

Community Redevelopment Agency

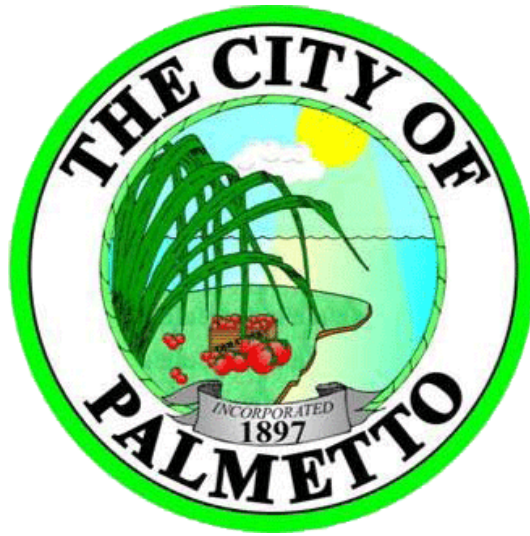
# Commercial Facade Enhancement Grant Program

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Palmetto, Florida

[JBurton@PalmettoFL.org](mailto:JBurton@PalmettoFL.org)

10/15/2012



# **PALMETTO**

*Community Redevelopment Agency*



## **PALMETTO COMMUNITY REDEVELOPMENT AGENCY**

### ***PRESIDING OFFICER***

Mayor Shirley Groover Bryant

### ***BOARD OF COMMISSIONERS:***

Tamara Cornwell

Jonathan Davis

Harold Smith

Tambra Varnadore

Brian Williams

### ***ADVISORY BOARD MEMBERS:***

Barbara Gaulien

Roberto Gonzalez

David Washington

### ***LEGAL:***

Mark Barnebey

Scott Rudacille

### ***STAFF:***

Jeff Burton

Antoinette Kilgore

Zachary Schwartz

Jenny Silverio

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## COMMERCIAL FACADE ENHANCEMENT GRANT PROGRAM

### INTENT

It is the general intent of the Palmetto Community Redevelopment Agency (CRA), under Part 111, Chapter 163, Florida Statutes to eliminate slum and blight in the CRA district. This Commercial Facade Enhancement Grant Program also includes the specific objectives of:

1. Reducing the economic liability that imposes onerous burdens which decrease the tax base and reduce tax revenues, substantially impairing or arresting sound growth, retarding the provision of housing accommodations, aggravates traffic problems, and substantially hampers the elimination of traffic hazards and the improvement of traffic facilities.
2. Preventing and eliminating slum and blight areas as a matter of state policy and state concern in order that the state and its counties and municipalities shall not continue to be endangered by areas which are focal centers of disease, promote juvenile delinquency, and consume an excessive proportion of its revenues because of the extra services required for police, fire, accident, hospitalization, and other forms of public protection, services, and facilities.
3. Identifying and providing economic incentives for "blighted" buildings that are considered deteriorated that are leading to economic distress and in which the aggregate assessed values of real property in the area for ad valorem tax purposes have failed to show any appreciable increase over the prior 5 years, faulty lot layout in relation to size, adequacy, accessibility, or usefulness, unsanitary or unsafe conditions, deterioration of site or other improvements, falling lease rates per square foot of office, commercial, or industrial space compared to the remainder of the county or municipality, commercial vacancy rates higher in the area than in the remainder of the county or municipality and incidence of crime in the area higher than in the remainder of the county or municipality.
4. Creating a positive image that increases the taxable values of Palmetto real property and its economic and social welfare, while reducing the costs of public safety and other City compliance services.
5. Involving Community Policing through Environmental Design (CPTED) in the storefront and program encourages crime prevention for commercial buildings and land.
6. Focusing resources to reduce slum and blight through the development of employment opportunities and diverse retail, industrial and commercial economies.
7. Encouraging, to the greatest extent it determines to be feasible, private enterprise community redevelopment according to the plan.

8. Affording the maximum opportunity, consistent with the sound needs of the municipality as a whole, for the rehabilitation or redevelopment of the area by private enterprise.
9. Encouraging and providing economic incentives for the redevelopment of taxable real property in the area.
10. Providing economic incentives to encourage redevelopment of property in the area.

