

VERNON MYERS
MAYOR - COMMISSIONER

MARY LAWSON BROWN
VICE MAYOR - COMMISSIONER

ALLEGRA KITCHENS
COMMISSIONER

PHIL LEARY
COMMISSIONER

JAMES NORWOOD, JR.
COMMISSIONER



MICHAEL J. CZYMBOR
CITY MANAGER

BETSY JORDAN DRIGGERS
CITY CLERK

MATTHEW D. REYNOLDS
FINANCE DIRECTOR

GARY S. GETCHELL
CHIEF OF POLICE

MICHAEL LAMBERT
CHIEF FIRE DEPT.

DONALD E. HOLMES
CITY ATTORNEY

Regular meeting 2nd and 4th Thursdays each month at 6:00 p.m.

October 19, 2013

TO MESSRS: MARY LAWSON BROWN, ALLEGRA KITCHENS, PHIL LEARY,
JAMES NORWOOD, Jr., KARL N. FLAGG AND ALEX SHARP:

You are hereby notified that a meeting of the Community Redevelopment Agency is called to be held at the regular meeting place of the Palatka CRA/City Commission, 201 N. 2nd Street, Palatka, on Thursday, October 24, 2013 to commence at 5:00 p.m.

The purpose of the meeting is to consider the following items:

1. Revisions and approval of the FY 2013-2014 Building Improvement Grant (Big) Program – CBD TIF Funded – *tabled on 10/10/24 for revisions*
2. Proposed Transformation Project Program Request for Redevelopment Proposals

/s/ Vernon Myers
Vernon Myers, MAYOR/Chairman

We acknowledge receipt of a copy of the foregoing notice of a special meeting on the 19th day of October, 2013.

/s/ Mary Lawson Brown
COMMISSIONER

/s/ Allegra Kitchens
COMMISSIONER

/s/ James Norwood, Jr.
COMMISSIONER

/s/ Phil Leary
COMMISSIONER

/s/ Alex Sharp
PRESIDENT
DOWNTOWN PALATKA, Inc.

/s/ Karl N. Flagg
PUTNAM COUNTY BOCC
DISTRICT 3 COMMISSIONER

ANY PERSON WISHING TO APPEAL ANY DECISION MADE BY THE COMMUNITY REDEVELOPMENT AGENCY WITH RESPECT TO ANY MATTER CONSIDERED AT SUCH MEETING WILL NEED A RECORD OF THE PROCEEDINGS, AND FOR SUCH PURPOSE MAY NEED TO INSURE THAT A VERBATIM RECORD OF THE PROCEEDINGS IS MADE, WHICH RECORD INCLUDES THE TESTIMONY AND EVIDENCE UPON WHICH THE APPEAL IS TO BE BASED. FS 286.105

PERSONS WITH DISABILITIES REQUIRING ACCOMMODATIONS IN ORDER TO PARTICIPATE IN THIS MEETING SHOULD CONTACT THE CITY CLERK'S OFFICE AT 329-0100 AT LEAST 24 HOURS IN ADVANCE TO REQUEST ACCOMMODATIONS.

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Regular meeting 2nd and 4th Thursdays each month at 6:00 p.m.

AGENDA
CITY OF PALATKA
COMMUNITY REDEVELOPMENT AGENCY
Called Meeting – October 24, 2013; 5:00 p.m.

CALL TO ORDER:

- a. Invocation
- b. Pledge of Allegiance
- c. Roll Call

1. **PUBLIC COMMENTS** - (Speakers limited to three minutes – no action taken on items)
2. **CENTRAL BUSINESS DISTRICT:**
 - *a. **REQUEST** to Approve Revised Building Improvement Grant (BIG) Program - tabled on October 10, 2013 for revisions
 - *b. **DISCUSSION** – Proposed Transformational Project Request for Redevelopment Proposals
3. **OTHER BUSINESS/REPORTS**
4. **ADJOURN**

