



Community Development Department

RENAISSANCE ZONE AUTHORITY

MEETING AGENDA

May 21, 2013

City-County Office Building 3:30 p.m. David J. Blackstead Meeting Room

- 1. Call to Order**
- 2. Approval of Minutes – April 16, 2013 Meeting**
- 3. Update on Downtown Subarea Study – Crandall Arambula and Ubl Design Group**
- 4. CORE Incentive Program Project – Public Hearing**
 - a. Request of Conlin Restaurants, Inc. for assistance from the Technical Assistance Bank, a CORE Incentive Program for the building at 411 East Main Avenue. The property is owned by Depot Associates and is legally described as Tract 401 of Lots 1-12, Original Plat.**
- 5. CORE Incentive Programs – Policies and Guidelines Discussion**
- 6. Other Business**
- 7. Adjourn – Next regular meeting is scheduled for Tuesday, June 18, 2013.**



**RENAISSANCE ZONE AUTHORITY
MEETING MINUTES
April 16, 2013**

The Bismarck Renaissance Zone Authority met on April 16, 2013 in the David J. Blackstead Meeting Room in the City-County Office Building at 221 North 5th Street.

Authority members present were Kevin Magstadt, Chuck Huber, Jim Christianson, Brenda Smith and Curt Walth.

Authority member George Keiser was absent.

Technical advisors Jeff Ubl and Bruce Whittey were present.

Staff members present were Jason Tomanek (Planning), Charlie Whitman and Hilary Balzum (Planning).

Guests present included Kalis Heiser, Richard Bohrer, Ann Farrell, Morgan Andenas and Beth Nodland.

CALL TO ORDER

Chairman Walth called the meeting to order at 4:00 p.m.

MINUTES

The minutes of the March 19, 2013 meeting were distributed with the agenda packet.

MOTION: A motion was made by Authority Member Christianson and seconded by Ms. Smith to approve the minutes of the March 19, 2013 meeting as received. The motion passed unanimously with members Christianson, Huber, Magstadt, Smith and Walth voting in favor.

CORE INCENTIVE PROGRAM PROJECTS – PUBLIC HEARING

A. 122 North Mandan Street – CORE Technical Assistance Bank

Mr. Tomanek gave an overview of the request by One Source Lighting, Inc. for assistance from the Technical Assistance Bank, a CORE Incentive Program, to secure architectural services for exterior façade improvements including new energy efficient windows, entrance doors, main entrance design and condition assessment and recommendations for face brick restoration on the north and east facades of the building. The applicant has requested to work with Richard Bohrer with Architectural Concepts, Inc.

Mr. Tomanek listed the following findings for the proposed CORE Incentive Program Project:

1. The building is located within the Downtown Tax Increment Financing District.
2. Technical Assistance Bank grant funds may be used to secure professional architectural and engineering services to assist with feasibility studies, the preliminary review and design assistance, renovation vs. restoration opinions, renovation for reuse studies, site selection assistance, preliminary cost estimates, code analysis, landscape improvements and graphic design. The grant amount for an architect is limited to 30 hours of work with a rate of \$110.00 per hour, and a total dollar amount not to exceed \$3,300. Applicants will be responsible for a 25% matching contribution; the total grant amount for architectural services shall not exceed \$2,475. Other technical service grant funds are limited to a total of 70 hours of professional service, not to exceed \$7,700. Applicants will be responsible for a 25% matching contribution; the total grant amount for engineering services shall not exceed \$5,775. Applicants will be responsible for a 25% matching contribution. At this time the finite dollar amount has not been established due to the fact that design work will not commence until the final approval from the Board of City Commissioners has been received.

Mr. Tomanek said that based on the above findings, staff recommends approval of the request for a Technical Assistance Bank grant, which would allow the applicant to procure the services of a licensed architect to assist with a feasibility study, preliminary review and design assistance, renovation vs. restoration opinions, renovation for reuse study, site selection assistance, preliminary cost estimating, code analysis, landscape improvements and graphic design. The maximum grant amount of \$2,475.00 is based on an hourly rate of \$110.00 for a maximum of 30 hours and a 25% match provided by the applicant.

Mr. Tomanek went on to say the building is considered a historical structure located in the historical district and asked Mr. Bohrer what the long term plan is for the building.

Mr. Bohrer said that as of now they want to replace all of the single pane windows.

Mr. Tomanek said the property at one time was a garage used by International Harvester and that the applicant is One Source Lighting, not the building owner, however it is acceptable for the occupant of the property to apply for the grant.

Mr. Christianson asked if the technical assistance statements in the staff report are from the CORE policies and Mr. Tomanek said they are and that they are the original policies adopted in 2006.

Ms. Smith asked what the condition of the building is on the two sides not involved in the grant request and Mr. Bohrer said that they need some brick work but that the request right now is just for the north and east sides.

MOTION: Based on the findings included in the staff report, a motion was made by Ms. Smith and seconded by Mr. Magstadt to recommend approval of the request to

allow a grant up to \$2,475.00 based on an hourly rate of \$110.00 for a maximum of 30 hours and a 25% match provided by the applicant and a Technical Assistance Bank grant. The motion passed unanimously with members Christianson, Huber, Magstadt, Smith and Walth voting in favor.

