



THE CITY OF DAYTONA BEACH

Redevelopment & Neighborhood Services Division

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Daytona Beach, FL 32115-2451

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AGENDA

Downtown Redevelopment Board Meeting

12:00 PM - Tuesday, June 4, 2024

City Commission Chambers

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1. CALL TO ORDER	
2. ROLL CALL	
3. PLEDGE OF ALLEGIANCE TO THE FLAG	
4. APPROVAL OF MINUTES	
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5. POLICE REPORT	
6. STAFF REPORTS	
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Public Works	
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Mural Approval	
Daytona Magic Company	
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Daytona MagicMural	
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Commercial Property & Professional Design Incentive Program	
Lease Subsidy	
Small Project and Commercial and Business Incentive Program	
COMMER_Property Grant	
LEASE SUBSIDY GRANT PROGRAM FOR NEW AND EXISTING BUSINESSES_1	
SMALL PROJECTS COMMERCIAL-BUSINESSINCENTIVE PROGRAM	
6.D.	
Redevelopment Project Manager Report	
7. PUBLIC COMMENTS	
8. BOARD COMMENTS	

9. ADJOURNMENT

NOTICES - Pursuant to Section 286.0105, Florida Statutes, if any person decides to appeal any decision made by the City Commission at this public meeting, such person will need a record of the proceedings and, for that purpose, such person may need to ensure that a verbatim record of the proceedings is made, which record includes the testimony and evidence upon which the appeal is to be based. The city does not prepare or provide such a record. For special accommodations, please notify the City Clerk's Office at least 72 hours in advance. (386) 671-8023 Help for the hearing impaired is available through the Assistive Listening System. Receivers can be obtained from the City Clerk's Office.



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In accordance with the Americans with Disabilities Act (ADA), persons with a disability needing a special accommodation to participate in the City Commission meeting should contact the City Clerk's Office, 301 S. Ridgewood Ave, Room 210, Daytona Beach, FL 32114, Telephone: 386-671-8023, Email: clerk@codb.us not later than 72 hours prior to the proceedings. If you are hearing or voice impaired contact the relay operator at 7-1-1 or 1-800-955-8771.

DOWNTOWN REDEVELOPMENT BOARD
MINUTES
Tuesday April 2nd, 2024

The regular meeting of the Downtown Redevelopment Board was held on Tuesday April 2nd, 2024, at 12:00 p.m. The meeting was held in the City Commission Chambers, Daytona Beach City Hall, 301 S. Ridgewood Avenue, Daytona Beach, Florida. The following People were present:

Board Members Present:

Mr. Kenneth Hunt, Chair (Zoom)
Mr. Pete Zahn, Vice Chair
Mr. James Newman
Mr. John Kamchan
Ms. Sheryl Cook
Mr. Javier Benavente

Board Members Absent:

Mr. Jake Nicely
Mr. Tibor Benke

Staff Members Present:

Mr. Ken Thomas, Redevelopment Director
Mr. Anthony Jackson, Deputy City Attorney
Ms. Angela Armstrong, Redevelopment Project Manager
Ms. Phebe Fuqua, Redevelopment Project Manager
Ms. Mandana Carry, Office Specialist III
Ms. Lucrecia Brito, Office Specialist II

1. Call to Order

Mr. Zahn called the meeting to order at 12:00 p.m.

2. Roll Call

Ms. Brito called roll and noted members present as stated above.

3. Pledge of Allegiance

The Pledge of Allegiance was stated by the board.

4. Approval of Minutes

Ms. Cook pointed out an error in the previous meeting minutes, noting that they inaccurately stated there was no second during the motion to approve the minutes, which she believes did not happen. Ms. Fuqua agreed to look into this and provide an update at the next meeting.

A motion was made to approve the minutes from December 5th, 2023, by Ms. Cook, seconded by Mr. Kamchan. The motion was carried 6-0.

A motion was made to approve the minutes from March 5th, 2024, by Ms. Cook, seconded by Mr. Benavente. The motion was carried 6-0.

5. Police Report

None.

6. Staff Reports

6.A Public Works 2024-03-2026 Downtown Redevelopment Area

Ms. Fuqua discussed the public works report, highlighting a few key points. She mentions ongoing improvements to the Beach Street streetscape and other infrastructure projects planned for the year. She assures the board that as larger projects progress, she'll keep them informed. Regarding the Orange Ave trail on City Island, she notes it's moving towards a final review by the commission. Additionally, discussions about a foundation to support an underpass project are ongoing. She promises to update the board as developments unfold, with more details available in the report.

