

## ORDINANCE C-29-13

### AN ORDINANCE TO AMEND EXHIBIT "A" OF THE TOWN CENTER COMMERCIAL REVITALIZATION GRANT PROGRAM AS APPROVED BY C-03-10

---

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, it is the desire of the City to amend the Town Center Commercial Revitalization Grant Program to expand and clarify eligible project types, fund dispersal procedures and project length; and

WHEREAS, on September 06, 2012, Grove City Town Center, Inc. passed a Resolution of Support for amendments to said Grant Program as show in the attached Exhibit "A".

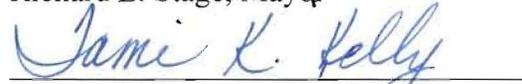
NOW, THEREFORE, BE IT ORDAINED BY THE COUNCIL OF THE CITY OF GROVE CITY, STATE OF OHIO, THAT:

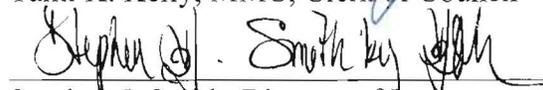
SECTION 1. Exhibit "A" of Ordinance No. C-03-10 is hereby amended as shown in "Exhibit A", attached hereto and made a part hereof.

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

  
\_\_\_\_\_  
Ted A. Berry, President of Council

  
\_\_\_\_\_  
Richard L. Stage, Mayor

  
\_\_\_\_\_  
Tami K. Kelly, MMC, Clerk of Council

  
\_\_\_\_\_  
Stephen J. Smith, Director of Law

Passed: 05-20-13

Effective: 06-19-13

Attest:

I Certify that this Ordinance  
is correct as to form.

C-29-13  
Exhibit A - revised

## 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 businesses, non-profit, not-for-profit and building owners with improving commercial building and properties in the core area for the betterment of Grove City as a whole. The program was created in the spirit of the 1987 Downtown Redevelopment Project and was revised following the completion of the 2008 Town Center Plan as a means to further the implementation of the plan's guiding principles.

**Program Description:** This fund is to help business and commercial property owners complete real property improvements to their facilities and sites located within Town Center.

Grant money is provided as a reimbursement and matched at \$.50 per \$1.00 of private investment up to a maximum of \$10,000 for eligible projects. The total reimbursement amount will be based on the submitted quote(s) contained within and set as part of the approved grant application. Any cost exceeding the originally estimated amount will be the responsibility of the applicant and will not be eligible for reimbursement.

**Eligible Geography:** Commercial properties located in, adjacent to or across the street (and railroad rights-of-way) from the Town Center area as illustrated on Exhibit 1-A, attached hereto, are eligible to participate in the TCCR grant program. Additionally, exceptional circumstance for commercial properties located within 400 feet of the program boundary may be granted program eligibility by City Council.

**Eligible Participants:** Owners or tenants of buildings that are used to conduct business or non-profit or not-for-profit activities or owners of residential units located above storefronts within the Commercial Core of Town Center. Prohibited businesses include national chains, check cashing, sexually oriented businesses, governmental or quasi-governmental agencies and other businesses determined by Council to be contrary to the goals and objectives of the Town Center Plan. 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.

Further, 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.

~~Project Types: Eligibility of proposed improvements for participation in the grant program is at the sole discretion of the City. Below are some examples of eligible projects:~~

- ~~• Façade painting/repair gutters and roofing on "new and existing construction"~~
- ~~• Signage~~
- ~~• Exterior lighting~~
- ~~• Dumpster enclosures~~

- ~~• Structural repairs~~
- ~~• Permanent landscaping~~
- ~~• Window replacement or maintenance~~
- ~~• Parking lot (upgrades, replacement or striping)~~
- ~~• Awning and/or canopy (new, replacement or maintenance)~~
- ~~• Entryway enhancements, including ADA accessibility, and sidewalks~~
- ~~• Exterior furnishings (tables, chairs, and benches)~~
- ~~• Utilities, including electrical, HVAC and plumbing facilities (new, replacement or repair but does not include purchase or repair of appliances)~~

**Eligible Projects:** Eligible projects are generally categorized into four types based on the nature of the proposed improvements. Below are examples of eligible improvements but do not represent an all-inclusive list. The Development Department will be responsible for determining the eligibility of proposed improvements. When there is uncertainty regarding a project's eligibility staff may forward the project to City Council for consideration and determination. Eligibility of proposed improvements for participation in the grant program is at the sole discretion of the City.

1. Façade and exterior building improvement projects that will enhance / preserve the appearance and/or integrity of the structure. Below are some examples of façade and building improvement projects.

- Paint
- Tuck point
- Gutters
- Roofing
- Windows
- Doors
- Exterior lighting
- Awning and canopies
- Signage (wall & window)
- Entryway enhancements (including ADA accessibility)

2. Exterior site improvement projects that will enhance / preserve the appearance and character of the Town Center (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 are 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 (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 Levels:** The program provides a matching grant reimbursed at ~~\$0.50 per \$1.00~~ ~~50% grant~~ up to the maximum award amount for eligible ~~renovation~~ costs. Additionally, an exceptional circumstance may be granted by City Council to increase the maximum award amount ~~for a specific project~~ or to increase the City's portion of the grant match (or reduce the applicant's portion) ~~percentage of matching funds of a specific type of project.~~

**Note:** 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 this 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.