RENAISSANCE ZONE BOUNDARY MODIFICATION DISCUSSION

A discussion was held regarding the Renaissance Zone boundary modification. Mr. Tomanek started by explaining that Block 61, Original Plat is primarily residential with the exception of a skate shop and the owner of it has not brought any plans forward regarding improvements to be made. He said after visiting with the North Dakota Department of Commerce he has found that the two yellow blocks indicated on the map provided can stay but they will not be counted towards the total number of blocks and it would not create an island so there is no immediate reason to add Block 61 just to get to the block on the other side. He then said there is a public hearing scheduled at the April 23rd meeting of the Bismarck City Commission but that the item can be pulled based on the decision made today.

Mr. Christianson asked if a block is dropped that has not done any projects, can it be put back in and Mr. Tomanek said he doesn't believe so and that once they are removed then they are considered complete and cannot be put back into the Renaissance Zone.

Chair Walth said that if the interest to make improvements is not there then there is no reason in keeping them in.

MOTION: Based on the findings included in the staff report, a motion was made by Mr. Christianson and seconded by Ms. Smith to delete the two southeast blocks and the two southwest blocks and to add Block 51, 59 and the Main Ave blocks as shown on the map created and provided by staff. The motion passed unanimously with members Christianson, Huber, Magstadt, Smith and Walth voting in favor.

CORE Incentive Programs – Policy and Guidelines Discussion

The Authority discussed a memo prepared by Mr. Tomanek relating to policy and guidelines of the CORE Incentive Program. Chair Walth said the best way may be to discuss each area of concern one at a time and clarify what changes need to be made.

Each of the program policies was discussed and the comments made are italicized under each discussion item and attached as Exhibit A.

Mr. Tomanek said that the CORE Incentive Program guidelines have been reformatted and updated in draft format. Chair Walth noted the proposed reformatting and updating will be discussed at the May meeting.

ADJOURNMENT

There being no further business, Chairman Walth adjourned the meeting of the Bismarck Renaissance Zone Authority at 5:30 p.m.

Respectfully Submitted,

Hilary Balzum
Recording Secretary

Curt Walth
Chair

CORE Incentive Program Policies

At the February 19, 2013 meeting of the Renaissance Zone Authority a brief discussion was had regarding the need to consider updates to the policies and guidelines affiliated with the CORE Incentive Program based on previous projects, experiences and lessons learned. The following information relates to various past projects and potential scenarios to consider in the future. The items below were discussed during the April 17, 2013 meeting. The general consensus of the Renaissance Zone Authority has been italicized below each item.

A. Façade & Signage Grant

1. When a building has multiple facades, may the owner/applicant request additional funds to help with improvements to additional facades beyond the main façade? Previously, it was the opinion of Technical Advisor Tvenge that a building has only one façade and that would typically be the primary façade of the building and often time the primary street address of the property. *Any façade adjacent to the street side would be eligible. If one side of the building is renovated, all street-sides must be in generally good condition. Visible signs of blight, deterioration or disrepair must be addressed. Two street frontages would have to designate a primary façade and a secondary façade; the grants should be tiered accordingly. The grant amount available would be discretionary and "up to" double the amount available for one façade.*
2. Are multiple bids/estimates required for all façade improvement projects? *Yes.* What if an applicant has a preference to work with a specific contractor and said contractor is not the lowest bid/estimate? *The amount of the grant is based on the lowest comparable bid provided. Any amount above the lowest comparable bid would be the responsibility of the applicant.*
3. When considering a façade grant request, which items must the applicant address? *All building elevations/stories must be adequately addressed and all elements within must be part of the overall renovation project.*
4. Can an applicant renovate a portion of a façade and leave other portions as-is? *No.* In particular, when addressing a first floor façade, must the additional floors be renovated to complement the first floor design? *Yes. A holistic approach to the renovation must be addressed.*
5. How should a signage request be handled when the applicant provides three bids/estimates from three different sign companies but the companies each bid unique or different signs? *Signage grant requests will only be considered when part of an overall façade or building renovation project.*
6. Should the original 2006 grant amounts be adjusted to 2013 construction rates? The maximum grant for signs and awnings is \$3,000 and the maximum grant for façade improvements is \$25,000. *The grant amount would be 50% of a total project cost, up to \$30,000 (\$60,000 total project cost). If the building lies on a corner, with two facades, the maximum grant amount would be \$60,000 (\$120,000 total project cost). The cost of*

signage will be considered as a portion of the overall cost and part of the grant amount determined.

B. Housing Incentive Grant

1. Is the 20% reimbursement grant, which is limited to \$70,000, considered for an entire apartment/condo building or is the 20% reimbursement grant per unit? *The maximum grant amount for single, two and three-family homes remains at \$70,000. Multi-family dwellings, four units and up, are eligible for a grant up to \$100,000.*
2. Would three bids/estimates be required for this program? *Yes.*
3. What specific housing improvements are eligible for the grant? *Capital improvements only.* Are appliances eligible or are the improvements capital improvements only? *No.*
4. The current grant and percentage amount have not been modified since the original 2006 program language was adopted. Should the grant limit be increased? *The maximum grant amount for single, two and three-family homes remains at \$70,000. Multi-family dwellings are eligible for a grant up to \$100,000.*

C. Sidewalk Subsurface Infill Grant

1. Is an applicant responsible for paying for water/sewer connections or reconnections to a property if the removal of the vault area requires the services lines be removed, relocated or disconnected? *If removal of the water and/or sewer lines is required by the project, the City of Bismarck will cover ½ of the cost of the reconnection and the developer would be required to cover ½ of the reconnection fees incurred.*

