

RESOLUTION 2008-17

A RESOLUTION OF THE CITY COMMISSION OF THE CITY OF LAKE WALES, FLORIDA, TO UPDATE THE COMMERCIAL BUILDING FAÇADE PROGRAM APPLICATION PROCEDURES AND ARCHITECTURAL GUIDELINES TO BE USED IN CONJUNCTION WITH ANTICIPATED FUNDING FROM THE 2008 COMMUNITY DEVELOPMENT BLOCK GRANT (CDBG) PROGRAM; PROVIDING AN EFFECTIVE DATE; AND FOR OTHER PURPOSES.

WHEREAS, Sections 163.3161 through 163.3215, FS, of the Local Government Comprehensive Planning and Land Development Regulation Act, empowers and requires the City of Lake Wales to prepare, adopt and implement a Comprehensive Plan; and

WHEREAS, the City has adopted a Local Government Comprehensive Plan that supports, encourages and directs the City to implement programs and policies aimed at improving the viability of the City's commercial districts, and

WHEREAS, consistent with the City's Local Government Comprehensive Plan, the City has implemented a façade improvement program that received partial funding from the Polk County Entitlement CDBG program; and


WHEREAS, the City desires to update the commercial building façade application and design guidelines for anticipated funding through the Small Cities Community Development Block Grant (CDBG) program.

NOW, THEREFORE, BE IT RESOLVED BY THE CITY COMMISSION OF THE CITY OF LAKE WALES, POLK COUNTY, FLORIDA, AS FOLLOWS:

- Section 1. That the FY02'03 CDBG Façade improvement Guidelines and Application attached hereto as Exhibit "A" shall remain as the policy document for granting funds for facade improvements that may be funded by the Small Cities Community Development Block Grant program for the FFY 2008 program year.
- Section 2. The City Manager is authorized to revise the deadlines, times, meeting dates and related scheduling information in the CDBG Façade improvement Program Application as needed to facilitate efficient implementation of the program.
- Section 3. The Design Guidelines incorporated by reference in the FY02'03 CDBG Façade improvement Program Application shall remain a part of and applicable to the 2008 CDBG City of Lake Wales façade Improvement program.
- Section 4. Effective Date. The effective date of this resolution shall be upon approval by the City of Lake Wales City Commission.

PASSED AND DULY ADOPTED, with a quorum present and voting by the City Commission of the City of Lake Wales, Florida, on this 16th day of September, 2008.

CITY COMMISSION
LAKE WALES, FLORIDA


Mayor

Attest:


City Clerk

EXHIBIT "A"

CITY OF LAKE WALES
CDBG FAÇADE GRANT PROGRAM

FY02'03 GUIDELINES & APPLICATION

City of Lake Wales CDBG Façade Grant Program Fiscal Year 02'03 Guidelines

As part of its community redevelopment plan, the Community Redevelopment Agency Board of the City of Lake Wales administers a Façade Grant Program to encourage business owners to make improvements to buildings located within the CRA. The program is administered by the CRA Executive Director (hereinafter called the "CRA Director") or his designee in conjunction with the Lake Wales Main Street Design Committee ("Design Committee"). Final approval of all grant awards rests with the CRA Board.

The Design Committee is available to assist applicants with their design plans prior to submitting an application and is responsible for reviewing all design facets of the grant applications. The Design Committee's recommendations will be consistent with standards set forth in *Design Guidelines*. This document is available from the CRA Director or his designee and is intended to provide standards for the preservation of historic, cultural and architectural resources within the City.

Eligible Activities

Grant funds can only be used for activities that enhance the cosmetic appearance of building façades. Eligible activities include signage, awnings, canopies, windows, doors, transoms, kickplates, painting, and lighting. Ineligible activities include, but are not limited to, structural integrity construction, replacement or repair of sidewalks or parking lots, roofing, and interior activities. Final determination of activities eligible for funding will be made by the CRA Board or the Polk County CDBG Manager.

Match Requirement

No match is required. The CDBG grant program will fund all exterior construction or renovation elements related to façade improvements. The amount awarded for a particular project will be determined on a case by case basis. CDBG grant funds may also be used to provide the 25% matching funds required to receive a CRA Façade Grant.

Criteria

Application forms are available from the CRA Director or his designee. Applications are due no later than 5:00 p.m. on January 31, 2003 and will be awarded no later than March 4, 2003. Applications submitted after the deadline will be considered on a case by case basis subject to availability of grant funding. All work must be completed no later than September 4, 2003.

Applications will be reviewed using the following criteria:

1. The business is located on Lincoln Avenue or North Avenue.
2. There is a potential impact on the attractiveness to the City.
3. If applicable, the improvements comply with the State of Florida Bureau of Historic Preservation guidelines (The Design Committee can assist in determining compliance).
4. The improvements meet all applicable ordinances or building code requirements of the City.
5. The improvements are approved by the property owner.
6. This is a project that was approved in a prior year but went un-funded.
7. Applicant has submitted plans, renderings and/or photos that illustrate the improvements.

Application Process

1. Submit a completed application in person or by mail prior to the deadline to the CRA Director, City of Lake Wales, 201 Central Ave. W, PO Box 1320, Lake Wales, FL 33859-1320. Applicants are strongly encouraged to meet with the Design Committee prior to submitting the application so specific design questions can be addressed to the Design Committee.
2. The CRA Director or his designee will review each application for completeness and eligibility by using the criteria stated above. An incomplete application will not be considered. If an application is incomplete, the application will be returned so that corrections can be made. If the corrected application is received by the CRA Director or his designee before the deadline, it can proceed to step 3.
3. Applications that meet required criteria will be forwarded to the Design Committee. A meeting will then be arranged to discuss design features and make recommendations.
4. Applications will then be ranked by the Design Committee.
5. Applications will be forwarded to the CRA Board, in ranked order, for approval based on availability of funding.