*Attachment **Separate Cover

ANY PERSON WISHING TO APPEAL ANY DECISION MADE BY THE COMMUNITY REDEVELOPMENT AGENCY WITH RESPECT TO ANY MATTER CONSIDERED AT SUCH MEETING WILL NEED A RECORD OF THE PROCEEDINGS, AND FOR SUCH PURPOSE MAY NEED TO INSURE THAT A VERBATIM RECORD OF THE PROCEEDINGS IS MADE, WHICH RECORD INCLUDES THE TESTIMONY AND EVIDENCE UPON WHICH THE APPEAL IS TO BE BASED FS 286 105

PERSONS WITH DISABILITIES REQUIRING ACCOMMODATIONS IN ORDER TO PARTICIPATE IN THIS MEETING SHOULD CONTACT THE CITY CLERK'S OFFICE AT 329-0100 AT LEAST 24 HOURS IN ADVANCE TO REQUEST ACCOMMODATIONS

Agenda Item

2a



AGENDA ITEM

SUBJECT: Approve the 2013 Building Improvement Grant (BIG) Program

DEPARTMENT: City Hall

ATTACHMENTS: Ordinance Resolution Motion
 Support Documents Other

SUMMARY: The Economic Restructuring Committee is recommending revisions to the Building Improvement Grant to adjust to the changing needs of our redevelopment efforts. Over the years, this program has been utilized to address ADA compliance issues, modernization and upgrading of our building stock, creating new space and renovating space as a recruitment tool. All of these were worthwhile goals and we made a lot of progress on that front. We now find ourselves, in our recruiting efforts, in a position of having most, if not all of the tenant-ready space occupied. When vacated, our tenant-ready space is often rented again within a very short time. Our challenge is those spaces which require a relatively significant investment to get them tenant ready. The investment needed is often too much for perspective tenants to add to their start-up or moving costs. Our current approach is to wait for a tenant that can afford to improve the space or hope the property owner decides to reinvest in their property. The result is that many spaces remain empty year after year and the tenant-ready spaces change tenants but remain occupied. To get a new result, we want to try a new approach and modify our tools to meet this challenge. We have modified the Building Improvement Grant to apply to vacant spaces, specifically for retail and restaurant use, to get them tenant ready. Furthermore, as a recruitment tool, we want to incentivize the program for property owners by allowing rent subsidy as part of the match; as well as incentivizing the program for perspective tenants with lower rents during their startup phase. The Palatka Main Street of Directors agrees with the Economic Restructuring Committee and voted unanimously to forward the revised program to the CRA Board for approval.

This was tabled by the CRA on 10/10/13 until further changes could be discussed and made before a final recommendation would be made to the City Commission regarding its adoption.

RECOMMENDED ACTION: Approve 2013 Building Improvement Grant (BIG) Program

DEPARTMENT HEAD	Submitted: Charles Rudd	Date: 9-27-13
	Requested Agenda: City Commission / CRA	Date: 10-24-13
FINANCE DEPARTMENT	Budgeted <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	Date: _____
CITY ATTORNEY	Approved as to Form and Correctness	Date: _____
CITY MANAGER	Approved Agenda Item For:	Date: _____

COMMISSION ACTION: Approved as Recommended Disapproved
 Approved With Modification Tabled To Time Certain
 Other

DISTRIBUTION: CA CC CM CD FI FD GC HR MD PD PR UD

**2013-14 City of Palatka
Community Redevelopment Agency CRA
Building Improvement Grant (BIG) Program
Administered by Palatka Main Street**

The City of Palatka Community Redevelopment Agency was created to address conditions of blight within the Palatka Main Street District that require enhanced management and redevelopment.

Tax Increment Financing is not derived from a new tax, but allows a portion of property taxes from within the district to be used to leverage public funds to promote private sector real estate, business, and other activities in order to spur revitalization.

The Central Business District (Main Street District) boundaries are represented in the map (attachment A).