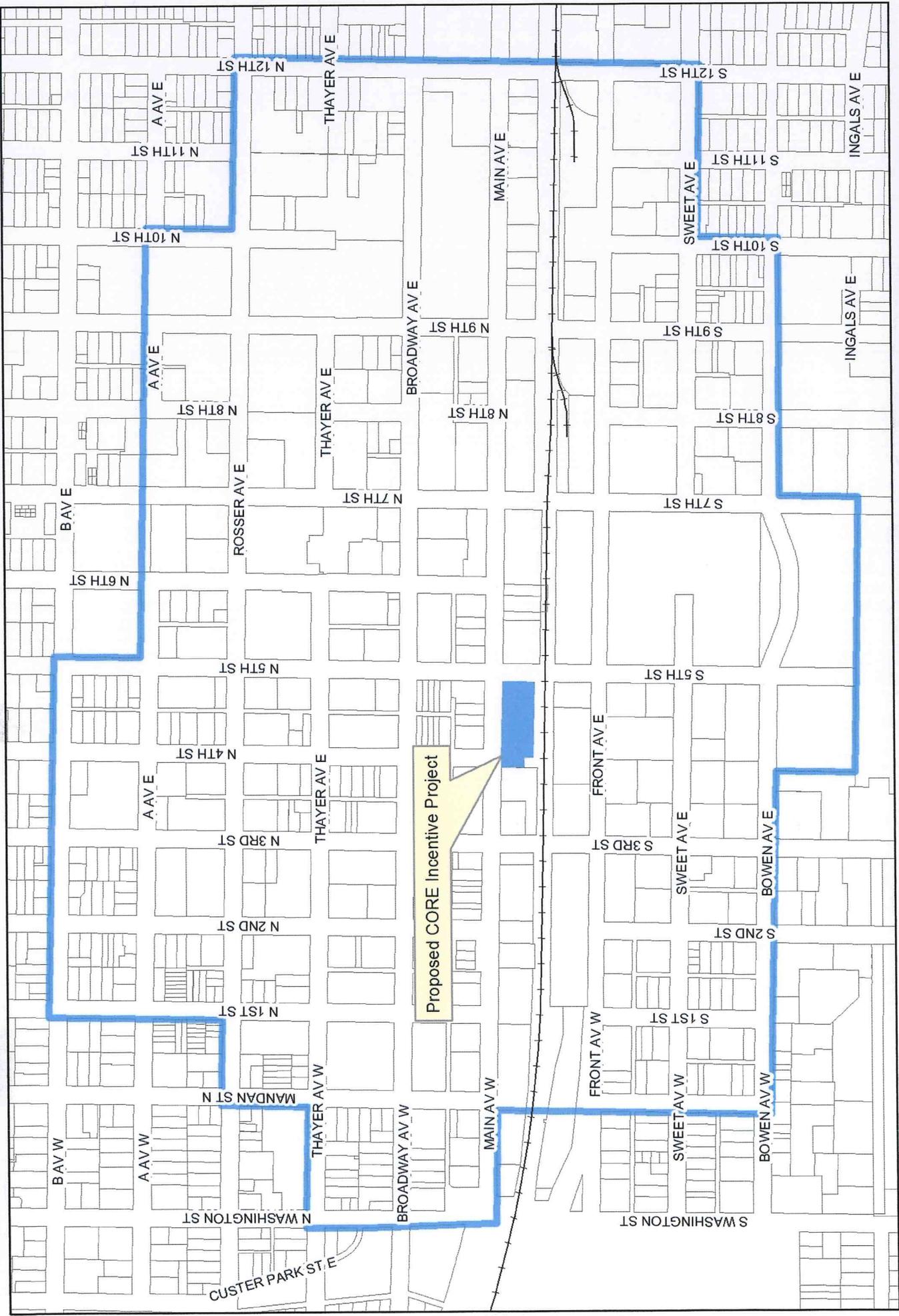
D. General Considerations

1. Should there be an annual limit or cap on the total amount of grant funds that are available for each program? For example, limit the total amount of signage funds to \$15,000/5 signs in one calendar year. *Staff will need to provide information on the number of projects that were completed each year. The Renaissance Zone Authority will provide a recommendation, based on the number of projects completed by year, to set aside as funds for the CORE Incentive Programs as part of the City's annual budget.*
2. Are there any other improvements that could be considered for the CORE Incentive Programs? For example, landscaping or streetscape elements. *None at this time.*
3. Are non-profit organizations and businesses eligible to apply for assistance through the CORE Incentive Programs? *No.*

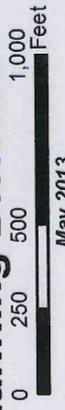
**BISMARCK RENAISSANCE ZONE AUTHORITY
STAFF REPORT**