Grant Requirements

1. *Award Letter:* After the grant award has been approved by the CRA Board, an award letter and agreement form will be sent via U.S. mail. The agreement must be signed and returned by the applicant. Once signed, it will become the Agreement between the CRA and the applicant. All work must be completed by September 4, 2003.
2. *Building Permits:* All work over \$250 requires issuance of a city building permit. Permits and building inspections must be arranged by the contractor in the Building Department located in the Municipal Administration Building, 201 W. Central Avenue. Failure by the Contractor to obtain a building permit can result in additional permit fees and/or penalties and revocation of the grant award.
3. *Bids:* Because public funds will be spent on the project, the procurement of contractors must follow City requirements. It is the responsibility of the applicant to submit a minimum of three (3) written bids for the work to be completed based on the specifications approved by the Design Committee. It is important that these are fully comparable bids. City staff will review the bids to assure that City purchasing procedures have been followed. CDBG grant funds will pay an amount equal to the lowest bid. It is the bidder's responsibility to thoroughly inspect the project site to ensure an accurate bid. If the applicant prefers to use a higher bidder, it is the applicant's responsibility to pay the difference above the lowest bid. The City prefers to purchase equipment and materials from local vendors when possible.
4. *Purchase Orders:* After City staff approves the bid, staff will issue a Purchase Order (PO). The CRA Director or his designee will contact the applicant and give him/her the PO number. The applicant can then contact each contractor and arrange for the work to begin. All work must be completed no later than September 4, 2003, therefore the applicant should begin the bid process and obtain a Purchase Order as soon as possible.
5. *Payment:* Once the project has been completed, the applicant must verify in writing that all work

completed is satisfactory. The CRA Director or his designee and City building inspectors will also physically inspect the renovations to ensure that work has been completed to specifications. After the work has been inspected and a letter of satisfaction has been received from the applicant, the City will pay the invoice. The applicant shall not pay the contractor directly. The City will pay up to the amount awarded by the CRA Board. Any remaining balance is the sole responsibility of the grant applicant and/or business owner.

IMPORTANT: All work over \$2,500 must have a Notice of Commencement filed with Polk County.

Supplement from *Design Guidelines* For Design of Façade Improvements

A copy of *Design Guidelines* is available for reference through Lake Wales Main Street. Its purpose is to stimulate creative design solutions for individual buildings while promoting a sense of compatibility among properties. It is suggested that every applicant consult this document to assure visual and historic harmony.

Design Guidelines was developed as a part of the City's effort to preserve the community's identity and heritage, and improve its livability and quality of life. Guidelines were developed as an aid to those who wish to make improvements to property in the central business districts of the City. However, the design ideas presented offer approaches that will help enhance the quality and strengthen the visual continuity of the entire City.

The following are excerpts from *Design Guidelines*:

1. Planned improvements must preserve the architectural integrity of the building and restore, when possible, the original design of the façade.
2. Colors should be indicative of the building's original color and/or period in which it was originally built. Wherever historical integrity is not compromised, colors should be harmonious with the neighboring structures.
3. The surface cleaning of structures must be the gentlest method available. Chemical cleaners should be avoided due to possible damage of aged building components. Sandblasting is NOT an approved method of cleaning.
4. The size, color, and shape of a sign, canopy or awning should complement the building and add to the historic flavor or ambiance of the area. All signage must comply with local sign ordinances and must include a sign permit issued by the City.

**CITY OF LAKE WALES CDBG FAÇADE GRANT PROGRAM
FY02'03 APPLICATION - PAGE 1 OF 2**

Applicant's Name: _____

Name of Business: _____

Property Address: _____

Daytime Phone Number: _____

Property Owner's Name: _____

Property Owner's Address: _____

Property Owner's Phone Number: _____

Work to be Done: (attach the following)

1. Photographs clearly showing existing condition of the façade.
2. Scope of Work describing work to be completed and estimated cost of each work component.

Total Estimated Cost of Improvements: \$ _____

Property/Business Owner Contribution: \$ _____ **Percent of Total Estimated Costs: _____ %**

Amount of Facade Grant Request: \$ _____

I understand that in order for my request for façade grant funds to be approved, I must agree to work with and follow the recommendations of the Design Committee.

I understand that, in order to receive CDBG funds for work to be completed on privately-owned property, I must comply with all applicable City and CDBG purchasing requirements which include:

1. Submittal of a minimum of three written bids for the work to be funded by the façade grant
2. Issuance by city staff of a purchase order before work commences
3. Inspection and approval of completed work by the city building official
4. Direct payment to contractor by the city after all work is completed and approved
5. Compliance with the Davis-Bacon Act regarding minimum pay for labor performed on project

I understand that it is my responsibility to ensure that all work completed is included in the scope of work approved by the CRA Board of Commissioners following a recommendation for approval by the Design Committee. Any improvements or other work not approved by the CRA Board as part of the original grant application will be ineligible for reimbursement.

I understand that it is my responsibility to ensure that all work is completed to my satisfaction.

I understand that any amount owed to the contractor that exceeds the grant amount approved by the CRA Board is my responsibility, and that it is ultimately my responsibility to ensure that all vendors are paid for services completed.

Signed _____ Date _____

For Use by Design Committee:

Reviewed by: _____ Date: _____

Recommend Approval _____ Recommend Denial _____ ; Reason for Denial _____

Amount Recommended: \$ _____ Conditions: _____

**CITY OF LAKE WALES CDBG FAÇADE GRANT PROGRAM
FY02'03 APPLICATION - PAGE 2 OF 2**

Applicant's Name: _____ Name of Business: _____

SCOPE OF WORK

Narrative description of work elements	Estimated Cost