



# TIRZ SOUTH INCENTIVES POLICY

## BACKGROUND

To encourage revitalization and infill development of properties which fall within the South TIRZ area, the City of San Angelo offers many unique incentives. The goal is to fund projects that bring new business and positive impacts to this area in an aggressive way. Please refer to the map on page 7 of the Incentives Policy to see if your business/property falls within the South zone. For more information, contact Shannon Scott in the Economic Development Department at 325-653-7197 ex. 4.

These incentives are part of an overall strategy to leverage investment, lower the cost of doing business and incentivize property owners choosing to improve properties in the target area. They are also intended to preserve the architectural and historic character of buildings and corridors within the South zone. In 2013, The City Council adopted The Downtown Master Development Strategic Plan, which identified 3 areas of focus that the TIRZ South zone could support.

### **3 Areas of Focus:**

- Category A- OFFICE/WORKFORCE- This includes potential building area, vacant office space and new office space
- Category B- RESTAURANT/ENTERTAINMENT- This includes food services and drinking places, full service restaurants, limited service eating places, special food services, drinking places- alcoholic beverages
- Category C- HOUSING/HOTEL- This includes multi-family units

Specifically excluded from this Incentives Policy are churches, non-profit organizations, tax exempt properties and properties zoned RS. Façade grants are granted to any business regardless of use.

## ELIGIBILITY

1. Must fall within the South TIRZ boundary (see pg. 7 for a map of the South Zone)
2. Must meet or fall under one of 3 *Areas of Focus* listed on page 1
3. Must meet some or all of the *Project Criteria* listed on pages 1 and 2
4. The request for funding must be composed of one or more of the eligible *Incentive Types* listed on pages 2 and 3

### **Project Criteria:**

Does the Project:

- Provide connections between activities?
- Improve pedestrian & vehicular infrastructure?
- Provide or reinforce usable & defined open space?
- Strengthen the focus area's identity?
- Support the goals of making the area a cultural, leisure and tourist destination?
- Improve the utilities and/or drainage infrastructure?
- Remediate environmental deficiencies or enhance public safety?
- Promote mixed-use development?

- Utilize architectural styles that compliment to historic areas already in existence?
- Help to mitigate or eliminate undesirable views or outside storage?
- Reduce the visual impact of parking areas?
- Preserve or provide natural landscaping?
- Implement environmentally friendly features, such as green building materials, rainwater harvest, or low-energy heating and cooling?
- Include an aggressive match by the applicant, in excess of what is minimally required?

## INCENTIVE TYPES

- ***Façade Improvement-*** As part of the funding package, TIRZ funds could cover a portion or all of the costs involved in façade improvements on existing buildings which are part of approved projects. Review and approval of the proposed façade design will be based upon the design standards outlined in the River Corridor Master Development Plan. For buildings identified as resources within the 2006 or 2009 Historic Resources Surveys, or which are historically designated, review and approval of the proposed design will also be based upon the design standards outlined in the Central Business/Old Town Historic District Design Guidelines. Buildings identified as resources in the 2006 and 2009 Survey are strongly encouraged to apply, at no cost to the applicant, for a Historic Overlay through the Design and Historic Review Commission.
- ***Landscape Installation-*** As part of the funding package, TIRZ funds could cover a portion or all of the costs involved in new landscaping for approved projects. Review and approval of the proposed landscaping design will be based upon the design standards outlined in the River Corridor Master Development Plan and plant selection as outlined in the Drought Tolerant Plantings Guide.
- ***Outside Storage Screening-*** As part of the funding package, TIRZ funds could cover a portion or all of the costs involved in the screening of outside storage areas. Review and approval of the proposed signage design will be based upon the design standards outlined in the River Corridor Master Development Plan.
- ***Paving-*** As part of an overall funding package, TIRZ funds could cover a portion or all of the costs involved in paving (or demolition as part of an overall redevelopment project). This could include parking areas, driveways, sidewalks, and curbing. However, independent paving projects, such as for a parking lot, will generally not be funded unless part of a larger improvement project or where the parking lot includes aesthetic improvements such as screening, landscaping, etc. to help improve the appearance of the property and the zone.
- ***Secondary Egress-*** As part of the funding package, TIRZ funds could cover a portion or all of the costs involved in the installation of additional exits *if required* by International or Fire Building codes. Written verification by the Fire or Building Code Official that the additional exit(s) are required must be provided.
- ***Asbestos Abatement-*** As part of the funding package, TIRZ funds could cover a portion or all of the costs involved in the abating of asbestos *if required* by International Fire or Building codes.
- ***Sprinkler & Monitored Smoke Alarm System-*** As part of the funding package, TIRZ funds could cover a portion or all of the costs involved in the installation of a sprinkler or monitored smoke alarm system.