BACKGROUND:		
Title: 411 East Main Avenue/Fiesta Villa – CORE Technical Assistance Bank		
Status: Renaissance Zone Authority	Date: May 21, 2013	
Street Address: 411 East Main Avenue	Legal Description: Tract 401 of Lots 1-12, Original Plat	
Project Type: CORE Incentive Program	CORE Program: Technical Assistance Bank	
Applicant: Conlin Restaurants, Inc. (Pete Conlin)	Owners: Depot Associates, LLC	
Project Description: The applicant is requesting assistance from the CORE Technical Assistance Bank to secure services of an architect for an update to the interior of Fiesta Villa restaurant. The applicant wishes to work with JLG Architects to develop a concept using the existing southwest theme along with Northern Pacific Railroad elements to tie the interior elements and themes of the lounge, dining area and patio together.		
PROJECT INFORMATION:		
Parcel Size: 51,621 square feet	Building Floor Area: 9,243 square feet (gross)	Lease Area: 4,800 square feet
Total Project Cost: N/A	Architect: JLG Architects	Incentive Grant Requested: Up to \$2,475.00
FINDINGS:		
<ol style="list-style-type: none"> 1. The building is located within the Downtown Tax Increment Financing District. 2. Technical Assistance Bank grant funds may be used to secure professional services to assist with the preliminary review and design of improvements to a building, as well as feasibility studies, renovation vs. restoration opinions, and preliminary cost estimates. The grant amount is limited to 30 hours of work with a rate of \$110.00 per hour, and a total dollar amount not to exceed \$3,300. Applicants will be responsible for a 25% matching contribution. At this time the finite dollar amount has not been established due to the fact that design work will not commence until the final approval from the Board of City Commissioners has been received. 3. The applicant has requested to work with JLG Architects. JLG has committed to offering design and drafting services as part of the CORE Technical Assistance Bank. 		
RECOMMENDATION:		
Based on the above findings, staff recommends approval of the request for a Technical Assistance Bank grant which would allow the applicant to procure the services of a licensed architect for design and drafting work. The maximum grant amount of \$2,475.00 is based on an hourly rate of \$110.00 for a maximum of 30 hours and a 25% match provided by the applicant.		

Proposed CORE Incentive Programs Project - 411 East Main Avenue



City of Bismarck - Community Development Department - Planning Division



May 2013

This map is for representational use only and does not represent a survey. No liability is assumed as to the accuracy of the data delineated hereon.

Fiesta Villa Technical Assistance

Scope of Work

Provide Fiesta Villa with a concept for interior/exterior renovation involving the bar, dining area, and patio,

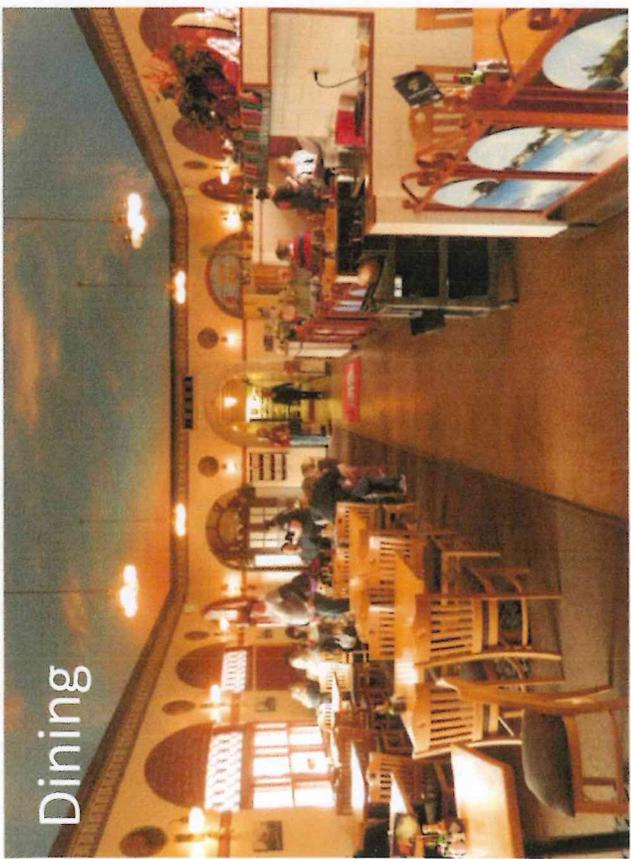
Provide a rough estimate of costs for renovation.

Reason for Work

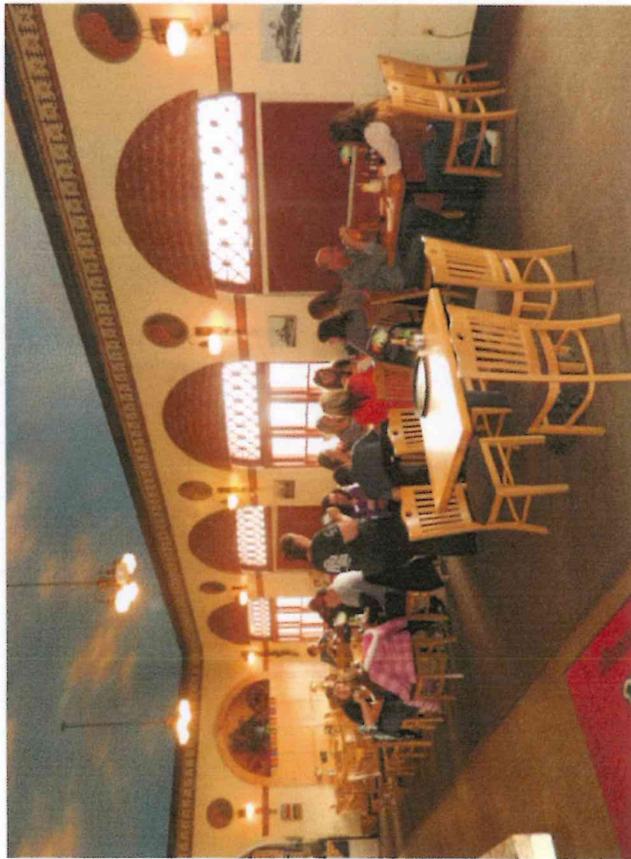
Fiesta Villa's interior design is somewhat disjointed due to various rework over the years. The décor of the bar does not match the dining or patio. The objective is to have professional designers review the elements of depot and come up with a design that ties the bar and dining room together, as well as integrate the patio so that there is a smooth design flow throughout.