Ms. Fuqua mentions upcoming electric vehicle charger stations to be installed downtown, specifically at Magnolia and City Hall. She adds that more stations will be scattered throughout redevelopment areas and CRA zones.

Mr. Benavente raises a question about Sourcewell Partners and their approval as a vendor. Ms. Fuqua clarifies that all vendors must go through a bidding process, and Sourcewell Partners successfully won the bid for this specific project.

Mr. Newman inquires about the Beach Street streetscape, specifically if it has been approved all the way up to Fairview. Ms. Fuqua confirms it's approved up to Fairview and mentions a collaboration with Holy Hill and the city regarding the borders in the Ballough CRA area.

Ms. Fuqua notes that many items in the report are pending but aims to keep the board informed about upcoming developments and negotiations.

Mr. Kamchan asks about the electric vehicle chargers, questioning if they are slow or high-speed chargers. Ms. Fuqua clarifies they are standard chargers and plugs, not high-speed, but highlights their strategic downtown locations to encourage foot traffic to local shops.

6.B Redevelopment Project Manager Report

Downtown Security Pilot Program:

Ms. Fuqua discusses the Beach Street security pilot program, which will now launch on April 15th instead of March 25th as originally planned. They refined the program to focus on specific areas and conducted a walkthrough with security officers. The patrols will cover Beach Street and extend from Orange Avenue to Bay Street, targeting restaurants in that area. The patrol will include both facing Beach Street and monitoring behind the buildings. The pilot program will run for 60 days.

She mentions using an app to collect data daily, weekly, and monthly. The police department's data integration is ongoing due to a software transition. Once data is received from both sources, it will be shared with the board, business owners, and citizens interested in downtown activity. Business owners will also have access to the app to report incidents.

After the initial 60 days, they aim to expand coverage to the entire CRA redevelopment area based on activity insights. They seek feedback from the board throughout the process to ensure a successful long-term outcome for the community.

Ms. Cook inquires about changes to the security perimeters. Ms. Fuqua confirms they've been adjusted to cover Beach Street from Orange Avenue to just past Bay Street, ensuring restaurants near the post office are included. Originally, they planned to extend the coverage deeper, but for the 60-day pilot program, they've narrowed the focus.

Ms. Cook asks about handling panhandlers near the post office. Mr. Jackson doesn't have a definitive answer but suggests there might be limited authority for security to intervene. He'll provide more clarity in the coming weeks.

Mr. Hunt expresses concern that half the board's businesses aren't on Beach Street, and the lack of extended security is worrying. Ms. Fuqua reassures them they're not neglecting other areas and are collaborating closely with the police to capture data beyond the trial area. She encourages reporting incidents outside the trial area to the police for inclusion in their broader security plan.

Ms. Cook suggests business owners and board members should have direct contact with security guards for immediate police communication. Ms. Fuqua agrees to explore this option with legal and the security company, emphasizing the need to stay within budgeted areas to avoid delays caused by commission approval. Ms. Cook clarifies that they don't want officers leaving target areas but want a way for them to relay information to the police when needed. Ms. Fuqua agrees to investigate this further.

Ms. Fuqua updates on the sidewalk café issue raised in the last meeting.

Currently, it's under staff review, and she'll provide an update to the board once that's complete, likely between next month and June. The process involves presenting tax amendment changes to the board, then to the planning board, and finally to the commission for approval.

Mr. Newman asks about table arrangements and pedestrian traffic. Ms. Fuqua confirms they're addressing this concern to ensure consistency and attractiveness in line with the strategic plan. She emphasizes the importance of avoiding inconsistencies that could lead to issues and assures that all departments are involved in the review. Feedback from the board will be sought in upcoming meetings to refine the plan further.

Mr. Benavente emphasizes the need for the city to understand proper capacity levels. He raises questions about safety and logistics and how they intersect. Ms. Fuqua acknowledges these concerns, noting the potential impact on safety during emergencies and confirms that all departments are considering these factors in their review.

