

TAB 11

**COMMERCIAL FAÇADE
ENHANCEMENT (STOREFRONT)
GRANT PROGRAM**

STOREFRONT GRANTS

There have been modifications made to the CRA's Façade Enhancement (Storefront) Grant Program Criteria over the years, as the CRA Board has identified area that could improve the program.

Attached is a listing of the highlights of changes made to the application criteria over recent years, as requested by City Commission.

Last year's (2007-2008) application was presented to City Commission as part of the joint budget meeting on September 17, 2007. That application was utilized for FY 2007-2008. The CRA Board made recommendations for minor modifications to the application for utilization in FY 2008-2009.

Those modifications included:

- Language stating that the project must facilitate the redevelopment activities as identified in the Adopted CRA Plan
- The exclusion of maintenance and normal repair from allowable pavement treatments

The application is attached for discussion at the joint meeting.

Note that this application has been distributed to those businesses who have requested the same during this fiscal year. Staff has advised those businesses that criteria might be modified after the joint meeting. Only one application is currently awaiting review, as included in last month's agendas for the CRA Advisory Board and the CRA Board.

Budget Line 690-559-8211, Commercial Renovation, was allocated \$250,000 this fiscal year (with carry over of approximately \$80,000 in encumbrances from last year). The only expenditures currently being considered from this line are for the "Storefront Grant" Program.

QUESTIONS:

- **Should the criteria remain as published?**
- **Should security be added to the application as an eligible improvement?**
- **Should the maximum award amount remain as published?**
- **Should the application process remain as published?**
- **Should the review and/or award process change?**
- **Should the entire Commercial Renovation budget line (690-559-8211) be utilized for this grant program?**

The CRA Advisory Board and CRA Board should issue direct staff as to how to proceed with the program and the budget line.

**STOREFRONT GRANT HISTORY
2001 – PRESENT**

The following is a general tracking of the changes to Façade Enhancement (Storefront) Grant Application Criteria:

2001 -2002 GRANT APPLICATION - Maximum grant amount was \$8,000

Added that applicant must be current in taxes and utilities

Added that labor expenses must be performed by licensed contractor

Allowed for initial occupation expense for vacant space (interior expense allowable)

2002 – 2003 GRANT APPLICATION - Maximum grant amount was \$8,000

Added that projects must be complete by the end of the fiscal year

Required written approval of building owner for tenant applicants

2003 – 2004 GRANT APPLICATION - Maximum grant amount was \$25,000

Added that the program is not intended to fund normal maintenance & that improvements must be visible from street or parking lot

Added that existing businesses must have current occupational license and be code compliant when project is finished

Added requirement for projects to be completed within 90 days of award or get an extension

Accepted applications quarterly

2004 – 2005 GRANT APPLICATION - Maximum grant amount was \$25,000

Added funding limited to \$25,000 per applicant per structure for any 12 month period

Eliminated property with is used primarily for residential units from eligibility

2005 – 2006 GRANT APPLICATION - Maximum grant amount was \$50,000

Added that tenants must hold long term leases

Funding was limited to \$50,000 for any applicant/business/individual per structure during any 60 month period

2006 – 2007 GRANT APPLICATION - Maximum grant amount was \$50,000

Added that program was not intended to fund new construction

Eliminated initial occupation costs for vacant properties as eligible

Added language certifying that the applicant has the commitment and financial means to complete the project and maintain the property

2007 – 2008 GRANT APPLICATION - Maximum grant amount was \$50,000

Added procurement procedures, obligation to try to use Palmetto businesses, and authorization to compare costs to current industry standards

Added obligation of the applicant to reimburse CRA if they don't maintain improvements

Palmetto CRA

Commercial Revitalization

Façade Enhancement Grant Program 2008 – 2009

**GUIDELINES FOR
FAÇADE ENHANCEMENT GRANT PROGRAM
PALMETTO COMMUNITY REDEVELOPMENT AGENCY**

INTENT

It is the goal of the Palmetto Community Redevelopment Agency, under Part III, Chapter 163, Florida Statutes to eliminate slum and blight in the Community Redevelopment District.