Purpose

The purposes of this Building Improvement Grant program are to:

- To encourage the opening of more retail and restaurant venues within the Central Business District (CBD) by completing improvements, upgrades and renovations necessary to qualify vacant commercial space for a Certificate of Occupancy; ready to rent/lease.
- Improve the appearance and utilization of downtown buildings so that they will be used in accordance with applicable building and zoning regulations (bring them up to code) and Community Redevelopment Agency plans.
- To ensure the longevity of the existing building stock by addressing deterioration of the structure, roof, plumbing, HVAC, and electrical systems.
- Fill the financial gap of a property owner for his/her qualified building/property needs or of a tenant for the build-out needs of a qualified retail or restaurant business.
- To encourage a reduction or subsidy in rent for a three (3) year period as part of an in-kind match. The City of Palatka will determine the market rate rent by establishing an average of the comparable commercial square foot rate within the Central Business District. The base rate will be multiplied by the total square footage of space minus ten percent (10%) (to incentivize reduction in rent). Applicants proposing a rent subsidy match must include a letter of intent from the tenant to lease the property; to be followed by an executed lease agreement if the grant is awarded.

$$\text{market rate rent per square foot} \times .9 \times \text{total square footage} = \text{base rent}$$

$$\text{base rent (monthly)} - \text{proposed rent} \times \text{duration of lease(months)} = \text{rental subsidy match}$$

Applicants are encouraged to review current zoning ordinances and the Community Redevelopment Agency Plan with the Planning Department and with Palatka Main Street Manager located at:

205 N 2nd Street
Palatka, FL 32177
(386) 329-0103

Grant Awards

This is a competitive program that requires applicants to make formal application through Palatka Main Street.

Funding will be based on the grant application complying with program criteria and on the recommendations of an Evaluation Committee. For the 2013/2014 B.I.G. program a maximum of \$30,000 per owner will be allowed from the Community Redevelopment Agency Tax Increment Funds; of which Palatka Main Street, Inc. will administer. All grants will have an applicant matching requirement of twenty percent (20%). For example, a project which costs \$37,500 the applicant's portion would be a minimum of \$7,500. Priority consideration will be given to those projects with an over twenty percent (20%) to fifty percent 50% match or offer a below market rent option to perspective tenants for a minimum of three (3) years. Match can be in cash or in-kind as long as documentation of the contributions is provided. Acceptable in-kind contributions include the use of equipment, supplies, labor, or other tangible resources.

Palatka Main Street will appoint an independent Evaluation Committee made up of a representative of its Board of Directors, Design Committee, and Economic Restructuring Committee. Evaluation Committee members are not eligible for grants or for contracts from grantees. The Evaluation Committee may take testimony or seek professional guidance on issues related to historic preservation, building and zoning codes, market analyses, business operations, and other subjects.

The right to refuse any grant application is reserved.

Application submitted before work begins is preferred and may be favored.

It is not the intent of the program to award grants for work previously completed or work in the process of being completed; however, at the discretion of the Community Redevelopment Agency, and Palatka Main Street, costs for eligible work that was completed within twelve months prior to the date of the grant application may be included for consideration. Reimbursement grants may not exceed eighty percent (80%) of the eligible costs. Inclusion of this previously done work is no guarantee of recommendation for approval by the Evaluation Committee.

A portion of the grant may be used to pay for professional fees; the amount allowed for reimbursement shall not exceed ten percent (10%) of the Total Project Cost. The cost of professional fees shall initially be paid for by the Owner, but may be included as an allowance in the Total Project cost.

Palatka Main Street may set grant application deadlines, review periods and award limits, and application and award dates.

Ranking and funding decisions of the Evaluation Committee may be appealed to the City of Palatka Community Redevelopment Agency Board.