Ms. Fuqua introduces a new software called "See it, Click it, Fix it," launching next month to enhance citizen engagement in Daytona Beach. This tool allows citizens to report community concerns directly through the city's website. The goal is to ensure comfort and satisfaction among residents, business owners, and tourists. Reports are sent to the relevant city departments, which have a set timeframe to address them. Users can track the progress of their submissions and check if issues have already been addressed to avoid duplicate reports. The tool can be used for various issues like potholes and drainage problems. There's also an "other" section for unique issues, which will be given attention based on demand. Ms. Fuqua encourages everyone to utilize this tool and offers her assistance in directing reports to the appropriate departments.

Mr. Newman brings up concerns about the vacant Golden Magnolia building, emphasizing its historical significance and current deterioration, including reports of open windows left unattended for weeks. Mr. Zahn suggests documenting these issues with photos for submission. He also recommends capturing success stories to showcase positive changes. Ms. Fuqua offers assistance in directing reports to the appropriate departments, suggesting contacting her directly if unsure. She's willing to facilitate communication with the responsible departments to address these concerns effectively.

Ms. Fuqua highlights the influx of new businesses in the area, making it exciting to approve Business Tax Receipts. She notes attending several ribbon-cutting events, along with businesses transitioning in and out. The directory, recently updated, reflects these changes and is accessible online at theriverfrontshopsofdaytona.com. This ongoing effort aims to maintain an up-to-date directory with a variety of businesses listed

Ms. Cook raises concerns about closed businesses still listed in the directory and asks about its funding. Ms. Fuqua explains it's part of the DDA budget and was approved by all members. She reassures that updates are ongoing and the latest version is available online. Mr. Keith Gold is working on a more updated brochure, expected in the summer to accommodate new

businesses and transitions. A more solid directory is anticipated by fall.

Ms. Cook asks for an update on the timeline for kiosk improvements. Ms. Fuqua explains that Public Works has cleaned them, improving their appearance, and updated the information. They plan to maintain them until digital kiosks are installed.

Ms. Fuqua discusses upcoming downtown and Ballough CRA developments aligned with the strategic plan for more residential and commercial spaces. She's particularly excited about the Accent project near the former First Baptist site, featuring 304 residential units, amenities, and additional parking, which will transform Palmetto and Bay Street. Another development, Framework, will add residential options on Beach Street. Project Accent, also known as Delta West, offers a mix of housing, parking, and retail opportunities. Ms. Fuqua anticipates more development interest in the Ballough area in the coming year, and she hopes to see interest aiming to enhance less appealing areas. She emphasizes that increased foot traffic from residents and businesses will boost downtown revenue.

Mr. Hunt inquiries about the timeline for breaking ground on Project Accent. Ms. Fuqua expects it to begin by the end of the year and promises to keep them updated on the exact date.

Mr. Benavente asks about potential development in the Ballough area. Ms. Fuqua explains that it's currently industrial but there's interest in residential development. While nothing concrete is planned yet, she personally favors a combination of residential and industrial to benefit the area.

Upcoming Events and Programs

Ms. Fuqua talks about the job fair and other upcoming events, encouraging the board to stay informed by checking the website for downtown activities. She praises the website's efficiency in providing information and suggests visiting either riverfrontshopsofdaytona.com or the city's website for event updates.

She then talks about the Business Development Program, an extension of the Accelerate Business Summit held in February. This program's first phase, referred to as the Triage, will assess 60 targeted businesses' needs to ensure their success in Daytona Beach.

Ms. Fuqua also mentions "Pitch Your Idea," another extension of the summit, where participants pitch ideas for prizes and resources to support sustainability in Daytona Beach. She notes upcoming programs, including the revamping of grant programs and resources for redevelopment areas.

Mr. Kamchan raises concerns about the electric vehicle chargers, specifically regarding negotiations with the company and potential costs for users. Ms. Fuqua assures she'll gather information on these matters for the next meeting.

7. Public Comments

None

8. Board Comments

Ms. Cook mentions a potential buyer's concern about flooding in a downtown building. She asks if recent work on Palmetto and Magnolia has improved the situation. Mr. Thomas agrees to connect her with the assistant city manager at public works, who oversees the project. Mr. Benavente suggests the city needs a long-term plan to address these ongoing issues. Ms. Fuqua advises the potential buyer to utilize the TRT for any questions he may have.