PROGRAM DESCRIPTION

In order to carry out this goal, the CRA will provide assistance to owners of commercial property in the district. It is the intent of this grant program to fund a portion of the applicant's cost for exterior appearance, non-structural improvements that will increase the aesthetic quality of the structure. A priority will be given to projects that implement the CRA's waterfront plan as adopted and that lie upon entry corridors of the City or upon Old Main Street. **This program is not intended to fund new construction or normal maintenance and repairs of the structure. It is not intended for the improvement of property which is used primarily as residential units. Improvements to the structure must be visible from the street and/or parking lot.** Eligible exterior improvements as listed in the adopted CRA Plan are attached.

Applicants are to complete the attached application form and submit it with all required attachments to the CRA in order to be considered for assistance.

ELIGIBILITY

Applications will be considered only if they meet all of the following eligibility criteria:

- The project should be located within the CRA's Community Redevelopment Area and must facilitate the redevelopment activities as identified in the adopted CRA Plan. See attached map or see www.palmettoflorida.com for the CRA Boundary Map.
- Projects must be completed within 90 days of award, unless a written extension is requested of and granted by the CRA Board.
- New and existing businesses must have the appropriate local business tax receipt(s) and be in compliance with city codes at completion of the project.
- Property must be current in water/sewer/garbage and tax bills, and without City liens. Delinquent status during previous will be considered in prioritizing applications for funding.
- All building materials and colors, as well as plant materials, shall be subject to CRA approval.
- Labor expenses are eligible only when performed by a licensed contractor in good standing in Manatee County. All quotes/bills/invoices must reflect the contractor's license number.

- Funding is limited to \$50,000 to any applicant /business/ individual per structure during any 60 month period.

APPLICATION RATING CRITERIA

The following criteria may be considered, along with all required submissions, in evaluating applications:

- Small disadvantaged business
- Minority Business Enterprises (per SBA)
- First time applicants
- Utilization of Palmetto based contractors and businesses
- Implementation of CRA Waterfront Plan or Downtown Design Guidelines
- Enhances pedestrian/multi-modal transportation connectivity
- Located on main/entry corridor
- Located in Historic District/Old Main Street
- Enhances, preserves or restores historic facades
- CRA contributes 25% or less of total project cost

PROCUREMENT PROCEDURES

Applicants are expected to make sound financial decisions, seeking competitive prices for projects. Evidence of compliance with the below procedures must be submitted with the grant application.

- Improvement costs in excess of \$2,500 must include at least 2 estimates or a statement of non-availability of contractors or services.
- Improvement costs in excess of \$10,000 must include at least 3 estimates or a statement of non-availability of contractors or services.
- Any and all costs may be compared with current industry standards to ensure “reasonable pricing”.
- As it is the intent of the CRA to support strong, viable business in Palmetto, grant applications must include estimates from Palmetto-based businesses for all proposed improvements when available. Alternatively, applicants should provide statements of non-availability of local contractors or services.

FUNDING

Grant amounts shall not exceed Fifty Thousand Dollars (\$50,000.00) or one-half (1/2) of the improvement cost, whichever is less and shall require an affirmative vote of a majority of a quorum of the Board.

PLEASE BE ADVISED THAT ALL GRANTS ARE AWARDED AT THE DISCRETION OF THE COMMUNITY REDEVELOPMENT AGENCY AND ARE SUBJECT TO FUND AVAILABILITY. RENOVATION PROJECTS ARE SUBJECT TO APPROVAL BY THE BUILDING DEPARTMENT AND THE PLANNING AND ZONING BOARD AS APPLICABLE.

TIMELINESS

It is the intent of the CRA to provide access to this incentive program throughout the fiscal year 2008-2009, and to encourage the timely completion of projects in order to maximize availability of monies for commercial façade redevelopment. In order to implement this intent, the CRA will accept and review completed applications with submission deadlines of 3:00 P.M. on November 12, 2008, March 2, 2009, and July 1, 2009 for consideration at the next scheduled board meeting.

It is anticipated that applicants will request grant funding when they intend to make improvements to their property. Therefore, projects should be planned for completion within 90 days of award. In the event that any project, through no fault of the owner is anticipated to take more than 90 days for issuance of a certificate of occupancy or other evidence of completion from the City of Palmetto Building Department, the applicant must annotate the application appropriately on their timeline and a completion deadline must be included. Applicants are advised that in the event they do not complete the project within the timeframe stated in the approved application they may lose funding unless the grant period is extended by affirmative vote of the CRA Board when, through no fault of the applicant, some unforeseen action delays the completion of the project as approved.