- **Sales Tax-** As part of the funding package, TIRZ funds could cover the sales tax on locally-purchased construction materials used on an approved project.
- **Job Creation Incentives-** This Incentive Policy does not preclude or serve as a guide for any incentives that may be granted based upon job creation by the City of San Angelo Development Corporation (COSADC). For more information about incentives possible from this source, contact Shannon Scott in the Economic Development Department at 325-653-7197 ex. 4.
- **Development Fee Reductions-** As part of the funding package, TIRZ funds could cover development fees including:
  - Preliminary Plat, Final Plat, Amended Plat and Replat application fees
  - Abandonment of public right-of-way application fees
  - Application fees for release of easements
  - Dedication of a public right-of-way or easement
  - Special Use, Conditional Use or Zone Change application fees
  - Building Permit fees
  - Off-site sign demolition permit fees (removal of billboards)
  - Permit fees for demolition of any non-historic building or structure
  - Water tap fees

## 2017 SUBMITTAL WINDOW & AWARD SCHEDULE FOR PROPOSED PROJECTS

### Window 1

March 1 - March 31

Window for submittal of proposals and complete application packages

April 1 – May 15

Review & evaluation/scoring of all applications; presentation of proposals to TIRZ Board & City Council

May 15 – May 31

Awards made & Letters to Proceed issued to selected to projects

### Window 2

July 1 – July 31

Window for submittal of proposals and complete application packages

Aug. 1 – Sept. 15

Review & evaluation/scoring of all applications; presentation of proposals to TIRZ Board & City Council

Sept. 15 – Sept. 31

Awards made & Letters to Proceed issued to selected to projects

## REQUIRED APPLICATION DOCUMENTS

- A completed application
- A substantiation of the need for funding requested via a proposed project budget (Worksheet A)
- A brief narrative illustrating how the project meets the *Project Criteria* outlined on pages 1 & 2
- Elevation drawings of the proposed work
- A completed W-9

(The Application and Project Budget (Worksheet A) can be found online at [cosatx.us/TIRZ](http://cosatx.us/TIRZ)).

## AWARD AMOUNTS

If total cost of Project < \$10,000	10% minimum match required from applicant	Maximum award of \$10,000
If total cost of Project > \$10,000	25% minimum match required from applicant	Maximum award of \$75,000

Each project award may be issued as follows:

- **For projects < \$10,000:** Once funding has been authorized by the Economic Development Department Staff, an agreement will be prepared which will outline the requirements of the policy and include recapture provisions in the event that the project is not completed, not completed within the maximum two year period, or not completed in accordance with the approved drawings and agreement. *The agreement must be executed and a Letter to Proceed issued before work can begin.* Upfront payment to the applicant for 10% of the approved funds will occur once the agreement is executed; the remaining 90% will be remitted once the project is complete and deemed compliant with the approved drawings and agreement.
- **For projects > \$10,000:** Once funding has been authorized by the Economic Development Department Staff, The TIRZ Board and the City Council, an agreement will be prepared which will outline the requirements of the policy and include recapture provisions in the event that the project is not completed, not completed within the maximum two year period, or not completed in accordance with the approved drawings and agreement. *The agreement must be executed and a Letter to Proceed issued before work can begin.* Upfront payment to the applicant for 10% of the approved funds will occur once the agreement is executed; the remaining 90% will be remitted once the project is complete and deemed compliant with the approved drawings and agreement.