Ms. Fuqua mentions rescheduling a presentation with Embry Riddle students for their collaborative project. Three students are working with the city of Daytona, collecting data on businesses in CRA areas to improve long-term sustainability. This collaboration showcases job opportunities in local government for Embry Riddle students.

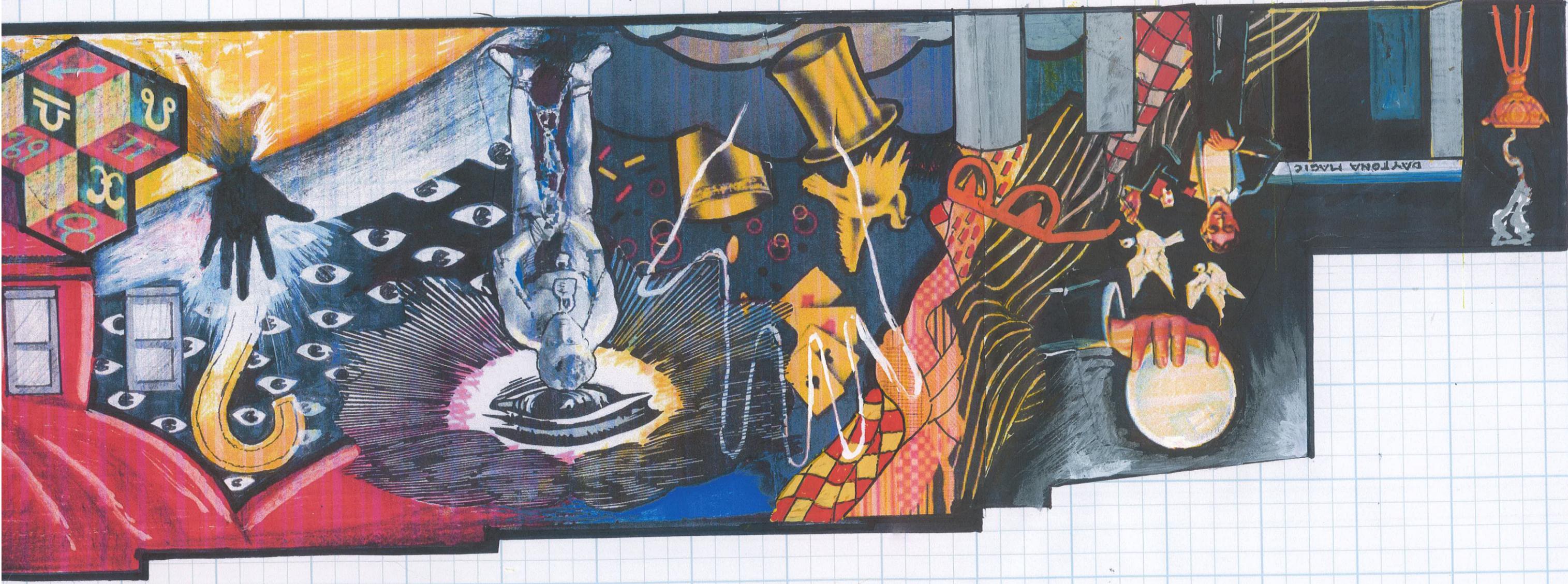
9. Adjournment

The meeting was adjourned at 1:05 p.m.

Mr. Kenneth Hunt, Chair

Mrs. Chernecia Campbell, Board Secretary

SCALE 1" = 1'



92'

3/16" = 1'
 Rendering for Daytona Magic Store
 136 S. Beach St. 32118
 by DAVID C.HETTEL 386-212-3766
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**COMMERCIAL PROPERTY IMPROVEMENT
AND PROFESSIONAL DESIGN INCENTIVE PROGRAM**

STATEMENT OF PURPOSE

The appearances of the City's Redevelopment Area Commercial Districts play an important role in creating a positive image of the business districts to attract new businesses and encourage business expansion. This program will provide incentives for businesses located in the Main Street, South Atlantic, Midtown, Downtown and Ballough Road Redevelopment areas.

This program will provide assistance for improving the interior and exterior of all commercial buildings to meet building codes, increase occupancy and improve the business climate in the form of a 0% interest rate loan, forgivable after 2 years with a maximum amount of \$50,000.

In addition to commercial property improvements, projects may be eligible for professional design assistance in the form of a 0% interest rate loan, forgivable after 2 years with a maximum amount of \$20,000.