DISBURSEMENT OF FUNDS

Grant money will be distributed after the applicant has contributed the required funding to complete the projects. Prior to any disbursement of grant dollars, applicant must provide proof of his or her matching contribution by providing copies of bills and cancelled checks or receipts. Once this matching requirement is fulfilled, the awardee must provide copies of paid bills for grant reimbursement by the CRA.

If the Board has awarded an amount based on estimates supplied at the time of the application, and the actual costs are less than estimated, the Board will reduce the award amount accordingly.

MAINTENANCE OF COMPLETED IMPROVEMENTS

Improvements funded by the Commercial Revitalization Façade Grant Program will be maintained in good order. Failure to maintain these improvements will require a reimbursement to the CRA of the matching grant amount.

After reading the Guidelines for the Commercial Revitalization Façade Grant Program, please complete the following application and submit to:

**City of Palmetto CRA
715 4th St. W.
Palmetto, FL 34221
(941) 723-4988**

Completed applications will be accepted, subject to funding availability. Applications MUST be received not later than 3:00 PM on November 12, 2008, March 2, 2009, July 1, 2009 for consideration at the next scheduled board meeting.

FACADE ENHANCEMENT GRANT PROGRAM APPLICATION

APPLICANT:

BUSINESS NAME: _____

PROPERTY'S PHYSICAL ADDRESS: _____

PROPERTY OWNER'S NAME: _____

CONTACT PERSON: _____

MAILING ADDRESS: _____

PHONE: _____

FAX: _____

REQUIRED SUBMISSIONS:

1. General Project Description –please provide detailed plans and elevations of improvements. Include descriptions or samples of proposed colors and/or materials where applicable. Please be specific.
2. Timeline - Outline total renovation timeline to include project start and end dates.
3. Occupants -Provide information on business(es) that currently occupy/will be occupying structure. Include any other information that may be helpful in review of the application.
4. Existing site information – please attach a site plan or survey of property with photographs showing existing structure and grounds.
5. Cost of Improvements – please break out an itemized list of estimates for all improvements. Attach written estimates and plans for improvements as appropriate.
6. Site Control - Applicants must submit verification of site control (deed).

NOTE: Any plans that are submitted should be 8.5” x 14” or smaller. Should you need to submit plans that are larger, please provide 20 copies.

SATISFACTION OF GRANT CRITERIA

By filing this application, the Applicant agrees and understands that this grant is given at the sole discretion of the Community Redevelopment Agency and that these Guidelines are used solely to evaluate Applicant’s project and do not create an entitlement to funding. Renovations are subject to the approval of the Planning and Zoning Board, Building Department, and other Boards where applicable.

Submission of this application serves as the applicant’s verification that he/she has the financial means to complete the project and is committed to maintaining the property in the renovated state.

This application and all attachments will become a part of public records.

CERTIFICATION

Applicant hereby certifies that all the information provided to complete this application is current, accurate and truthful and that he/she has read and understands the associated Guidelines for the Commercial Revitalization Grant Program. The applicant certifies that he/she has the financial means to complete the project and is committed to maintaining the property in the renovated state. The applicant understands that, to be eligible for funding assistance, all projects must be completed within 90 days of award, unless a written extension is granted by the CRA. The applicant certifies that he/she shall not derive any monetary benefit from specified contractors. Any misrepresentation will result in disqualification of the application submitted. Further, the applicant will not be eligible to receive grant funds for a period of 60 months from the date of misrepresentation.

APPLICANT SIGNATURE

CRA SIGNATURE

**** PLEASE ENSURE THAT APPLICATION IS NOTARIZED ON FOLLOWING PAGE***

[Acknowledgment for Individual]

STATE OF FLORIDA

COUNTY OF _____

The foregoing instrument was acknowledged before me this _____ day of _____, 200__, by _____

who is personally known to me,
 who produced _____ as identification,
who did take an oath, and who acknowledged before me that he executed the same freely and voluntarily for the purposes therein expressed.
(Notary Seal)

Signature

Print Name - NOTARY PUBLIC-STATE OF FLORIDA

My Commission Expires: _____ Commission No. _____

[Acknowledgment for Corporation or LLC]