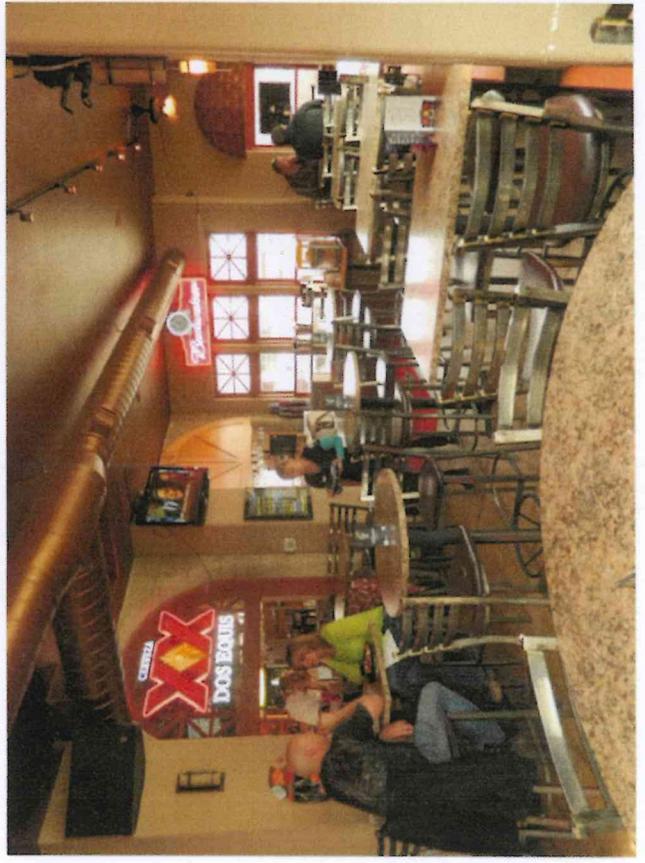
It will also be imperative that the design elements are in keeping with the southwestern design of the building as well as the Northern Pacific elements building into the interior of the dining room.