## **PROGRAM DESCRIPTION**

As part of the efforts to revitalize and improve the physical image of the CRA district, the CRA may provide assistance to owners of commercial property located in the CRA district (See district map at [www.palmettcra.org](http://www.palmettcra.org)) to fund a portion of the cost for non-structural aesthetic improvements to a building's exterior that are readily seen from public streets, sidewalks, and/or parking lots. With the exception of the Temporary Maintenance Provision, this program is not intended to fund new construction or routine maintenance and repairs of the structure. The program does not apply to improvements to property used primarily for residential use, nor is it allowable under the Florida Constitution to provide public funds to aid religious organizations.

Examples of eligible exterior improvements are listed on page 6.

## **ELIGIBILITY**

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

1. If the application is not initiated by property owner, authorization from the owner must be submitted with the application.
2. Appropriate local business tax receipt(s) must be presented at the time of application.
3. Buildings that are partially in the CRA district are eligible for funding of improvements made to those portions that are in the CRA district.
4. With the exception of grants or parts of grants for CPTED improvements, projects must be readily visible from public streets, sidewalks, and/or parking lots.
5. With the exception of religious organizations, non-profit or other organizations that do not pay ad-valorem taxes are eligible for funding.
6. All City properties owned by the named owner must be current in water/sewer/garbage and tax bills, and without City liens, as verified by CRA staff. Previous delinquent status of such obligations will be considered in prioritizing applications for funding.
7. Plantings and paint colors shall be subject to CRA approval. **(List of previously approved planting and colors is available from staff.)**
8. 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.
9. Funding is limited to \$50,000.00 for any applicant/business/individual, per building during any 60 month period, and subject to available CRA funds.
10. Provided required procurement procedures are followed, improvements may be initiated not more than 90 days before the submission of an application for funding. All competitive

bids/quotes must be dated prior to the start of work on the associated improvements. The submission of an application does not, in any way, imply an award of grant funding.

11. Improvements must be consistent with the community character of the City of Palmetto.
12. With the exception of grants or parts of grants for CPTED improvements, the applicant may be asked to show how the proposed improvements will increase the aesthetic appeal of the structure.
13. Prior to commencement of work, all required governmental approvals (i.e.: Planning and Zoning, SWFWMD, etc.) and permits must be properly issued.
14. Final inspections must be performed and appropriate certificates must be issued prior to the disbursement of grant funds to the applicant.

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

## **PROCUREMENT PROCEDURES**

Applicants are expected to make sound financial decisions and seek competitive prices for projects. Evidence of compliance with the following must be submitted with the grant application.

1. All Improvement costs must include at least three (3) estimates. As it is the intent of the CRA to support strong, viable business in Palmetto, grant applications must also include estimates from Palmetto-based businesses, when available. A statement of non-availability must be included if three contractors are not available, or if there are less than three from Palmetto.
2. If a structure is only partially in the CRA district, estimates must show which portions of the structure are within the CRA district.
3. Any and all costs may be compared with current industry standards to ensure reasonable pricing. Labor expenses are eligible only when performed by a licensed contractor in good standing in Manatee County, if a professional license is required. All quotes/invoices must reflect the contractor's license number when applicable.
4. Property owners may complete improvements themselves, as allowed by State and local building codes, provided that the cost of improvements is not greater than the least of the competitive bids gathered in compliance with these Procurement procedures. No labor costs will be reimbursed for improvements completed by the property by the owners.

## **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 CRA Board. Buildings that are partially in the CRA District are eligible for funding on the portion that is within the CRA District.

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

### **TIMELINES**

It is the intent of the CRA to provide access to this incentive program and to encourage the timely completion of projects in order to maximize availability of funds for COMMERCIAL FACADE ENHANCEMENT. In order to execute this intent, completed applications must be submitted to the CRA staff for review at least **fifteen (15)** days prior to the CRA Board meeting at which the application will be considered for approval. 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 provide a revised 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 the CRA Board for approval. There is a maximum of two grant extensions as recommended for approval by the CRA Board.

### **DISBURSEMENT OF FUNDS**

Prior to any disbursement of grant dollars, applicants must provide the CRA with proof of matching contributions by providing copies of bills and cancelled checks or receipts. Grant money will be distributed only after the applicant has submitted such documentation.

The owner/applicant is to provide recorded lien releases as applicable. The owner shall also provide a copy of the Certificate of Occupancy or Completion (if it was required) before disbursing grant money.

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

### **MAINTENANCE OF COMPLETED IMPROVEMENTS**

Improvements funded by the Commercial Revitalization Facade 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.