Program Guidelines

This Building Improvement Grant program is funded with Tax Increment Financing money to assist with:

- Exterior renovations or improvements, (in concert with interior projects)

- Restoration, improvement, or re-creation of historically correct or compatible architectural features to facades or elements of buildings which are visible from the public street, consistent with architectural guidelines that may be established, and consistent with established priorities - including compatibility in scale, proportions, and colors.
 - Roof repair/gutters
 - Repair or addition of awnings, canopies, balconies, and galleries
 - Doors and windows
 - Painting and stucco
 - Repair or manufacture of signs consistent with architecture, sign ordinances, design standards and guidelines
 - Meeting Green Building Criteria
 - Permanent, general use, attached features or fixtures
- Interior renovations or improvements:
 - Interior demolition
 - Interior framing, windows, doors, lighting, drywall, and flooring
 - Mechanical, electrical, plumbing, HVAC repair, upgrades, or demolition
 - ADA access to building and/or restrooms
 - Improvements necessary to meet code
 - Permanent, general use, attached features or fixtures
- **The following are ineligible for the grant program:**
 - Property not in the district
 - Work which removes or alters historically significant features
 - Use of inappropriate materials
 - Non-appurtenant fixtures
 - Permitting fees and work without a City of Palatka building permit
 - Work by other than a licensed contractor
 - Routine maintenance
 - Improvements to buildings for which applicant has neither clear title nor valid lease, which are non-conforming, or which are subject to outstanding fines or liens.

Grant Criteria

Grant funds are limited and will be awarded subject to the degree to which they support Community Redevelopment Agency plans and goals, and subject to announced program procedures, grant cycles and deadlines.

The grant cycle shall span a three (3) month period with specific dates noted in the application pending approval of the annual budget appropriation. Applications shall be due by 5:00 pm on the final day of the application cycle. Applications deemed to be incomplete at the end of the grant cycle shall be ineligible for funding. The application period for each grant cycle shall be advertised in a newspaper of City-wide circulation at least once not more than thirty (30) days or less than fifteen (15) days before the beginning of each application period. In the event funds allocated for distribution during a grant cycle as defined above are not awarded during the designated cycle, the undistributed funds shall be available for distribution during the succeeding cycle.

Upon submission, applications will be evaluated, within 7 days, for eligibility by the Palatka Main Manager, Project Manager/Grants Administrator and Planning Director, under the following criteria:

- Location within Community Redevelopment Agency Central Business District
- Availability of funds
- Appropriate business (retail or restaurant only) and improvements in accordance with applicable codes, ordinances, plans, and guidelines
- Project ready to be implemented
- If project information is insufficient, the applicant will be notified of deficiencies.
- Complete applications will be forwarded to the Evaluation Committee which will notify applicant of review and award schedule.
- Applications found to be insufficient after the deadline for any given cycle, will not be considered for funding during that current cycle.

Prior to any recommendation to the CRA board for award a title search will be conducted to verify clear title and no outstanding fines or liens.

The Evaluation Committee will use a scoring chart (Attachment B) to determine the strength of the application and to determine whether to recommend full funding, partial funding, resubmission, or denial of funding.

Duration of Grant

Should the owner sell their interest in the subject property or business, or fail to maintain the renovations and improvements during the three-year period following receipt of the grant funds, the Grantee shall return/repay the grant funds as follows:

<u>Time</u>	<u>Amount Due CRA</u>
0 to one (1) year after grant funds received	90%
One (1) to two (2) years after grant funds received	80%
Two (2) to three (3) years after grant funds received	60%

The specific terms of repayment shall be included within a written agreement executed between City of Palatka and the grant recipient, and recorded within the public records of Putnam County, Florida. The agreement shall include language sufficient to constitute a valid and enforceable lien upon the real property which is the subject of the grant. The agreement shall be signed by the grant recipient prior to the distribution of grant funds and shall be recorded immediately after distribution of grant funds.

Should the lessee fail to occupy the property within ninety (90) days of receiving a certificate of completion or certificate of occupancy from the City of Palatka Building Department, the Grantee shall return/repay grant funds equal to the percentage of the rental subsidy pledged as match.