Professional Design Assistance program is a tool to capitalize commercial property improvements projects within the CRA districts, after determining that many commercial buildings in the City of Daytona Beach Redevelopment areas suffer from a lack of investment and/ or aging facilities.

This program provides assistance to existing and new businesses with professional design services to facilitate site plan preparation and uplift the appearance of our buildings. It will be determined on a project-by-project basis and will focus on delivering signed and sealed plans for City site plan approvals and/or building permits.

✓ **ELIGIBILITY**

Commercial properties located in any one of the five CRAs are eligible to apply for grants, provided the business is a conforming use and has a Business Tax Receipt (BTR).

✓ **ELIGIBLE ACTIVITIES - COMMERCIAL PROPERTY IMPROVEMENT**

The following improvements are eligible, but not limited to, one of the following:

- Removal of false material that may cover the original building appearance, such as plywood, metal, or deteriorated stucco.
- Pressure cleaning

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- New stucco or stucco repair
- Painting (all colors must be approved before starting)
- Impact- resistant window
- New doors or replacements
- New or replacement woodwork or “gingerbread” masonry work (new or repointing of mortar joints)
- Signs (including the removal of old signs and the design, production, and installation of new signs)
- Awnings (including the removal of old awnings and installation of new awnings)
- Landscaping, planters, and decorative exterior and interior lighting
- Brick or textured pavement
- Electrical work
- ADA compliance improvements
- Plumbing
- Walk-in coolers
- HVAC system
- Grease traps and Kitchen hoods
- Parking lot improvements (re-paving, re-sealing, and/or restriping)
- Decorating fencing (excluding chain link, barbed wire, and wood panels)
- Roofing
- Entryways
- Flood mitigation
- Termite tent
- Fixed improvements to interior spaces
- Mold remediation

✓ **ELIGIBLE ACTIVITIES** PROFESSIONAL DESIGN

- a. Schematic Design
- b. Design Development - basic services for architectural / structural / mechanical-electrical-plumbing including security and IT. Additional services for landscaping, civil, surveying will be determined by the project scope of services.
- c. Working Drawings (for final revisions)
- d. Construction Documents (for Permits) – signed and sealed by a registered architect or other applicable professional.
- e. Construction estimates

✓ **PROJECT FUNDING**

The projects will be funded with available funds from the applicable Redevelopment Trust Fund up to a maximum grant award as follows:

AREA	Matching Amount CRA / APPLICANT	Maximum Award Amount
Main Street	80/20	\$50,000
South Atlantic	80/20	\$50,000
Midtown	80/20	\$50,000
Downtown	80/20	\$50,000
Ballough Road	80/20	\$50,000

The applicant is required to provide a minimum match amount of 20%. For example, in order to receive the maximum grant award of \$50,000 the applicant would have to provide matching funds of \$12,500 for a total project budget of \$62,500.

For projects seeking design and improvement funding, the design grant will be a 50% match, up to \$20,000 from the applicable Redevelopment Trust Fund:

AREA	Matching Amount CRA / APPLICANT	Maximum Award Amount
Main Street	50/50	\$20,000
South Atlantic	50/50	\$20,000
Midtown	50/50	\$20,000
Downtown	50/50	\$20,000
Ballough Road	50/50	\$20,000

For example, in order to receive \$20,000, the applicant would have to contribute \$20,000 for a total budget amount of \$40,000.

✓ **FUNDING GUIDELINES AND CRITERIA**
COMMERCIAL PROPERTY IMPROVEMENT

Applicants are required to match 20% of the total cost of the project. Only after the applicant has paid the match amount will the CRA begin disbursement of grant funds.

- Project must be consistent with the redevelopment design standards (LDC Appendix)
- Project must include eligible expenses.
- Properties “for sale” or listed at the time of application are not eligible.
- For properties that are sold or transferred, within twenty-four months of receiving funding, the applicant must repay the full amount of the loan.
- Property to be improved must not have any delinquent ad valorem taxes, be free of all municipal and county liens, judgments, and encumbrances of any kind.
- Upon approval, the property must remain free of all municipal and county liens, judgments, or encumbrances of any kind.