Please complete the following application and submit to:

Attention: Jenny Silverio

City of Palmetto, CRA

715 4<sup>th</sup> St. West Palmetto, FL 34221

Phone (941)723-4988 - Fax (941)723-4704

Or by e-mail at:

[JSilverio@PalmettoCRA.org](mailto:JSilverio@PalmettoCRA.org)



## **TEMPORARY MAINTENANCE PROVISION**

Given the current state of the economy and the need to maintain the outward appearance of commercial properties in the CRA District, the CRA Board has enacted a Temporary Maintenance Provision (TMP) to support normal maintenance which is not covered under the current Commercial Facade Enhancement Grant Program.

If applicable eligibility and procedural requirements of the Commercial Facade Enhancement Grant Program are met, the CRA will grant 75% of the cost of maintenance, up to a maximum amount of \$10,000.00. Grants awarded through the Temporary Maintenance Provision will be included in the Commercial Facade Enhancement Grant Program maximum limit of \$50,000.00 and **only one grant will be considered per owner within a 60 month period.** Examples of maintenance items under the TMP are painting, fencing, driveway and sidewalk repair. Items funded under the TMP will require three quotes. The CRA will not reimburse any permitting fees. Disbursement of funds will be governed by the same guidelines as outlined on page 4 of the Commercial Facade Enhancement Grant Program Application.

The TMP will expire on October 1, 2013 unless the CRA Board votes to continue the provision. For consideration of funding, applications must be received prior to September 1, 2013. All grants are awarded at the discretion of the CRA Board and are subject to fund availability.

## **CPTED (CRIME PREVENTION THROUGH ENVIRONMENTAL DESIGN) PROVISION**

Given the increased perception of crime, the Agency desires to assist commercial properties in the CRA District by enacting a CPTED provision to support the installation of certain crime prevention measures at a higher percentage than what is covered under the Commercial FACADE Enhancement Grant Program. Examples of CPTED measures include video surveillance, lighting and landscaping.

If applicable, eligibility and procedural requirements of the Commercial Facade Enhancement Grant Program are met, the CRA will reimburse 75% of the cost of the installation of security measures approved through a CPTED inspection by the Palmetto Police Department, up to a maximum of \$10,000.00. CPTED Provision grants awarded will be included in the Commercial Facade Enhancement Grant Program maximum limit of \$50,000.00 and **only one CPTED grant will be considered per owner.** Three quotes will be required for the costs of materials and installation of CPTED measures being considered for reimbursement. Permitting fees will not be reimbursed by the CRA. Disbursement of funds will be governed by the same guidelines as outlined on page 4 of the Commercial Facade Enhancement Grant Program Application.

No approval for funding for new CPTED projects shall be allowed after October 1, 2013, unless the CRA Board votes to extend this period for accepting applications. For consideration of funding, applications must be received prior to September 1, 2013. All grants are subject to funding availability.

In consideration of grant funding provided pursuant to this Application, the Applicant agrees, upon execution of this Application, to providing to the Palmetto Police Department, in the furtherance of a criminal investigation, access to and use of any video or recording created by a surveillance camera on the subject property, upon request of the City. This Agreement shall be provided by the applicant, his successors and assigns to their agents, successors and assigns and shall run with the land for the life of the Project.

## **EXAMPLES**

The following are some examples of items eligible for funding under the Commercial Façade Enhancement Grant Program. Except for CPTED related improvements, improvements must be in keeping with the program's intent that they be to the exterior, aesthetic in nature, and readily seen from public streets, sidewalks, and/or parking lots. The fact that an item is on this example list does not, in and of itself, entitle payment under the Commercial Facade Enhancement Grant Program. Potential items not on the list but meeting the intent of the program will also be considered for inclusion.

1. Landscaping-Florida native/drought resistant landscaping per SWFWMD list with irrigation only.
2. Awnings
3. Exterior renovation
4. Architectural design assistance
5. Pavement treatment (Excludes maintenance and normal repair)
6. Decorative fences, border treatments
7. Ornamental grill work – Must be consistent with community character of the City of Palmetto
8. Creation of impervious surfaces (Excludes maintenance and normal repair)
9. Color analysis for historic reviews
10. Incentives for historic preservation designation
11. Lighting
12. Window; Visible aesthetic upgrades only.
13. Door; Visible aesthetic upgrades only.
14. Pedestrian amenities (water fountain, benches, bike racks)

