

ORDINANCE C-09-19

AN ORDINANCE TO REPLACE EXHIBIT "A" OF THE TOWN CENTER COMMERCIAL REVITALIZATION GRANT PROGRAM AS APPROVED BY C-31-18

WHEREAS, on July 2, 2001, the Council of the City of Grove City approved a Town Center Community Revitalization Grant Program with Ordinance C-43-01; and

WHEREAS, on March 1, 2010, Exhibit "A" was updated and replaced with the approval of Ordinance C-03-10; and

WHEREAS, on May 20, 2013, the Council repealed and replaced Ordinance C-03-10 with Ordinance C-29-13 to expand and define eligible projects and fund dispersal procedures; and

WHEREAS, on May 21, 2018, The Council repealed and replaced Ordinance C-29-13 with Ordinance C-31-18 to expand the program boundaries to more closely match the area identified as the Town Center Core in the GroveCity2050 Community Plan and to improve the aesthetics of the southern gateway into the Town Center; and

WHEREAS, it is the desire of the City to amend the TCCR Grant Program to expand the program boundaries North to Southwest Boulevard to incorporate more of the Broadway Corridor and northern gateway area.

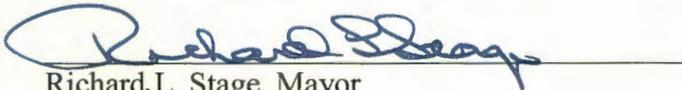
NOW, THEREFORE, BE IT ORDAINED BY THE COUNCIL OF THE CITY OF GROVE CITY, STATE OF OHIO, THAT:

SECTION 1. Exhibit "A" of Ordinance No. C-31-18 is hereby replaced as shown in "Exhibit A", attached hereto and made a part hereof.

SECTION 2. This ordinance shall go into effect at the earliest opportunity allowed by law.

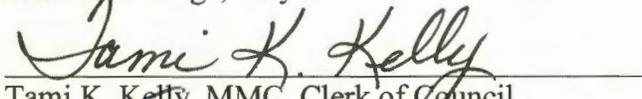
  
Steven R. Robinette, President of Council

Passed: 03-04-19

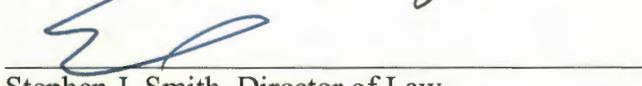
  
Richard L. Stage, Mayor

Effective: 04-05-19

Attest:

  
Tami K. Kelly, MMC, Clerk of Council

I Certify that this Ordinance is correct as to form.

  
Stephen J. Smith, Director of Law

C-09-19

## TOWN CENTER COMMERCIAL REVITALIZATION (TCCR) GRANT PROGRAM



### What is the Town Center Commercial Revitalization Grant Program?

The Town Center Commercial Revitalization (TCCR) Grant Program is designed to assist business and property owners with improving commercial buildings and properties for the betterment of Grove City as a whole. The program was created in 2001 in the spirit of the 1987 Downtown Redevelopment Project. It was revised in 2009 following the completion of the 2008 Town Center Plan, and it has been recently revised to incorporate the principles of GroveCity2050 and other community plans, as well as expand the program's boundaries.

**Program Description:** Grant money is provided as a reimbursement and matched at \$.50 per \$1.00 of private investment up to a maximum of either \$5,000 or \$10,000 for eligible projects based on the location of the property within the program boundaries. The total reimbursement amount will be based on submitted quote(s) contained within and set as part of the approved grant application.

**Eligible Geography:** Commercial properties located in the Town Center Core and Broadway Corridor illustrated on Exhibit 1-A, attached hereto, are eligible to participate in the grant program. Program boundaries are generally based on the boundaries of the Town Center Core future land use in the GroveCity2050 Community Plan. Within the Broadway Corridor, only principal buildings fronting on Broadway are eligible for funding.