- Funds will be awarded on a first come, first served basis. In order to ensure that funds are provided, improvements must be initiated and completed within one hundred and twenty (120) days after obtaining the building permit.
- Project will require a written contract between the CRA and property owner.
- The contract will include provisions for a lien of the value of the grant to be placed on the property.
- Business must remain in operation for at least 2 years after funds has been awarded. For properties with tenants, the CRA will provide the option for a time extension between tenants if necessary.
- Applicants shall propose a performance measure that demonstrates how the project contributes to the elimination or prevention of slum and blight. Job creation or job retention is an example of a performance indicator that may be required to fulfill this requirement.
- Funding may not be used for design fees alone. Funding for design fees will only be awarded when the funds are also used substantially for exterior property improvements. Conversely, the loan may be awarded for exterior property improvements even if no funding for design assistance is requested.
- Additional processing time will be required for review by the applicable CRA board(s).

✓ **APPLICATION REQUIREMENTS**

1. Applicant (owner/lessee) must complete a grant application indicating if the funds requested are for design and improvements or just improvements.
 - a. If the applicant is the lessee, written consent from the owner should be attached to the application.
2. Applicant schedules a preliminary meeting with Staff.
3. The application for improvements shall include a detailed outline of the proposed project with the following information:
 - a. Photographs, identifying existing conditions.
 - b. Detailed drawing, showing proposed improvements.
 - c. Written specifications outlining scope of work.
 - d. Sample facade colors to be used on facade and signs.
 - e. Project budget, showing (2) two estimates of all work items.

Once design is completed, a supplemental application for improvements shall be submitted and include the following:

- a. Photographs, identifying existing conditions.
- b. Detailed drawing, showing proposed improvements.
- c. Written specifications outlining scope of work
- d. Sample façade colors to be used on façade
- e. Project budget, showing (2) two estimates of all work items.

✓ **AWARD PROCESS**

1. City Staff shall review for completeness and for improvement projects with an award of less than \$25,000, shall award or deny grant.
2. For design and improvement projects over \$25,000, the Redevelopment Board shall provide a recommendation to the CRA to award or deny the application.
3. Staff will schedule the application for approval by the Redevelopment Board and the CRA.
4. Redevelopment staff informs applicants of funding decisions.

✓ **GRANT ADMINISTRATION**

- 1- Applicant will proceed with work within 120 days of receiving the building permits.
- 2- Applicants shall obtain all necessary permits and approvals needed for work.
- 3- Redevelopment staff will inspect the project before and after completion to determine compliance with guidelines before the CRA releases funding.
- 4- Approved applicant must submit the following:
 - a) Detailed work invoice - from the vendor, corresponding to the completed approved reimbursable improvements.
 - b) Proof of payment to vendor - in the form of a cancelled check or credit card statement. Cash receipts are not satisfactory for purposes of reimbursement.
 - c) Deliverables (Stated above)
 - d) Completed W-9 Form - A form completed by the vendor(s) that should be paid must be on file with the city.
 - e) CRA staff may request additional information to accompany reimbursement requests, including, but not limited to, photographs, verification of vendor certifications, building permits, licenses, business tax receipts, or other documentation.

✓ **DESIGN GUIDELINES**
PROPERTY IMPROVEMENT & PROFESSIONAL DESIGN

1. Colors harmonious with the character of the Redevelopment area are required.
2. The size, color, and shape of all signs shall compliment the building, and meet all applicable city regulations and design guidelines.
3. Renovations to commercial buildings designated as contributing structures to a City designated Historic District shall comply with the United States Secretary of the Interior's Standards of Historic Rehabilitation, and standards and guidelines adopted as part of the Land Development Code for historic preservation and are subject to the Historic Preservation Board Approval.

✓ **PROGRAM ADMINISTRATION**
PROPERTY IMPROVEMENT & PROFESSIONAL DESIGN

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- 1) The Redevelopment Staff is responsible for the implementation of both programs. The programs are subject to overall policy direction and general oversight by the Daytona Beach Community Redevelopment Agency (CRA).
- 2) The Redevelopment staff will perform yearly inspection to the property to ensure compliance with the program
- 3) The Redevelopment Staff will receive and process applications for approval. Redevelopment Staff will work with the grant applicants to ensure all applications comply with the City's codes and ordinances.
- 4) Any award over **\$25,000** for an individual project requires approval by the **Community Redevelopment Agency (CRA) and recommendations from the applicable CRA Advisory Boards.**
- 5) The CRA may disburse funds directly to the design professional, according to the terms of the approved agreement, or to the applicant after the CRA receives proper documentation regarding expenses paid. Applicants are responsible for paying any additional expenses incurred beyond the scope of the approved CRA agreement.