## COMMERCIAL FACADE ENHANCEMENT GRANT PROGRAM APPLICATION

PARCEL I.D.# \_\_\_\_\_

APPLICANT: \_\_\_\_\_

BUSINESS NAME: \_\_\_\_\_

PROPERTY'S PHYSICAL ADDRESS: \_\_\_\_\_

PROPERTY OWNER'S NAME: \_\_\_\_\_

CONTACT PERSON: \_\_\_\_\_

MAILING ADDRESS: \_\_\_\_\_

\_\_\_\_\_

CONTACT PHONE: \_\_\_\_\_

FAX: \_\_\_\_\_

LIST ANY OTHER PROPERTIES OWNED \_\_\_\_\_

BY APPLICANT: \_\_\_\_\_

\_\_\_\_\_

### REQUIRED SUBMISSIONS:

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, keeping in mind there must be a significant improvement in aesthetical appearance.

Timeline – Outline the total renovation timeline to include project start and end dates.

Occupants – Provide information on business(s) that currently occupy or will be occupying the structure. Include any other information that may be helpful in reviewing the application.

Estimates – **Three cost estimates are required for each item.**

Existing site information– Break out an itemized list of estimates for all improvements. Attach written estimates and plans for improvements as described in *Procurement Procedures* with the application.

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 Board. Application for funds under this program does 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 with the exception of the CPTED inspection provided by the Palmetto Police Department and any surveillance estimates provided by the applicant. Bids and inspections are exempt from public records disclosure under Florida State Statute 281.301.

## CERTIFICATIONS

Being first duly sworn, depose(s) and say(s) that I am (we are) the owner(s) and record title holder(s) to the property described herein, which is the subject of this application. I (we) hereby appoint the above-named applicant, as agent, to execute documents and act on our behalf throughout the approval process, and the signature of said agent shall constitute my (our) consent to all terms and conditions of the development approval process. I (we) understand that this affidavit has been executed to induce the City of Palmetto CRA to consider and act on the foregoing request. I hereby certify that the information contained in this application is true and correct.

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PROPERTY OWNER SIGNATURE

---

DATE

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PROPERTY OWNER SIGNATURE

---

DATE

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 **COMMERCIAL FACADE ENHANCEMENT GRANT PROGRAM**. The applicant understands that, to be eligible for funding assistance, all projects must be complete within 90 days of award, unless a written extension is granted by the CRA Board. The applicant certifies that he/she shall not derive any monetary benefit from specified contractors.

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APPLICANT SIGNATURE

---

DATE

---

CRA SIGNATURE

---

DATE

# NOTARIZATION

## {Acknowledgment for Individual}

STATE OF FLORIDA COUNTY OF \_\_\_\_\_

The foregoing instrument was acknowledged before me this \_\_\_\_ day of \_\_\_\_\_, 20\_\_, 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. \_\_\_\_\_

## {Acknowledgement for Corporation or LLC}

STATE OF FLORIDA COUNTY OF \_\_\_\_\_

The foregoing instrument was acknowledged before me this \_\_\_\_ day of \_\_\_\_\_, 20 \_\_\_\_, 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 \_\_\_\_\_, 20 \_\_\_\_, 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. \_\_\_\_\_

Improvements must be in keeping with the intentions of the program. Items on the example list will not necessarily be approved if they do not meet all other aspects of the Commercial Facade Enhancement Grant Program.

**FOR STAFF USE ONLY:**

Storefront Business Name: \_\_\_\_\_

Applicant Name: \_\_\_\_\_

PID: \_\_\_\_\_

Application# \_\_\_\_\_

Submission Date: \_\_\_\_\_

Amount Requested: \_\_\_\_\_

CRA Board Approval Date: \_\_\_\_\_

End of Project Date: \_\_\_\_\_

Extension Approval Date(s): \_\_\_\_\_

Extension End of Project Date: \_\_\_\_\_

**SUBMISSION REQUIREMENTS SATISFIED:**

Project Description Y/N \_\_\_\_\_

Letter from owner Y/N \_\_\_\_\_

Occupational License Y/N \_\_\_\_\_

Site Information (DEED) Y/N \_\_\_\_\_

Utilities/Taxes current Y/N \_\_\_\_\_

Code Enforcement review Y/N \_\_\_\_\_

Photographs Y/N \_\_\_\_\_

Three (3) estimates for each item Y/N \_\_\_\_\_

Within CRA limits (map attached) Y/N \_\_\_\_\_

CRA BOARD ACTION DATE: \_\_\_\_\_