Pre-Application

Palatka Main Street Manager, Project Manager/Grants Administrator and Planning Director will review the applicant's plans or application, including the eligibility criteria, program requirements, proposed project scheduling, and consistency of the applicant's proposal with the intent of the program including offering assistance, limited technical assistance and an opinion as to whether the applicant is sufficiently prepared to move

on to the application stage. Requests for a pre-application review must be made 15 days prior to the deadline for the current cycle. It is highly recommended and will be viewed positively if a business and/or marketing plan is developed and submitted as part of the application by a qualified professional and/or with the assistance of the Small Business Development Center (SBDC). The SBDC is located at: Putnam County Chamber of Commerce

1100 Reid Street
Palatka, FL 32177
(386) 328-3293 or c.lynch@unf.edu

Application

A property owner or tenant that is interested in participating in the program must submit a completed and signed application (Attachment C), along with supporting documentation, in accordance with published guidelines, to:

Palatka Main Street
201 North Second Street
Palatka, FL 32177

Application package shall include:

- Proof of ownership or lease interest
- Approval of property owner
- Business plan, if occupied property; marketing plan, if vacant
- Licenses, if applicable
- Work plan, cost estimates, and timeline estimates (including proposed start date and completion date)
- Documentation of the type and source of the project funds. Verification of the funding sources may be required before final approval of the grant application.
- Applicant may be an individual, partnership, or corporation
- Acknowledgement applicant has read and understands grant requirements

Tenants are encouraged to have an agreement with landlord concerning leasehold value of improvements and the impact on rent, if any. If an owner is awarded based on the condition of having a tenant in place, no work shall commence until a lease agreement has been executed by both parties.

Grant Process

The Palatka Main Street staff or designee will review applications for completeness and compliance with program criteria. Applications that are incomplete will be returned with guidance. Projects that do not comply with program criteria will not be considered for funding, but an explanation will be provided.

The Evaluation Committee will review applications to determine if funding is to be recommended in full, in part, subject to conditions; or be rejected. All three members of the Evaluation Committee must be present and participate in any meeting at which funding is to be considered. All decision of the committee shall be by majority rule.

Disapproval of the application by Evaluation Committee may be appealed to the Community Redevelopment Agency Board (CRA).

All applicants will receive written notification regarding approval or denial of their application. Approval will include a funding agreement listing the amount of grant funds that are approved and the requirements for reimbursement.

Grant program description and credit signs must be displayed during project and for six (6) months following reimbursement, followed by a grant program description and credit decal or plaque to be displayed as mutually agreed for a period of not less than 2 years.

Modifications to the approved plans or construction documents, which produce visible differences in the approved design or which are not approved by City of Palatka Building Department, will require a repeat of application review and approval procedures. Failure to receive such approval may invalidate the funding agreement, and the agreement will be deemed terminated. In the event the agreement is terminated, any grant funds that have been disbursed to the applicant by the Community Redevelopment Agency shall become immediately due and payable to the Community Redevelopment Agency.

Reimbursement Procedures

Generally, approved projects will receive reimbursement upon completion of the project and submission of all required receipts, invoices and documentation. Grantees with larger projects may request reimbursement at fifty percent (50%) completion of project and at one hundred percent completion of project. Palatka Main Street and the City of Palatka Chief Building Official will make the final determination as to whether the project is complete.

Funds will be disbursed by a check payable to the applicant or contractor after the following:

- Submission of all receipts and required documentation to Palatka Main Street, including:
 - Contractor invoicing and evidence of payment of funds
 - Release of lien letters from contractors
 - Applicant must honor contractual obligations to contractor; hold harmless agreements must be executed
- Certification of completion by the City of Palatka Chief Building Official and closed permit reports
- Verification that any additional criteria added by contract has been completed as proposed in a satisfactory and professional manner
- Certification of completion of grant project by Palatka Main Street staff and submission to the Palatka City Finance Director.
- Project must be completed within six (6) months of receipt of grant funds.
- Copy of lease if a rent reduction is to be considered as an in-kind contribution

Reservations

Palatka Main Street and the City of Palatka Community Redevelopment Agency expressly reserve the right to:

- Reject any or all applications
- Request additional information from any or all applicants
- Amend the program guidelines and application procedures without notice
- Display and advertise properties that receive grant funding.