LEASE SUBSIDY GRANT PROGRAM

STATEMENT OF PURPOSE

The purpose of the Lease Subsidy Grant Program is to provide incentives in the form of matching grants to encourage the relocation of businesses to the City of Daytona Beach Community Redevelopment Areas and to support existing business. The intent of the program is to increase and maintain the occupancy rates of commercial buildings with the redevelopment areas. The program assists retail merchants, restaurants, and professional offices with costs related to leasing buildings within the redevelopment areas.

✓ **ELIGIBILITY**

Commercial properties located in any one of the five CRAs are eligible to apply for grants, provided the business is a conforming use and has a Business Tax Receipt (BTR).

Any existing or new business locating within the City of Daytona Beach Redevelopment area.

✓ **PROJECT FUNDING**

Eligible businesses may receive awards of up to 3 months' rent for a minimum of one year lease with no single grant exceeding \$1,500 per month.

Grant will be funded with available funds from the applicable Redevelopment trust fund.

✓ **FUNDING GUIDELINES AND CRITERIA**

- Applicant must be part of the City's Business Development Program
- Rental subsidies may be approved for a maximum amount of \$1,500 per month
- Subsidy payments will be paid in monthly installments for a maximum of 90 days.

- An individual business may receive funds one time.
- The business must have business hours that conform to the general business hours of the area.
- Business must have and provide an executed year lease agreement.
- Properties with multiple tenant spaces may apply for funding based on

individual tenant's spaces.

- In order to qualify for funding, applicant must be one of the following:
 - a. New business venture (being in operation for less than 6 months at the time of application)
 - b. Existing business relocating to a redevelopment area
 - c. Existing business opening an additional location

*Existing businesses are defined as being in operation for more than six months at the time of application.

✓ **APPLICATION REQUIREMENTS**

1. Applicant (owner/lessee) must complete a grant application.
2. Applicant schedules a preliminary meeting with Staff.
3. The application for rent subsidy shall include the following:
 - a. Copy of executed lease agreement
 - b. Previous year financial statement
 - c. Business plan, including executive summary and financial projections (New business venture only)
 - d. Business Development Technical team referral
 - c. Proof of outstanding or delinquent rent payments

✓ **AWARD PROCESS**

1. City Staff shall review the completeness of applications.
2. Redevelopment staff informs applicants of funding decisions.

✓ **PROGRAM ADMINISTRATION**

- 1) The Redevelopment Staff is responsible for the implementation the program. The program is subject to overall policy direction and general oversight by the Daytona Beach Community Redevelopment Agency (CRA).
- 2) The Redevelopment Staff will receive and process applications for approval. Redevelopment Staff will work with the grant applicants to ensure all applications comply with the City's codes and ordinances.

SMALL PROJECTS/COMMERCIAL & BUSINESS INCENTIVE PROGRAM

STATEMENT OF PURPOSE

The appearances of the City's Redevelopment Area Commercial Districts play an important role in creating a positive image of the business districts to attract new businesses and encourage business expansion. This program will provide incentives for businesses located in the Main Street, South Atlantic, Midtown, Downtown and Ballough Road Redevelopment areas.

This program will provide assistance for improving the interior and exterior of all commercial buildings to meet building codes, increase occupancy and improve the business climate.

This program provides assistance for small projects to existing and new businesses within our Redevelopment areas.

✓ ELIGIBILITY

Commercial properties located in any one of the five CRAs are eligible to apply for grants, provided the business is a conforming use and has a Business Tax Receipt (BTR).

Any existing or new business within the City of Daytona Beach Redevelopment area.