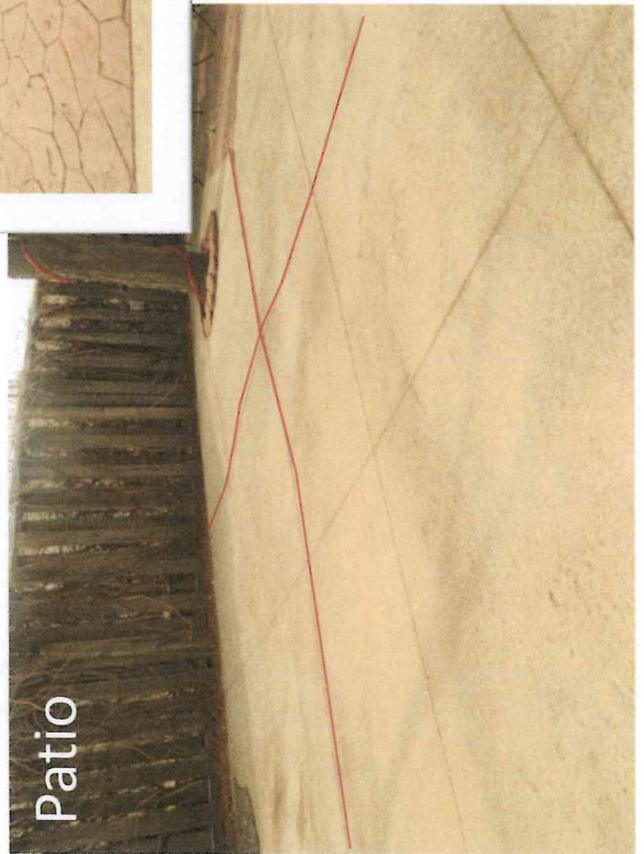
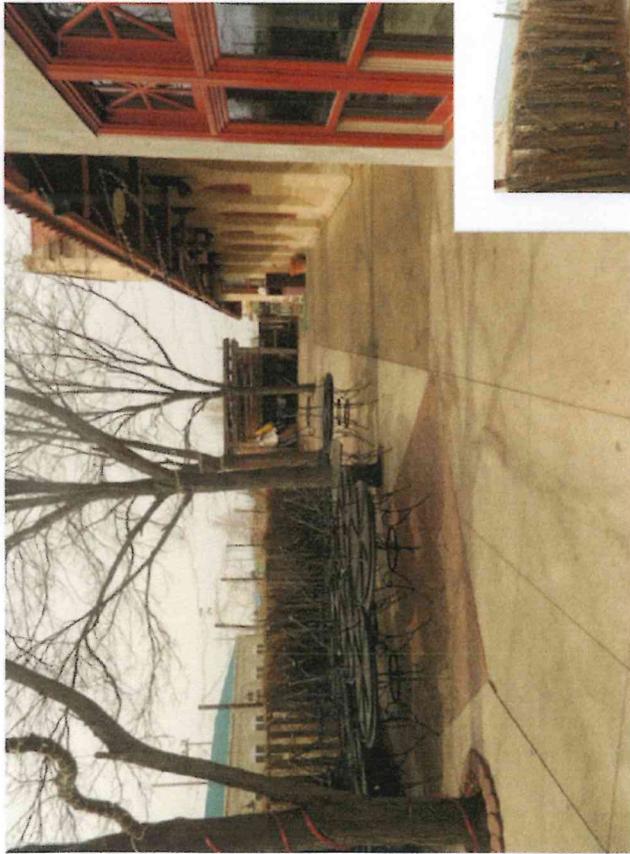
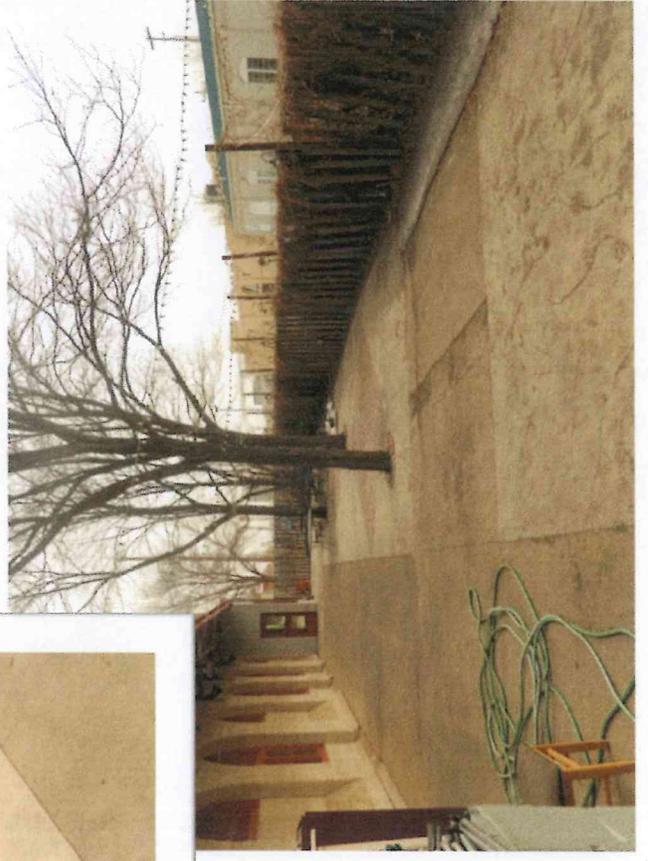
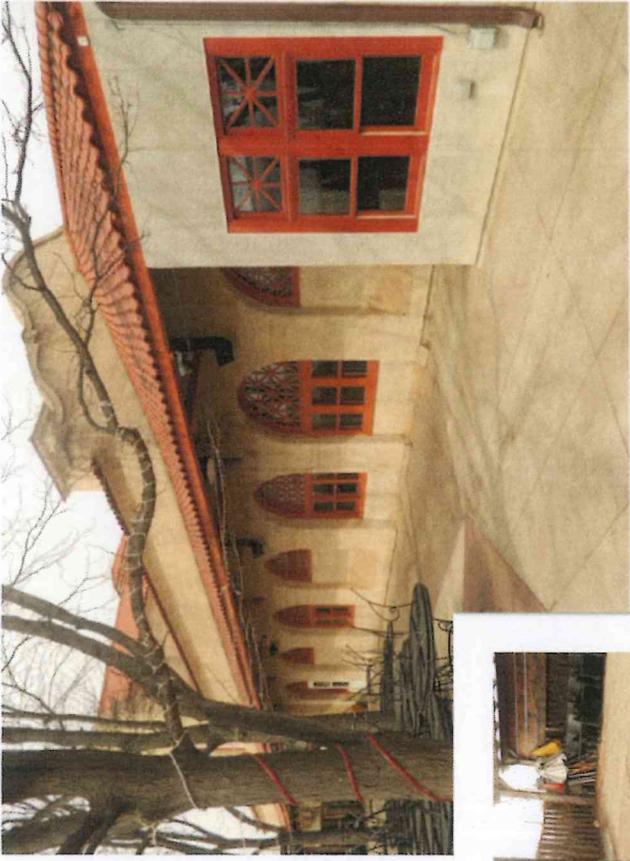
In addition, the patio is solid concrete which is uneven due to pouring around trees (area was not leveled before the pour). This makes it difficult to have level chairs and tables. It also threatens the 4 locust trees in the patio area, as the roots are now covered with concrete. It is desirable to have a design that accommodates getting water to the trees, integrating the natural foliage along the fence line, and creating a garden-like patio that is functional and safe.