STATE OF FLORIDA

COUNTY OF _____

The foregoing instrument was acknowledged before me this _____ day of _____, 200__, by _____, as (insert title) _____ of (insert name of corporation or LLC) _____, a (insert State of incorporation) _____ corporation / limited liability company, on behalf of the corporation / limited liability company.

who is personally known to me,
 who produced _____ as identification,
who did take an oath, and who acknowledged before me that he executed the same freely and voluntarily for the purposes therein expressed.
(Notary Seal)

Signature

Print Name - NOTARY PUBLIC-STATE OF FLORIDA

My Commission Expires: _____ Commission No. _____

[Acknowledgment for Partnership]

STATE OF FLORIDA

COUNTY OF _____

The foregoing instrument was acknowledged before me this _____ day of _____, 200__, by _____, as a general partner of (insert name of partnership) _____, a (insert State of organization) _____ general / limited partnership, on behalf of the partnership.

who is personally known to me,
 who produced _____ as identification,
who did take an oath, and who acknowledged before me that he executed the same freely and voluntarily for the purposes therein expressed.
(Notary Seal)

Signature

Print Name - NOTARY PUBLIC-STATE OF FLORIDA

My Commission Expires: _____ Commission No. _____

FOR STAFF USE ONLY:

Applicant: _____ *Application #:* _____

Submission Date: _____ *Amount Requested:* _____

Start Date: _____ *End Date:* _____ *Extended End Date(s)* _____

PID _____

Submission Requirements satisfied:

Project Description Y/N _____

Occupational License Y/N _____

Site Information Y/N _____

Matching Funding Y/N _____

Utilities/Taxes current Y/N _____

Code Enforcement review Y/N _____

Appropriate number of cost estimates Y/N _____

CRA Board Action/Date: _____

Eligible Items in accordance with CRA Plan (Page 142)

The following items are eligible for funding:

- Awnings
- Landscaping-Florida native/drought resistant landscaping per SWFWMD list with irrigation only
- Compatible painting and exterior renovation
- Architectural design assistance
- Pavement treatment (excludes maintenance and normal repair)
- Decorative fences, border treatments
- Ornamental grill work
- Creation or repair of impervious surfaces (excludes maintenance and normal repair)
- Color analysis for historic reviews
- Incentives for historic preservation designation
- Lighting (accent, safety, interior display)
- Window replacements/upgrades
- Sidewalk replacements/upgrades
- Door replacements/upgrades
- Right-of-way treatment
- Maintenance Agreements
- Public art pieces
- Wall art (murals)
- Pedestrian amenities (water, fountain, benches, bike racks)
- Historic residential improvements-listed on register & in compliance with all codes

**CRA BUDGET
JOINT WORKSHOP – SEPTEMBER 17, 2007**

DISCUSSION POINTS

1 - New Supreme Court Decision regarding TIF & Bonds

2 - 2008 Budget – What are our priorities?

TOTAL AVAILABLE FUNDING: \$ 3,154,787

PLANNED PROJECTS:

• Morehead Industrial Park (12 th St. E.)	\$ 325,000
• Riverside Dr. & 8 th Ave. Intersection (matching grant)	\$150,000
• Purchase of 100 11 th St. Dr. W.	\$ 35,000
• Engineering re: 8 th Ave. W. Flooding	\$ 50,000
• Haben Blvd. Drainage & Traffic Improvements	\$ 500,000
• Purchase of Ford Triplexes	<u>\$360,000</u>
 Total	 \$1,420,000

FUNDING AVAILABLE FOR PROJECTS: \$1,734,787

POTENTIAL PROJECTS:

• Purchase of CSX 3.22 acres?	\$1,600,000
• Parking Garage?	\$ 4,000,000 ??
• Riverside Drive Seawall Improvements?	\$1,000,000
• Municipal Auditorium?	\$ 750,000
• 9 th Avenue W. widening & Improvement?	???????
• Elementary School Land Assembly?	???????
• Others	???????

3 - Current Programs/Issues to Discuss:

- Storefront Grant Program
- Residential Program – Employee down payment assistance?
- CBI Property?

Palmetto City Commission and
CRA Board
September 17, 2007 5:02 p.m.