✓ ELIGIBLE ACTIVITIES

The following improvements are eligible, but not limited to, one of the following:

- Installation or rehab of doors or windows
- Signage for new or existing businesses
- Repainting (All paint colors must be approved by Redevelopment)
- Installation or replacement of fabric awnings
- Roof Repair or Replacement
- Brick or textured pavement
- Construction of a new entrance
- Landscaping, planters, and exterior lighting
- New windows/ doors or replacements
- Painting, masonry, and stucco repair and new or replacement woodwork
- Pressure cleaning
- Removal of a false façade

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- Fixed improvements to interior spaces
- Interior painting
- Flooring (tile, carpet, or wood)
- Ceiling improvements (including drop-ceiling systems)
- Additional lighting
- Storefront lighting
- Installation of kitchen equipment for restaurants
- Termite tent
- Mold remediation

✓ **PROJECT FUNDING**

The projects will be funded with available funds from the applicable Redevelopment Trust Fund up to a maximum grant award as follows:

	Matching Amount CRA / APPLICANT	Maximum Award Amount
Existing business	50/50	\$15,000
New business expanded or relocated	75/25	\$20,000

✓ **FUNDING GUIDELINES AND CRITERIA**

Applicants are required to match the portion of the total cost of the project. Only after the applicant has paid the match amount will the CRA begin disbursement of grant funds.

- Project must be consistent with the redevelopment design standards (LDC Appendix)
- Project must include eligible expenses.
- Properties “for sale” or listed at the time of application are not eligible.
- For properties that are sold or transferred within twenty-four months of receiving grant funding, the applicant must repay the full amount of the program grant award.
- Property to be improved must not have any delinquent ad valorem taxes, be free of all municipal and county liens, judgments, and encumbrances of any kind.

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- Upon grant approval, the property must remain free of all municipal and county liens, judgments, or encumbrances of any kind.
- Grants will be awarded on a first come, first serve basis. In order to ensure that funds are provided, improvements must be initiated and completed within Ninety (90) days after obtaining the building permit.
- Individual properties may receive multiple allocation of funds for new tenants.
- There is a one (1) year limit between tenants. Properties with multiple tenant space may apply for funding based on individual tenant spaces.
- Additional processing time will be required for review by the applicable CRA board(s).

✓ **APPLICATION REQUIREMENTS**

1. Applicant (owner/lessee) must complete a grant application.
2. If the applicant is the lessee, written consent from the owner should be attached to the application.
3. Applicant schedules a preliminary meeting with Staff.
4. The application for improvements shall include a detailed outline of the proposed project with the following information:
 - a. Photographs, identifying existing conditions.
 - b. Detailed drawing, showing proposed improvements.
 - c. Written specifications outlining scope of work.
 - d. Sample facade colors to be used on facade and signs.
 - e. Project budget, showing (2) two estimates of all work items.

✓ **AWARD PROCESS**

1. City Staff shall review for completeness and for improvement projects with an award of less than \$25,000, shall award or deny grant.
2. Redevelopment staff informs applicants of funding decisions.
3. Applicant presents plans to Permits & Licensing for review of building regulations.
4. The Permits & licensing Division issues building permits.
5. Project work commences within ninety (90) days of obtaining the building permits.
6. Applicant provides Redevelopment staff with documentation of finalization of the project and canceled check or paid receipts.
7. Redevelopment staff inspects project to determine compliance with the guidelines and issues a request for payment to owner/lessee.

✓ **GRANT ADMINISTRATION**

- 1- Applicants will proceed with work within 90 days of receiving the building permits.
- 2- Applicants shall obtain all necessary permits and approvals needed for work.
- 3- Redevelopment staff will inspect the project to determine compliance with guidelines and issue a request for payment to the applicant.

Before the CRA will release funding disbursement.

- 4- Approved applicant must submit the following:
 - a) Detailed work invoice - from the vendor, corresponding to the completed approved reimbursable improvements.
 - b) Proof of payment to vendor - in the form of a cancelled check or credit card statement. Cash receipts are not satisfactory for purposes of reimbursement.
 - c) Deliverables (Stated above)
 - d) Completed W-9 Form - A form completed by the vendor(s) that should be paid must be on file with the city.
 - e) CRA staff may request additional information to accompany reimbursement requests, including, but not limited to, photographs, verification of vendor certifications, building permits, licenses, business tax receipts, or other documentation.

✓ **PROGRAM ADMINISTRATION**

- 1) The Redevelopment Staff is responsible for the implementation the program. The program is subject to overall policy direction and general oversight by the Daytona Beach Community Redevelopment Agency (CRA).
- 2) The Redevelopment Staff will receive and process applications for approval. Redevelopment Staff will work with the grant applicants to ensure all applications comply with the City's codes and ordinances.
- 3) Any grant award over **\$25,000** for an individual project requires approval by the **Community Redevelopment Agency (CRA) and recommendations from the applicable CRA Advisory Boards.**