## AWARD RANKINGS

Proposed projects submitted during the window(s) identified on page 3 will be ranked and the highest ranked will be considered for funding first.

Rankings will be determined in review utilizing:

- The project fulfilling one or more of the *Project Criteria* listed on pages 1 & 2
- The appearance of the proposed project

- The location of the proposed project
- The level of investment/overall fiscal impact, as well as any other information determined pertinent by the group

## **OTHER IMPORTANT INFORMATION**

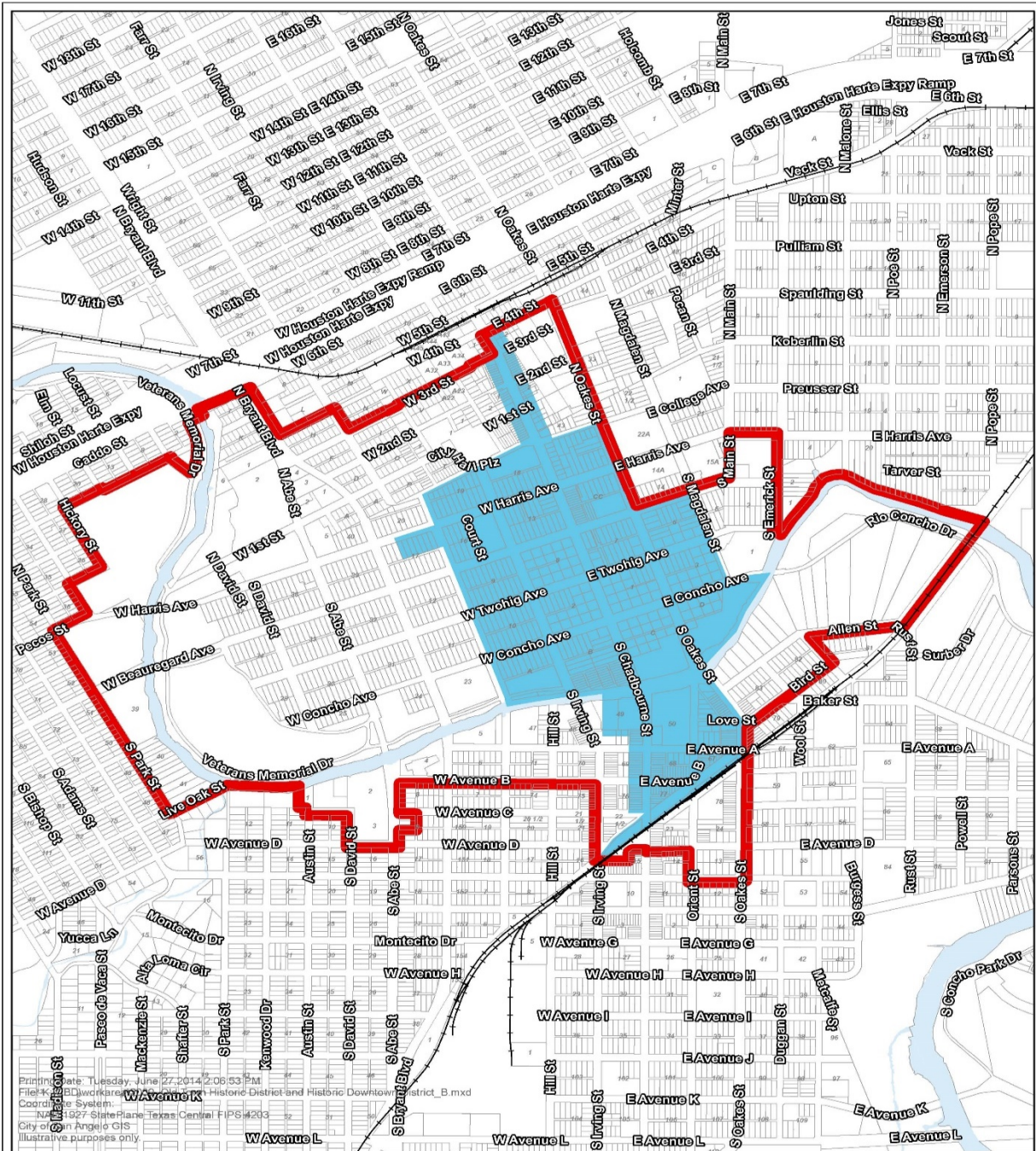
- For all projects- Receipt of a complete application package by the Economic Development Department – and issuance to the applicant of a Letter to Proceed and signed Executed Agreement is required before work can begin.
- The Letter to Proceed will include the deadline for completion of the project - two years from the issuance of this letter. If an extension past two years is requested, it must be presented to the TIRZ Board for determination.
- In determining whether or not to fund a project, City Staff and TIRZ Board Members will utilize the *Project Criteria*, some of which are contained within the recommendations of the Downtown Master Development Strategic Plan as recommended items for investment in order to realize the potential of the district, and others which were identified in the adopted River Corridor Master Development Plan and TIRZ Project Plan.
- Unlike in previous incentive policies for the TIRZ, applicants will not be required to submit bids for work. Rather, the applicant will provide the total cost of the project via an overall scope and project budget (Worksheet A), and demonstrate how they will meet the required match, with the remaining cost constituting the request for funding. The request for funding must be composed of one or more of the eligible incentive types, and substantiated with a cost estimate, estimated budget, or other means of documentation.