Release and Hold Harmless Agreement

Upon approval of a grant, the applicant and any affected contractor will be required to sign a Release and Hold Harmless Agreement with Palatka Main Street, the City of Palatka Community Redevelopment Agency, as permitted by the laws of the State of Florida.

Attachment B

Evaluation:

- The application is reviewed by Palatka Main Street and reviewed and scored by the Evaluation Committee.
- They will consider the strength and need of the applicant and the appropriateness of the project.
- The financial commitment by the owner, landlord, and tenant, as applicable will be evaluated and may have an impact on recommendation and approval.
- The Evaluation Committee will also determine the level of program funding.
- Each member of the Evaluation Committee shall score each application utilizing the score sheet and criteria set forth below. The average of the total scores of the three committee members for each application shall be utilized for comparison and evaluation purposes.
- Any application which receives an "average" total score of less than 50 points shall not be awarded funds.

Scoring Criteria:

Criteria	Points	Rank	Score
Consistent with City of Palatka comprehensive plans	5		
Consistent with Community Redevelopment Agency plans	5		
Consistent with Main Street Approach and Secretary of the Interior Standards for Historic Preservation	10		
Degree of investment leveraging by applicant/investors landlord or tenant in matching funds and/or in-kind contribution	15		
Strength of business capitalization, business plan (occupied space), marketing plan (vacant space).	20		
Previous history of applicant. First time applicants are encouraged	5		
Quality of proposed project and likelihood that it can be completed within the proposed schedule	10		
Degree to which the project contributes to the economic development of the Central Business District (i.e. job creation, occupancy commitments, and new tenants within the Central Business District)	15		
Development of business and/or marketing plan with SBDC assistance	15		
TOTAL	100		

While the Evaluation Committee scores and makes recommendations as they see fit, a score of 50 or below would generally be considered to be a weak score.

Appendix of Definitions

Eligible Business: Retail and restaurant

In-Kind: Equipment, supplies, labor, or other tangible resources; rent reduction and/or subsidy; and/or the implementation of marketing plan

Community Redevelopment Area (CRA), Tax Increment Finance Fund (TIFF), Community Redevelopment Area Plan and CRA boundaries map: Information can be found at the City of Palatka website: www.palatka-fl.gov by clicking on the CRA tab/drop down menu.

Palatka Main Street: visit the Palatka Main Street website at www.palatkamainstreet.com, the Florida Main Street website at www.flheritage.com/preservation/mainstreet/florida_main.cfm, or the National Main Street website at www.mainstreet.org for specific information about the Main Street program and approach.

Evaluation Committee: A three member independent committee comprised of the Main Street Manager, A City Representative and the Chair of the Economic Restructuring Committee. Members of the Evaluation Committee are ineligible to apply for the BIG program.

Professional Fees: Some examples are architecture, structural engineer and contractor.

Appeal Process: Please view the Grant Process section of this program on page 5 for additional information.

Agenda Item

2b



AGENDA ITEM

SUBJECT: Discussion of the proposed Transformational Projects Incentive Program

DEPARTMENT: City Hall

ATTACHMENTS: Ordinance Resolution Motion
 Support Documents Other

SUMMARY: The Community Redevelopment Agency currently has three (3) programs or tools to facilitate redevelopment. They include the Façade Grant, Building Improvement Grant and Recruitment Grant. In an effort to address goals outlined in the CRA plan staff has been researching additional programs utilized by other successful CRA's. One of those mechanisms used to incentivize redevelopment is offering the reimbursement of additional tax increment derived from redevelopment projects. Most agencies use this to facilitate larger redevelopment projects. Staff believes that this mechanism could be useful throughout all of the CRA districts to spur transformational or catalytic projects. Transformational projects are those that advance goals of the CRA plan, strengthen district integrity, improve the livability of an area and create marked change to the area. The program is not specific to a type of project (i.e. single family, multi-family, mixed use infill or renovation, large retail box stores, restaurants, smaller retail stores). Projects will be evaluated on a case by case basis and must meet specific criteria before they are presented to the CRA/City for consideration. The benefit of this program is that projects do not receive financial incentives unless the project is implemented.