Dining







Patio

Item No. 5

Sidewalk Subsurface Infill Grant Program

- 1. Purpose:** The purpose of this program is to eliminate the existence of hollow basements under the public sidewalks and within the public right-of-way. The intent of this program is to incorporate the subsurface infill project as part of an overall improvement project to the adjacent property owner's building.
- 2. Applicability:** Downtown standards for sidewalks will be incorporated into each project. Funds from the Tax Increment Fund (TIF) will be used for all work within the public right-of-way, including excavation, compaction, fill and new sidewalk construction. *Insert language from City Attorney that assign certain responsibilities to the property owner; such as, steel beams, building foundations, electrical and sewer connections etc.*
- 3. General Requirements:** The subject property must be located within the Tax Increment Finance District. Property owners seeking assistance from the Sidewalk Subsurface Infill program will provide three written bids. Three written bids/estimates from licensed and bonded contractors eligible to work within the public right-of-way must be obtained by the applicant and submitted with an application request for assistance. The estimates must generally be comparable and address similar aspects of the project in order to have a reasonable comparison of the scope of work to be performed. Upon identifying the lowest estimate/bid, the property owner may apply to the Renaissance Zone Authority for approval of a project. Once approved by the Renaissance Zone Authority and the Board of City Commissioners a signed agreement between all involved parties will be required. If removal of the water and/or sewer line(s) is required by the project, the City of Bismarck will cover fifty percent (50%) of the cost of the reconnection fee, the applicant would be required to cover fifty percent (50%) of the reconnection fee incurred.
- 4. Process:** The property owner may apply to the Renaissance Zone Authority for approval of a project. The Renaissance Zone Authority will hold a public hearing and make a recommendation to the Board of City Commissioners based on the findings contained in the staff report. The Board of City Commissioners will take final action based on the recommendation provided by the Renaissance Zone Authority. If the applicant's request is approved by the Board of City Commissioners he/she may instruct the contractor to begin work on the project. The applicant will be responsible for all applicable bills and invoices associated with the project within the private property of the subject property. The City of Bismarck will be responsible for applicable bills and invoices associated with the project within the public right-of-way. The work performed will be inspected by City staff to ensure appropriate methods of construction were used. The City of Bismarck will remit payment to the contractor for the work performed and completed on that part of the project. The property owner will be responsible for paying any portion of the work within the right-of-way that has been determined to be a private expense located within the public right-of-way and affiliated with the project.
- 5. Grant Limits:** The grant limits will be considered on a case-by-case basis based on the estimates and scope of work to be performed.

Technical Assistance Bank Grant Program

1. **Purpose:** The purpose of this program is to provide monetary assistance for professional technical services during the preliminary and design phases of projects.
2. **Applicability:** The program is available to current or potential building owners, tenants, developers or other entities interested in projects that will promote or improve the downtown area in accordance with the Central Business District Plan.
3. **General Requirements:** The subject property must be located within the Tax Increment District (TIF). The projects must support the Central Business District Plan (1993), the Streetscape Guidelines for Downtown Bismarck (1995), any subsequent updates or revisions and the applicable design regulations of the DC-Downtown Core and DF-Downtown Fringe zoning districts for which the property is located within. All work shall be preliminary in scope. Construction work is not eligible for Technical Assistance Bank funds. Non-profit organizations are not eligible to apply for assistance from this program.
4. **Process:** The applicant submits an application to the Community Development Department – Planning Division requesting assistance from the Technical Assistance Bank. Planning Division staff will review the applicant’s request and provide a staff report and recommendation to the Renaissance Zone Authority. The Renaissance Zone Authority will hold a public hearing and make a recommendation to the Board of City Commissioners based on the findings contained in the staff report. The Board of City Commissioners will take final action based on the recommendation provided by the Renaissance Zone Authority. If the applicant’s request is approved by the Board of City Commissioners he/she may instruct the architect or engineer providing professional services to begin work on the project. The applicant will be responsible for paying all applicable bills and invoices associated with the project. A request for reimbursement may be submitted to the Planning Division once the professional services have been performed and all related bills have been paid by the applicant.
5. **Grant Limits:** The current hourly rate is \$110/hour and will be evaluated on an annual basis to determine if the rate is consistent with professional architectural and engineering rates. The grant program covers façade design work and other services as delineated below under “Other Technical Services.” Each grant will require a match of funding by the applicant at the percentages listed below:
 - *Façade Improvement Grants.* Façade improvement grant funds may be used to secure professional services to assist with the preliminary review and design of improvements to a building façade. The grant is limited to 30 hours of professional service at a rate of \$110/hour. The City of Bismarck will provide a grant for seventy-five percent (75%). Applicants will provide a twenty-five percent (25%) match. The maximum grant amount is \$2,475; the applicant’s responsibility would be \$825 for a total project amount of \$3,300.
 - *Other Technical Services Grants.* The grant is limited to 70 hours of professional service at a rate of \$110/hour. The City of Bismarck will provide a grant for seventy-five percent (75%).

Applicants will provide a twenty-five percent (25%) match. The maximum grant amount is \$5,775; the applicant's responsibility would be \$1,925 for a total project amount of \$7,700. Services which may qualify for façade improvement grant money or other technical service grants include, but are not limited to:

- Feasibility studies
- Preliminary development review assistance
- Preliminary building condition assessment studies – structural, mechanical, electrical, bacterial etc.
- Renovation versus restoration options
- Renovation for reuse studies
- Preliminary cost estimates
- Code analysis
- Landscape improvements
- Graphic design