**Eligible Participants:** Owners and/or tenants of buildings and properties primarily used to conduct business, non-profit or not-for-profit activities within the program's boundaries may apply for a TCCR grant. Ineligible businesses include national chains, check cashing, sexually oriented businesses, governmental or quasi-governmental agencies and other businesses determined by the City to be contrary to the goals and objectives of community plans. Eligibility of non-profit, not-for-profit organizations shall be determined by proof of 501(c) status. Portions of buildings occupied by ineligible businesses may make the building ineligible for program funds. Eligibility of participants is at the sole discretion of the City.

Applicants requesting funding through the program must be current in their real estate property taxes and must be in good standing with all local, regional, state and federal taxing authorities. All properties participating in the program shall be in compliance with all applicable zoning, building and property maintenance standards.

**Eligible Projects:** Eligible projects are generally categorized into four types based on the nature of the proposed improvements. The following categories list examples of eligible improvements but do not represent an all-inclusive list. The Development Department is responsible for determining the eligibility of proposed improvements and said eligibility will remain at the sole discretion of the City. The City retains the right to approve an entire request, to approve portions of a request, suggest and/or ask for changes/additions to a request before approving or to deny any request or portion thereof. Building permit fees and professional design fees may be eligible for funding if associated with a project listed in the categories below.

1. Façade and exterior building improvement projects that will enhance/preserve the appearance and/or integrity of the structure (some examples provided below):

- Paint
- Tuck point
- Gutters
- Roofing
- Windows
- Doors
- Exterior Lighting
- Awning and canopies
- Signage (wall & window)
- Entryway enhancements
- Siding

2. Exterior site improvement projects that will enhance/preserve the appearance and character of the Town Center Core and Broadway Corridor (some examples provided below):
  - Exterior furnishings (tables, chairs, benches and umbrellas)
  - Bike racks (permanent)
  - Permanent landscaping
  - Sidewalk (new, repair and replacement)
  - Signage
  - Dumpster enclosures
  - Parking lot enhancements and maintenance (striping, sealing, curb replacement and landscaping)
  - Parking lot expansion, resurfacing and reconstruction (the use of permeable surfaces is strongly encouraged)
  
3. Exterior and/or interior building improvement projects that will protect the life, safety and welfare of occupants as well as the protection of surrounding structures and properties within Town Center Core and Broadway Corridor (some examples provided below):
  - Structural repairs
  - Emergency egress lights
  - Accessibility improvements in accordance with Americans with Disabilities Act (ADA) requirements
  - Life safety projects (in order to comply with building and fire codes)
  
4. Utility improvement projects that will repair, replace or upgrade the mechanical facilities contained within or providing service to the structure (some examples provided below):
  - Heating ventilation and air conditioning (HVAC)
  - Electric service and circuits (excluding portable and plug-in electrical fixtures – e.g. light bulbs, fuses, window a/c units, etc.)
  - Plumbing facilities (excluding new and replacement fixtures – e.g. sinks, toilets, etc.)
  - Kitchen ventilation and suppression

**Funding:** Project funds are provided as a reimbursement and matched for qualifying projects at a rate of \$0.50 per \$1.00. The maximum award (or cumulative awards) for a given calendar year shall not exceed \$10,000 for projects in the Town Center Core and \$5,000 in the Broadway Corridor. Owners and/or tenants are eligible to reapply until the maximum award is reached for the given calendar year. The City determines the total reimbursement award based on the submitted quote(s) contained within the approved grant eligibility application. Costs exceeding the originally estimated amount may not be eligible for reimbursement. Additionally, an exceptional circumstance may be granted by City Council to increase the maximum award amount or to increase the City's portion of the grant match (or reduce the applicant's portion).

**Exceptional Circumstances:** If an applicant believes their proposed project warrants an exceptional circumstance for increased funding, an Exceptional Circumstance Request Form shall be submitted to the City for review by City Council demonstrating that at least three of the criteria below are satisfied.