Alignment with the CRA plan: *“Alternative Economic Development programs for cooperative merchant leased and/or owned properties and space”* (page 77, CRA Plan)

“mid and long range goals are establishing and revising programs that can act as additional layers of support that have an impact on the downtown investment, the deterioration of structures and employment.” (page 137, CRA Plan)

Alignment with the City's 2013 priorities: *“Solidify, strengthen and enhance the City's economic development to assist in the re-development of our downtown.”* (2013 Priorities)

In the near future staff will be presenting additional mechanisms for your consideration that will help us to achieve the goals outlined in the CRA plan. Staff encourages you to review the attached draft, ask questions and make suggested changes.

RECOMMENDED ACTION: Staff is requesting direction on the proposed program.

DEPARTMENT HEAD Submitted: Jonathan Griffith Date: 10-18-13
 Requested Agenda: CRA Date: 10-24-13

FINANCE DEPARTMENT Budgeted Yes No N/A Date: _____

CITY ATTORNEY Approved as to Form and Correctness Date: _____
CITY MANAGER Approved Agenda Item For: Date: _____

CRA ACTION: Approved as Recommended Disapproved
 Approved With Modification Tabled To Time Certain
 Other

DISTRIBUTION: CA CC CM CD FI FD GC HR MD PD PR UD



OPEN INVITATION FOR DEVELOPMENT PROPOSALS

Transformational Project

Incentive Program

The City of Palatka and the Community Redevelopment Agency (hereinafter referred to as “the City”) hereby invite the submission of redevelopment proposals from potential developers and/or end users for projects to be located within the CRA's three districts. The Transformational Project Incentive Program (TPIP) is intended to encourage redevelopment projects that are transformational or catalytic in nature by granting a portion of the additional tax increment derived from the completed project. **Transformational projects advance goals identified in the CRA plan, strengthen district integrity, improve the livability of an area and create a marked change to the area.** To be eligible for consideration projects must be located within one of the three CRA districts, advance the goals outlined in the CRA plan and meet other minimum eligibility criteria. Applications are accepted year round and if deemed complete and eligible, will be considered at the next regularly scheduled CRA meeting. The City reserves the right to waive any irregularities submitted, reject any and/or all submittals, accept any submittals deemed to be in the best interest of the City, request additional information, amend the program documents without notice, display and advertise properties receiving incentives and use this program for projects already initiated by the City.

Projects shall be evaluated on a case by case basis. The criteria that the City shall use in evaluating proposals include, but are not limited to;

- project financial and practical feasibility and documentation of financial incentive need;
- furtherance of CRA plan;
- impact on historic resources;
- conformance with Comprehensive Plan;
- the degree to which the project is catalytic or transformational in nature (i.e. job creation, creation/assistance of entrepreneurship, leveraging of additional private or public resources, effect on “critical mass” or positive example for others); and
- the projects ability to strengthen the character and/or integrity of the CRA districts.

To obtain additional information please view the City of Palatka website at www.palatka-fl.gov or contact Jonathan Griffith, Project Manager/Grants Administrator at 386 329 0103 or jcgriffith@palatka-fl.gov.

Transformational Project Incentive Program

Description

The Transformational Project Incentive Program (TPIP) is intended to encourage redevelopment projects that are transformational or catalytic in nature by granting a percentage of the additional tax increment derived from the completed project. Transformational projects advance goals identified in the CRA plan, strengthen district integrity, improve the livability of an area and create a marked change to the area.

