions regarding the above noted violations, please feel free to contact me at Palmetto City Hall either in person or by telephone at (941) 723-4570, extension 105.

Thank you for your cooperation.

Code Enforcement Director

APPENDIX B: SAMPLE CRA CHECKLIST

CRA ACTIVITY	DATE
1. CE delivers RRP CE IPMC report including CRA District, Homestead verification and pictures to CRA.	
2. CRA verifies CRA district residence and homestead through Manatee County Property Appraiser.	
3. Habitat Construction Manager schedules group assessment visit with partners. Habitat notifies CRA.	
4. If scope is amended; CE amends IPMC inspection report to CRA.	
5. Habitat makes final project approval determination.	
6. CRA Commission approves project	
7. Project plan presented to CRA staff.	
8. Project is completed and documentation, photos and video (if any) provided to CRA.	
9. 10. CRA Boards notified of completion	