**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 paid invoices, 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.**

**Maximum Award:** The maximum grant award is \$10,000 per building per calendar year unless otherwise approved by City Council as an exceptional circumstance. Owners and tenants are eligible to reapply until the maximum award is reached for the given calendar year.

If required by staff, the City may reimburse 50%, up to \$2,500 of architectural fees as well as for fees pertaining to Phase I and Phase II environmental reviews provided a plan has been provided for more intensive reuse in and around the commercial core.

**Exceptional Circumstances:** At such time that City Council makes a specific finding that a proposed

recipient or project type merits special consideration, Council may offer increased grant funding or percentage of matching funds (e.g. greater than 50%). Additionally, upon a specific finding of City Council that a commercial building or property located within 400 feet of the program boundary merits special consideration, Council may grant an exceptional circumstance making said building or property eligible for grant funding as set forth in this program.

Special consideration may be found when a minimum of three of the following criteria is satisfied:

- (1) proposed improvement will substantially enhance the vitality and appearance of Town Center;
- (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; and
- (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 maintenance and enhancement of exterior structures and their interior facilities; and**
- (7) 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.**

**Project Monitoring:** Grant recipients must agree to allow any duly authorized representative of the City of Grove City, at reasonable times and with forty-eight (48) 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.

**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.

#### **Grant Approval Process and Program Requirements:**

- Interested parties should schedule a pre-application meeting with the Grove City Development Department prior to preparing any materials for submittal.
- Following the pre-application meeting, the applicant may begin preparing the grant application form and compiling required materials. The application is available on the Grove City website [www.grovecityohio.gov](http://www.grovecityohio.gov) or in the Development Department office located at 4035 Broadway, Grove City, Ohio 43123 or [development@grovecityohio.gov](mailto:development@grovecityohio.gov)
- Submittal requirements are set forth on the application form and are attached hereto. Information provided by the applicant will be used as the basis for evaluating the project.
- Applicants must submit a completed application along with all required materials to the Development Department office for review. Applications ~~may will~~ be considered incomplete ~~and returned~~ if all items on the application form are not answered and all required attachments are not included. Incomplete applications ~~will may~~ not be considered for participation in the program until staff determines the application to be complete.

- Development Department staff will review submitted applications. Applicants will receive notification of a decision within 10 business days of submitting a complete application or soon thereafter. In cases where an exceptional circumstance is requested by the applicant the Development Department shall prepare a recommendation and forward to City Council for final action.
- Staff bases eligibility decisions on the following criteria: (1) improvement to the appearance of the Town Center; (2) creation of jobs; (3) leveraging of additional economic investment and/or activities; (4) utilization of sustainable building and site design concepts; (5) provision of needed services or goal as set forth in the Town Center Plan; ~~and~~ (6) promotion of maintenance and enhancements of exterior structures and their interior facilities; **and (7) updating building and facilities to meet current code requirements to better serve and protect the health, life and safety of their occupants.**
- Eligibility of proposed improvements for participation in the grant program is 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.
- ~~Upon approval, the applicant will enter into an agreement with the City setting forth, among other things, the work to be done as approved by the City. The agreement is signed by the City and the applicant.~~
- **Participants in the grant program agree to comply with all Grove City Ordinances.**
- Applicants are responsible for obtaining all necessary permits and authorizations.
- Staff will be permitted to inspect the project to ensure conformance with the grant **program agreement.**
- ~~The City will not enter into an agreement for any project started or completed prior to application approval and contract signing.~~
- ~~The City will authorize the issuance of funds after the execution of a project agreement and securing necessary permit approvals.~~
- ~~If project cost exceed the original estimates, the applicant will be responsible for the full amount of the excess.~~
- **The total reimbursement amount for a project will be based on the submitted quote(s) contained within and set as part of the approved grant application. Any cost exceeding the originally estimated amount will be the responsibility of the applicant and will not be eligible for reimbursement.**
- ~~The City will not contract to perform any of the work, but will enter into an agreement with the applicant for approved expenses.~~
- **Upon the project's completion the Applicant shall submit copies of all paid invoices, paid receipts, photographs, and any other required documentation demonstrating proper use of grant funds as well as to sign a letter of compliance declaring the project was completed in accordance with the rules and regulations of this program and all specifications set forth in the**

~~project agreement.~~

- Approved projects should be completed within ~~365~~ **180** days from the date of the signed reimbursement agreement unless a written extension is granted by City staff.
- ~~Failure to comply with any of the program regulations set forth herein and attached shall result in a full reimbursement to the City for the entire grant amount. This reimbursement shall be payable as of the date of the agreement's cancellation.~~

Additional program requirements and/or restrictions may apply.