- (1) proposed improvement will substantially enhance the vitality and appearance of the Town Center Core or Broadway Corridor;
- (2) proposed improvement will result in creation of jobs;
- (3) proposed improvement will result in the leveraging of additional economic investment and/or activity;
- (4) proposed improvement will result in the utilization of sustainable building and site design concepts;
- (5) proposed improvement will result in the attainment of a needed service or goal as set forth in the Town Center Plan;
- (6) proposed improvement will result in the attainment of a needed service or goal as set forth in the GroveCity2050 Community Plan;
- (7) proposed improvement will result in the maintenance and enhancement of exterior structures and their interior facilities;
- (8) proposed improvement will result in the update of building and facilities to meet current code requirements to better serve and protect the health, life and safety of their occupants; and
- (9) proposed improvement will result in substantially improved accessibility and compliance with current ADA standards.

**Dispersal of Funds:** Dispersed funds are to reimburse applicants for incurred expenses associated with approved project costs. Funds may be dispersed up to a maximum of two times during the duration of an approved project. Reimbursement requests will be processed upon the submission of proof of payment, photographs, inspection results and other needed documentation (as determined by staff) to verify the completion of the improvement.

Grant recipients are required to maintain records of expended funds and are to provide copies of all paid final invoices, paid receipts, inspection results and additional documentation demonstrating proper use of grant funds. Recipients not able to provide the necessary documentation/records will not be issued grant reimbursement funds.

This grant may be treated as income subject to Federal Income Tax. The City of Grove City is not liable for any tax implications resulting from the extension of this grant through the Town Center Commercial Revitalization Grant Program. See your tax advisor for clarification. The distribution of funds will be made in accordance with the guidelines stipulated by the Housing Officer of the City of Grove City.

**Conflict of Interest:** No official, employee or agent of the City shall have any personal interest, either direct or indirect, in the TCCR grant program, nor shall any such official, employee or agent participate in any decision relating to the TCCR grant program which affects his personal interests or the interests of any corporation, partnership or association in which he is, either directly or indirectly, interested. Additionally, work completed by applicants and/or property owners that hold ownership in any firm performing that work, or other instances in which the Development Department determines a conflict of interest is or may be present, shall be ineligible for TCCR funding.

**Project Monitoring:** Grant recipients must agree to allow any duly authorized representatives of the City of Grove City, at reasonable times and with twenty-four (24) hours prior notice, to have access to any portion of the project in which the City is involved and the period of such right to this access shall be until the City closes out the project.

## **Grant Approval Process:**

- STEP 1 Pre-Application Meeting: It is recommended that prospective applicants have a pre-submittal meeting with Development Department staff. Please contact the Development Department at 614-277-3004 to obtain an application.
- STEP 2 Eligibility Application: This application is to determine if proposed projects are eligible for reimbursement and sets the maximum amount the City can reimburse. Eligibility is determined through project quotes, photos of the site's current conditions, and plans, drawings, and/or photos of what is proposed. Submittal requirements are set forth on the application form. Information the applicant provides will be used as the basis for evaluating the project. Applications will not be considered complete and eligible for participation in the program unless all items on the application are answered and all required attachments are included.
- STEP 3 Eligibility Approval Letter: This letter is sent to applicants when an Eligibility Application has been approved listing the eligible projects and maximum eligible reimbursement. A Reimbursement Application is sent to the applicant with the Eligibility Approval Letter.
- STEP 4 Permits Obtained: Participants in the grant program agree to obtain all necessary permits prior to the commencement of work and comply with all Grove City Ordinances.
- STEP 5 Work Completed: All projects shall be completed and have received approval of all required inspections prior to submittal of the Reimbursement Application. Approved projects should be completed within 180 days from the date of the approved Eligibility Application unless a written extension is granted by the Development Department.
- STEP 6 Reimbursement Application: This application is submitted after all work has been completed and received all necessary approvals (i.e. permits, inspections, approved plans, etc.). The Reimbursement Application determines the amount of possible reimbursement based on payments (i.e. paid invoices, copies of checks, credit card statements, etc.) and photos of the completed projects. Applications will not be considered complete and eligible for reimbursement unless all items on the application are answered and all required attachments are included.
- STEP 7 Funds Released: Funds are in the form of a check that can either be picked-up at City Hall or mailed.



# Town Center Commercial Revitalization Grant Program

## Town Center Core and Broadway Corridor (Areas of Eligibility)



### Areas of Eligibility

- Town Center Core
- Broadway Corridor

