



Commercial Matching Revitalization Grant

Introduction

Kissimmee contains a substantial number of historic buildings. Collectively, these structures reflect the rich history and heritage that gives Kissimmee its distinctive character. Historic buildings coexist with more traditional commercial buildings to create a diverse business district. This program has been created to encourage diversified businesses in the downtown area and expand normal hours of operation.

The Community Redevelopment Agency defines Revitalization as the process of returning a property to a state of utility, through repair or alteration, which makes possible the efficient, contemporary use while preserving those portions which are significant to Kissimmee's historic, architectural and cultural values.

Program Objectives

The primary objective of the *Matching Revitalization Grant* is to encourage revitalization and preservation of commercial buildings by offering limited financial and technical assistance. The goal is to stimulate reinvestment in the CRA Overlay District, to preserve and renew the traditional retail business district and establish the downtown as a center for convenient pedestrian oriented commercial activities.

Project Goals

Specific goals of the *Matching Revitalization Grant* are as follows:

1. The elimination of blighting influences and prevention of further deterioration of commercial properties in the CRA Overlay District.
2. Encourage the establishment of specialty retail and/or restaurants, which include hours of operation after 6 p.m. in the downtown.
3. The elimination of conditions that is detrimental to health, safety, and welfare.
4. The revitalization or preservation of properties deemed significant for their historical, architectural, or aesthetic value.
5. To maintain a quality image consistent with the historic character of the downtown.
6. Conservation of existing building stock.

Program Guidelines

1. Funds shall be allocated on a first come first served basis. Only one grant shall be awarded per structure.

- Tenants may qualify upon receipt of written consent from the owner of the building.
2. All grant funds awarded require a matching dollar for dollar expenditure by the owner/tenant. Each structure within the CRA Overlay District is eligible to receive up to \$5,000 to perform general repairs and /or work to comply with current city, county and state codes to occupy the building.
 3. Facades of buildings not deemed historic shall be constructed to maintain a quality image consistent with the character of the downtown. As outlined in the City of Kissimmee Community Redevelopment Agency Private Property Appearance Guidelines
 4. Buildings shall be designed, constructed and maintained to compliment and accept the architectural features of the building. All accessories, signs, awnings, etc. shall likewise harmonize with the overall character of the building.
 5. No work for which a grant is sought shall begin until authorized by the CRA.
 6. No grants will be awarded to government owned properties, to tenants in government owned properties, non-profit organizations, or residential conversions.
 7. Work done by applicant requires an estimate from an architect or licensed contractor to verify that costs are within reasonable parameters.
 8. Grantee is responsible for obtaining any permits required to do the project. Cost of permitting cannot be part of grant funding.
 9. Any unapproved changes will void the Grant. If Grantee decides to change the project after approval they must contact the CRA office.
 10. Upon grant approval, applicant will be required to place a CRA Grant sign, furnished by the CRA Office, viewable by the public, for the duration of the project. Failure to return the sign at the completion of the project will generate a \$20 charge to be deducted from the reimbursement.

Eligibility Requirements

Applicants must comply with the following criteria and submit a complete application with all required submittals prior to review. Approval is not automatic. Decisions will be based on how closely the project meets the goals of the CRA Master Plan.

1. The applicant must be the owner of the building. Tenant may qualify upon receipt of written consent by the owner of the building.
2. Governmental entities, tenants of government owned buildings, non-profit organizations, or residential conversions are not eligible.
3. The building must meet or have approved plans for revitalization to meet building and life safety codes.
4. Property taxes, both City and County, must be current.
5. Business must commit to hours of operation that extend to 6:00 p.m. Priority will be given to businesses whose hours of operation extend to 9:00 p.m.
6. Business must be a permitted use as outlined in the City of Kissimmee Land Development Code and meet the intent of the zoning code.

Relocation

It is not the intent of the Community Redevelopment Agency to engage in any revitalization activity that requires vacating property.

Nondiscrimination

The *Matching Revitalization Grant* shall be available to anyone meeting the eligibility requirements, and no one shall be denied the benefits of said program because of race, color, national origin, or sex.

Program Procedures

The *Matching Revitalization Grant* is intended to encourage new retail sales establishments as outlined in the City of Kissimmee Land Development Code §14-2-30 with evening hours of operation.

1. Only completed applications including all supporting documentation will be accepted. Applicant will provide detailed information on proposed business including hours of operation along with an estimate from an architect or licensed contractor on proposed building improvements.
2. CRA Staff reviews application for compliance.
3. Application is placed on the CRA Agenda for final recommendation.
CRA meets on the fourth Monday of each month*.
4. Upon CRA Board approval, a letter of commitment is provided to the applicant. No work shall start until written notice is received.
5. Grantee is responsible for obtaining any permits required to do the project. Cost of permitting cannot be part of the grant funding.
6. When the project is complete the CRA will reimburse grantee up to \$5,000 in matching funds.
7. Grantee must submit a paid bill for reimbursement together with an affidavit from the contractor certifying the work, as submitted, is complete.
8. The CRA Board reserves the right to grant additional money to targeted projects that they believe will have a significant impact on the area.
9. Staff will be available to offer any assistance needed and may seek outside guidance on any project being considered for the grant program.

*Meeting dates are subject to change



Matching Revitalization Grant Application

Received _____
Grant # _____
Staff Approval _____
Requisition # _____

Applicant Name: _____

Mailing Address: _____

Business Name: _____

Property Owner: _____

Property Address: _____

Contact Person: _____

Applicants phone number: _____ E-mail Address _____

Total Cost Of Project: _____

Estimated Start Date: _____ Estimated Completion Date: _____

Please attach the following:

- Addendum A – Description of Proposed Business including hours of operation.
- Addendum B –Project Rendering of proposed improvements.
- Addendum C – Professional estimate from an architect or licensed contractor.

Application will not be reviewed without all supporting data.

I hereby submit the attached plans & specifications for the proposed project and understand that the Kissimmee CRA Board must approve these. No work shall begin until I have received written approval from the CRA. No funding is guaranteed until completed application is approved by the CRA Board. I agree to place a CRA Grant sign for the duration of the project and agree to return the sign. Grant monies will not be paid until the project is completed and a paid invoice (s) is provided. The project must be completed within 1 year of grant approval. I agree to leave the completed project in its approved design for a period of 5 years from the date of completion. I understand a W-9 must be provided to the City of Kissimmee.

Print Name

Date

Signature of Applicant