Façade & Signage Incentive Grant Program

1. **Purpose:** The purpose of this program is to promote exterior maintenance, rehabilitation and exterior improvements of commercial buildings and signage in order to enhance the overall appearance, quality and vitality of downtown Bismarck.
2. **Applicability:** The program is available to current or potential building owners, tenants, developers or other entities interested in projects that will promote or improve the downtown area in accordance with the Central Business District Plan. Signage grant requests will only be considered when part of an overall façade or building rehabilitation project and are not eligible as a stand-alone grant request.
3. **General Requirements:** The subject property must be located within the Tax Increment Finance District (TIF). The projects must support the Central Business District Plan (1993), the Streetscape Guidelines for Downtown Bismarck (1995), any subsequent updates or revisions and the applicable design regulations of the DC-Downtown Core and DF-Downtown Fringe zoning districts. Three written estimates must be obtained by the applicant and submitted with an application request for assistance. The estimates must generally be comparable and address similar aspects of the project in order to have a reasonable comparison of the scope of work to be performed. If the applicant prefers to work with a contractor whose estimate is not the lowest, the maximum grant amount would be based on the lowest estimate provided of a comparable project. For buildings located on a corner lot or a building with multiple facades adjacent to a public street, consideration will be given to allow an increase in the total maximum grant on a case-by-case basis, provided improvements are planned for all façades adjacent to a public street and the proposal satisfies the intent of the applicable zoning district regulations. A primary and secondary façade must be identified and grant amounts would be tiered accordingly. The grant amount available would be discretionary and up to double the amount available for one façade. Rehabilitation projects must address every story of the building façade, all signs of blight, deterioration and any portion of the façade that demonstrates a poor visual appearance, non-period appropriate building materials or renovations, and previous modifications that may compromise the historic integrity of historically significant properties. Non-profit organizations are not eligible to apply for assistance from this program.
4. **Process:** The applicant submits an application to the Community Development Department – Planning Division requesting assistance from the Façade and Signage Grant program. Planning Division staff will review the applicant’s request and provide a staff report and recommendation to the Renaissance Zone Authority. The Renaissance Zone Authority will hold a public hearing and make a recommendation to the Board of City Commissioners based on the findings contained in the staff report. The Board of City Commissioners will take final action based on the recommendation provided by the Renaissance Zone Authority. If the applicant’s request is approved by the Board of City Commissioners he/she may instruct the contractor to begin work on the project. The applicant will be responsible for all applicable bills and invoices associated with the project. A request for reimbursement may be submitted by the applicant to the Planning Division at the completion of a project and payment of any related bills or invoices.

5. **Grant Limit – Façade:** Façade improvement grant funds are limited to fifty percent (50%) of the total project cost up to \$30,000 (\$60,000 total project costs). If a building lies on a corner lot, with two facades, the maximum grant amount would be \$60,000 (\$120,000 total project cost). The cost of signage will be considered as part of the overall cost and a portion of the determined grant amount. Applicants shall provide a fifty percent (50%) match for all applicable improvements.

Housing Incentive Grant Program

1. **Purpose:** The purpose of this program is to increase the residency rate and tax base in the downtown area by encouraging the creation of new or substantially rehabilitated housing units within the Tax Increment Finance District (TIF).
2. **Applicability:** The program is available to current or potential building owners, developers or other entities interested in projects that will promote or improve the residency rate and market-rate housing opportunities in the downtown area in accordance with the Central Business District Plan.
3. **General Requirements:** The subject property must be located within the Tax Increment Finance District (TIF). The project must support the Central Business District Plan (1993), the Streetscape Guidelines for Downtown Bismarck (1995), any subsequent updates or revisions and the applicable zoning regulations for which the property is located within. The following criteria must be met:
 - a. Substantial rehabilitation of existing housing and apartment units; including but not limited to, mechanical, electrical, plumbing and HVAC systems, exterior improvements including but not limited to, windows, roofing, exterior siding; interior improvements including but not limited to, flooring, cabinets, fixtures and other capital improvements tied to the living units.
 - b. Creation of new housing units that address the housing goals of the Urban Renewal Plan.
 - c. The minimum investment level is \$20,000 per household/apartment.
 - d. The property must be owner-occupied, rental property or property intended for sale.
 - e. The program is not available for projects tied to state or federal programs that require below market rents or sale prices.
 - f. Each unit/house must meet current building and zoning code regulations listed in Title 4 – Building Regulations and Title 14 – Zoning, of the City Code of Ordinances.

Non-profit organizations are not eligible to apply for assistance from this program.

4. **Process:** The applicant must submit an application with supporting plans and information along with three written contractor bids/estimates for the work proposed to the Community Development Department – Planning Division requesting assistance from the Housing Incentive Grant Program. Planning Division staff will review the applicant’s request and provide a staff report and recommendation to the Renaissance Zone Authority. The Renaissance Zone Authority will hold a public hearing and make a recommendation to the Board of City Commissioners based on the findings contained in the staff report. The Board of City Commissioners will take final action based on the recommendation provided by the Renaissance Zone Authority. If the applicant’s request is approved by the Board of City Commissioners he/she may begin work on the project. The applicant will be responsible for all applicable bills and invoices associated with the project. A request for reimbursement may be submitted to the Planning Division at the 50% completion level and 100% completion level of a project.
5. **Grant Limit:** The grant limit is based upon capital improvements to the property only. Capital improvements include, but are not limited to improvements tied to the building. Typical capital

improvements include, exterior improvements such as windows, doors, roofing and siding, HVAC, electrical and plumbing systems; flooring and wall treatments would be eligible when part of a demolition and rehabilitation project only. General maintenance, appliances and fixtures would not be applicable. The maximum grant amount for single, two and three-family dwellings is 20% of the applicant's investment, up to \$70,000. The maximum grant amount for dwellings with four (4) units or more is 20% of the applicant's investment, up to \$100,000.