Elected Officials Present:

Larry Bustle, Mayor
Eric Ball, Vice Mayor
Tamara Comwell, Commissioner
Mary Lancaster, Commissioner
Tambra Varnadore, Commissioner
Brian Williams, Commissioner

CRA Board Members Present:

Alan Zirkeibach, Chair
Sia Mollanazar
Shaun Frazier
Dr. Scott Maloney (entered at 5:30 pm)
Tanya Lukowiak, Executive Director

Staff and Others Present:

James R. Freeman, City Clerk
Chief Garry Lowe
Chris Lukowiak, Public Works Director
Diane Ponder, Deputy Clerk-Administration

Mayor Bustle called the meeting to order at 5:02 pm, followed by a moment of silence for overseas military personnel and the Pledge of Allegiance to the United States Flag.

All persons planning to address Commission were sworn in.

1. AGENDA APPROVAL

MOTION: Mr. Ball moved, Mrs. Lancaster seconded and motion carried 5-0 to approve the September 17, 2007 5:01 pm agenda.

2. JOINT MEETING/CITY COMMISSION AND CRA BOARD

Mayor Bustle individually introduced the CRA Board members in attendance.

Mrs. Lukowiak informed the Commission the CRA Board approved its budget by resolution at its last meeting. She stated that of the \$3 million available funding in the FYE 2008 budget, \$1,420,000 is committed, as follows:

Morehead Industrial Park (12 th St. E.)	\$325,000
Riverside Dr. & 8 th Ave. intersection (Matching MPO Grant)	150,000
Purchase of 200 11 th St. Dr. W.	35,000
8 th Ave. W. flooding engineering study	50,000
Haben Blvd. drainage & traffic improvements	500,000
Purchase of Ford Triplexes (Closing 10/31/07)	360,000

Mrs. Lukowiak stated \$1.7 million is available for potential projects, which includes the plan to execute a \$1.2 million loan but, given the recent Strand decision, there is a possibility CRA will not be permitted to issue any additional debt.

Attorney Hall stated the Supreme Court decided the Strand v. Escambia County case. The primary difference between this Supreme Court ruling and existing case law is that repayment of loans issued for longer than one year with ad valorem tax revenue must be approved by referendum. She informed the Commission the CRA has joined the Florida League of Cities and other participating agencies in a motion to allow the agencies to file a brief, which will request that the scope of the Court's decision be narrowed to not impact CRA indebtedness and City lease/purchase financing debt.

Attorney Hall also related that she and Mr. Freeman have reviewed the City's two outstanding loans. In both loans, the City pledged non-ad valorem tax revenue, or user fee revenue, for repayment. She opined the City's two bank loans are more secure than the existing CRA loan.

Closing her briefing of the Strand v. Escambia case, she cautioned that the City should be very cautious in spending any un-drawn loan funds or issuing any new debt until this issue has been resolved.

Mrs. Lukowiak reviewed the potential projects the CRA Board has identified, stating there is funding of approximately \$500,000 available, and the Board is seeking direction from Commission as to how the list should be prioritized or amended. Chairman Zirkelbach discussed his belief the CRA Board's role is to investigate potential projects to determine the economic benefit to the City, prior to bringing a project to Commission for approval. Commission commented as follows on the potential projects identified by the CRA Board:

- CSX Property: Negotiate the price
- Parking Garage: Begin investigation into viability of project
- Municipal Auditorium: Research public/private partnership; commented on the fact the total reflects only the purchase price. – what will be the cost to renovate.
- 9th Avenue: Lower priority; Mayor Bustle suggested staff should research cost involved to set aside right-of-way for future sale or development of the CBI property.
- Riverside Dr. Seawall: Lower priority; Mr. Lukowiak informed Commission the City has not been successful in obtaining funding from FEMA for repairs.
- School land assembly: Site on 33rd Street is not acceptable; School Board determination necessary before City knows how to proceed.

Mayor Bustle and Commissioners complimented the CRA Board and Mrs. Lukowiak for accomplishments made in the CRA District to date.

3. PUBLIC HEARING – TENTATIVE MILLAGE RATE AND TENTATIVE FISCAL YEAR 2007-2008 BUDGET

Mayor Bustle opened the public hearing for the adoption of the tentative millage rate and tentative Fiscal Year 2007-2008 Budget.

Mayor Bustle announced the Fiscal Year 2008 operating millage is 4.6662 mills, which is less than the rolled-back rate of 5.1277 by nine percent, as recommended by legislation. He discussed the purposes for which ad valorem revenues are used, stating the City has returned as