

# **City of Scottsbluff, Nebraska**

**Monday, September 18, 2017**

**Regular Meeting**

## **Item Reports1**

**Council to approve the final East Overland Corridor Revitalization Plan.**

**Staff Contact: Nathan Johnson, City Manager**

## Agenda Statement

Item No.

For Meeting of: 09/18/2017

**AGENDA TITLE:** Recommendation from CRA to approve East Overland Façade Program Guidelines and Application

**SUBMITTED BY DEPARTMENT/ORGANIZATION:** Economic Development

**PRESENTATION BY:** Starr Lehl

**SUMMARY EXPLANATION:** The East Overland Steering Committee met on Thursday, August 31<sup>st</sup> to review and discuss the Façade Improvement Program. The committee was adamant that the program be rolled out as soon as possible. The committee recommendations were taken to the CRA who met on Monday, September 11<sup>th</sup>.

**BOARD/COMMISSION RECOMMENDATION:** The CRA voted unanimously to approve the Guidelines and Application as submitted by the Steering Committee and put the program into place on October 1<sup>st</sup>.

**STAFF RECOMMENDATION:** Recommend approval of the Guidelines and Application as approved by the CRA.

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### EXHIBITS

Resolution ☐ Ordinance ☐ Contract ☐ Minutes ☐ Plan/Map ☐

Other (specify) Copy of East Overland Façade Program Guidelines and Application and an example of what an application might look like.

**NOTIFICATION LIST:** Yes ☒ No ☐ Further Instructions ☐

Please list names and addresses required for notification. Please notify members of the East Overland Steering Committee and members of the CRA

**APPROVAL FOR SUBMITTAL:** \_\_\_\_\_  
City Manager

Rev: 11/15/12 City Clerk

City of Scottsbluff  
Community Redevelopment Authority  
September 11, 2017

A meeting of the Community Redevelopment authority (CRA) Committee was held on July 10, 2017 at 4:00 p.m. at City Hall, 2525 Circle Drive, Scottsbluff, NE

The meeting was convened at 4:05 p.m. and roll call was taken, the following committee members were present: Bill Trumbull, William Knapper, Joanne Phillips, Cathy Eastman and Robert Franco. In attendance on behalf of the City were City Manager, Nathan Johnson, City Attorney, Rick Ediger, and Economic Development Director, Starr Lehl, recording secretary.

Chairman Trumbull called the meeting to order and informed those in attendance that a copy of the Nebraska Open Meetings Act is available for the public's review. There were no changes in the agenda, nor were there any citizens with business not scheduled on the agenda.

Motion by Knapper, seconded by Phillips "to approve the minutes of the July 10, 2017 Meeting", "YEAS", Knapper, Franco, Phillips, Trumbull and Eastman, "NAYS", none.

City Manager Johnson reported that the East Overland Steering Committee met and have brought forward an amended draft application for the East Overland Revitalization Program and the amount available for disbursement is \$153,500.00. One of the main issues brought forward from the committee was façade improvements, which was not an eligible activity through the DED grant, so the City has created their own grant program. The City's money is to be matched dollar for dollar with the business/residential applicant and is to be used for outside renovations and/or improvements to the property. Nathan mentioned that we would like to have the application approved in order to get it on the next City Council Agenda, which is Monday, September 18<sup>th</sup>. There was discussion about where the corridor began and ended and also if it should be businesses or both business and residential applicants. Nathan Review the amended development plan and façade application guidelines for the East Overland Revitalization Program and consider approval. Discussion was held about the amount of the grant and the maximum amount allowed. The group agreed that the \$10,000 amount made sense and made it clear that businesses could apply for a second round of funding if funds were still available at the end of the program. Other discussion included looking at the valuation of the properties to determine eligibility and how the information would be communicated to the businesses. Starr reported that the information will be hand delivered so that each business and residence will receive the information along with a list of service providers that may be able to assist with other improvements to the properties. The committee felt that with the limited amount of funds available the \$10,000 maximum is a sufficient amount.

Motion by Phillips to approve the guidelines and application as submitted, second by Eastman, "YEAS", Trumbull, Franco, Eastman, Knapper, Phillips, "NAYS", none.

Media discussed and a news release was recommended to have ready after the council meeting to begin getting information out to the public and the authority members were encouraged to assist in getting the word out about the grant funding and the city hopes to have applications come in shortly after the initiation of the program.