- The maximum request for funding will be considered; however, the request may be denied for funding, partially funded, or fully approved for funding, based upon how well the proposed project meets the *Project Criteria* outlined in pages 1 & 2. In addition, when the current year of funding is exhausted, the TIRZ Board may elect to fund additional projects when funding is available, by approving the project to begin and making reimbursement – subject to all restrictions outlined in the agreement - - In the following fiscal year. In no circumstance shall an existing TIRZ Board make funding commitments more than one cycle in the future.
- In 2017, the TIRZ Board voted to allocate 25% of TIRZ funding for public projects from each the North and South zone.
- All application requirements must be met in order to be eligible for the maximum reimbursement amounts.
- An appeal of any administrative decision can made to the TIRZ Board.

## **ZONING REQUIREMENTS**

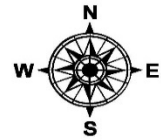
Any business which applies for incentives through this policy and is currently zoned CG/CH must rezone their property in compliance with CG/CH Rezoning Plan or any other zoning classification approved by the City of San Angelo Planning Division. Proposals for CG/CH zoning were banned by the San Angelo

Planning Commission and City Council in 1972 due to the harmful effects created such as unlimited outside storage and a range of incompatible allowed uses. Fees for this rezone will be waived.

Unless specifically exempted, all projects seeking incentives must meet current building standards, codes and permitting requirements as well as be current on all taxing obligations. All incentives are subject to funding availability, final approval by the City Council and, depending on the project, may be more than provided for herein. The City of San Angelo has adopted the International Existing Building Code, a developer - friendly code that allows for improvements that consider the design limitations of older buildings to encourage adaptive reuse by allowing different levels of modification to existing structures. Contact the Permits Division at 325-657-4210 for further information regarding questions about the International Existing Building Code.



## TIRZ - South Incentives Eligibility Area



TIRZ - South



Incentive Eligibility Area - South Adjusted

1 inch = 900 feet