To be eligible for consideration projects must be located within one of the three CRA districts, advance the goals outlined in the CRA plan and meet other minimum eligibility criteria. Applications are accepted year round and if deemed complete and eligible, will be considered at the next regularly scheduled CRA meeting. The City reserves the right to waive any irregularities submitted, reject any and/or all submittals, accept any submittals deemed to be in the best interest of the City and CRA, request additional information, amend the program documents without notice, display and advertise properties receiving incentives and use this program for projects already initiated by the City.

In-lieu of offering additional tax increment generated by the project, the City may offer financial assistance during the initial phase of the project to cover all or part of the costs associated with demolition, site preparation, and infrastructure improvements (i.e. storm-water, potable, sanitary, streetscape enhancements, undergrounding of utilities).

Annual payments shall be made at the beginning of each tax year and shall be limited to a percentage of the additional tax increment generated from the project as follows:

- 75% for up to five (5) years;
- 50% for up to ten (10) years; or
- 25% for up to (15) years.

Additional tax increment generated by the project shall be calculated by subtracting the tax increment revenue derived from the property(s) during the tax year when construction commenced from the tax increment revenue derived from the property(s) from the previous tax year. No payments shall be made unless all property taxes are paid in full and the project receives a certificate of completion and written certification from the Putnam County Property Appraiser that the property was reassessed after issuance of a Certificate of Occupancy from the City of Palatka Building Department.

Eligibility

For a project to be eligible it must:

- be located within a CRA district;
- submit a written request and application fee;
- not have been issued a building permit prior to submission of written request; and
- be qualified as a transformational project based upon criteria outlined below.

Transformational Project Incentive Program

Application Process

Applicants interested in participating in the program must submit a completed and signed application along with supporting documentation and an application fee of \$300 to:

City of Palatka Community Redevelopment Agency
201 North Second Street
Palatka, FL 32177

If a project qualifies and receives an incentive; the application fee shall be refunded at the time of the first annual payment.

Applications must include:

- contact information (i.e. primary contact, phone, email, mailing address)
- proof of ownership or agent authorization;
- project description including location, work plan, construction estimate, schedule, design and square footage of uses (i.e. residential, commercial);
- current taxable value;
- estimated taxable value after construction;
- estimate of probable cost for construction;
- list of items/project components to be funded by the incentive program;
- the amount and type of award requested;
- documentation of the type and source of all project funds;
- description of how the project implements the redevelopment plan;
- acknowledgement applicant has read and understands grant requirements; and
- other information as requested by staff.

Applications must be received four (4) weeks prior to a regularly scheduled CRA Board meeting to be placed on the agenda for consideration.

The Palatka Main Street Manager, Project Manager/Grants Administrator and Planning Director will review applications and a recommendation will be made to the CRA Board. The City and CRA reserve the right to present projects for input to the CRA district advisory groups, prior to consideration at a CRA board meeting. Applications deemed to be incomplete or ineligible will not be considered.

Appeals must be filed with the City of Palatka City Clerk at 201 North Second Street, Palatka, FL 32177 and will be considered at the next regularly scheduled meeting.

Transformational Project Incentive Program

Selection Criteria

Projects shall be evaluated on a case by case basis. The criteria that the City shall use in evaluating proposals include, but are not limited to;

- project financial and practical feasibility and documentation of financial incentive need;
- furtherance of CRA plan;
- impact on historic resources;
- conformance with Comprehensive Plan;
- the degree to which the project is catalytic or transformational in nature (i.e. job creation, creation/assistance of entrepreneurship, leveraging of additional private or public resources, effect on “critical mass” or positive example for others); and
- the projects ability to strengthen the character and/or integrity of the CRA districts.

Upon approval of a grant, the applicant and any affected contractor will be required to sign a Release and Hold Harmless Agreement with the City of Palatka Community Redevelopment Agency, as permitted by the laws of the State of Florida.

I hereby acknowledge that I have read, understand and agree to terms of this document.

Signature

Date

Printed Name

Title