Motion by Franco second by Knapper “to adjourn the meeting at 4:35 p.m., “YEAS”, Trumbull, Eastman, Knapper, Franco and Phillips, “NAYS”, none

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Nathan Johnson, Secretary

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Starr Lehl, Recording Secretary



## **CITY OF SCOTTSSLUFF**

### **EAST OVERLAND FAÇADE IMPROVEMENT GRANT PROGRAM**

The City of Scottsbluff has committed \$153,500 to a program for façade improvements in the East Overland business district. Grants will be available to all properties, residential and commercial, that are located along East Overland. The grant funds must be used to improve the appearance of the exterior of the property. Program guidelines are below:

1. Grant amount: Minimum grant amount is \$100, and maximum grant amount is \$10,000 per property.
2. Required cash match: The property owner is required to match every dollar of grant money with one dollar of their own funds. Grant funds must be spent on the exterior of the property. Match funds may be spent on the exterior or the interior of the property.

Improvements that may be funded by grant funds or matching funds include, but are not limited to:

- Paint (exterior only)
- Roof Repairs
- Masonry
- Sidewalk repair
- Signage
- Windows
- Landscaping

Improvements that may be funded by match funds only include, but are not limited to:

- Insulation/energy efficiency improvements
- Parking lot improvements
- Paint (interior or exterior)
- Electrical or plumbing repairs

3. Funds may not be spent until after an application is approved. Funds spent before approval is granted will not be reimbursed.
4. Applicant must keep all receipts for materials and work done and submit to the City in order to be reimbursed. Work must be completed and receipts submitted for reimbursement within 3 months of project approval. Applicants may apply for one 3 month extension if needed to complete the work.

5. Applications will be reviewed by staff and presented to the City's Community Redevelopment Authority at their monthly meetings. The CRA will make recommendation to the City Council, who has final say in approving projects.

6. Funds will be disbursed to all qualifying projects on a first come, first serve basis until all allocated funds have been spent. If funds remain after May 31, 2018, property owners may apply for a second grant on each property.

7. All proposed improvements must meet requirements of the City's building, fire, and zoning codes.

DRAFT

East Overland Façade Improvement Program Application

Project Information

1.    Applicant Name \_\_\_\_\_  
      Applicant Address \_\_\_\_\_  
      Telephone No. \_\_\_\_\_  
      Property Owner (if different than applicant) \_\_\_\_\_
  
2.    Project Site Address \_\_\_\_\_
  
4.    Land Use of Project (Circle one)  
  
      Residential            Restaurant            Retail            Service  
  
      Other (Please specify) \_\_\_\_\_
  
5.    Utilities            (Circle one)    Gas            Electric            Both
  
6.    Proposed Project: Describe in detail; attach plans and specifications:  
\_\_\_\_\_  
\_\_\_\_\_  
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7. Estimated Project Costs

Exterior Improvements (grant or matching funds) \$ \_\_\_\_\_

Interior Improvements (matching funds only) \$ \_\_\_\_\_

Total \$ \_\_\_\_\_

**Grant Funds Requested\*** \$ \_\_\_\_\_

*\*Grant funds requested must not exceed matching funds or \$10,000, whichever is less*

8. Person doing work (if different than applicant) \_\_\_\_\_

Address \_\_\_\_\_

Phone No. \_\_\_\_\_

8. Project Construction Schedule (estimated)

Start Date \_\_\_\_\_

Completion Date \_\_\_\_\_

**To be completed by Staff:**

Zoning of Property \_\_\_\_\_

Square footage of building \_\_\_\_\_



## **CITY OF SCOTTSBLUFF**

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SAMPLE

East Overland Façade Improvement Program Application

Project Information

1. Applicant Name John Smith  
Applicant Address 1234 1<sup>st</sup> St  
Telephone No. 555-1234  
Property Owner (if different than applicant) \_\_\_\_\_

2. Project Site Address 1000 East Overland

4. Land Use of Project (Circle one)

Residential

Restaurant

Retail

Service

Other (Please specify) \_\_\_\_\_

5. Utilities (Circle one) Gas Electric Both

6. Proposed Project: Describe in detail; attach plans and specifications:

Grant funds will be spent on a new sign, new windows, and new paint. The sign will be 4' X 8' and will be mounted above the main entrance. Repairs will be made to the existing stucco on the building and the wall on the north side facing the street will be painted. The windows facing the street will also be replaced. On the interior of the building, the existing carpet will be replaced with tile floors, the walls of the main dining room will be painted, and a new light fixture will be installed in the main dining room.

7. Estimated Project Costs

Grant Funds (exterior only) \$ 10,000

Matching funds spent on exterior \$ 3,500

Matching funds spent on interior \$ 8,000

Total Matching Funds \$ 11,500

Total Project Cost \$ 21,500

**Grant Funds Requested\*** \$ 10,000

*\*Grant funds requested must not exceed total matching funds or \$10,000, whichever is less*

8. Person doing work (if different than applicant) \_\_\_\_\_

Address \_\_\_\_\_

Phone No. \_\_\_\_\_

8. Project Construction Schedule (estimated)

Start Date Nov 10 2017

Completion Date Jan 30 2018

**To be completed by Staff:**

Zoning of Property \_\_\_\_\_

Square footage of building \_\_\_\_\_