

## RESOLUTION 2022-10

### A RESOLUTION OF THE LEBANON REDEVELOPMENT COMMISSION ESTABLISHING AND FUNDING OF A GRANT PROGRAM FOR STRUCTURES IN THE LEBANON DOWNTOWN HISTORIC DISTRICT

WHEREAS, the City of Lebanon, Boone County, Indiana (“City”) in conjunction with the Lebanon Redevelopment Commission (“RDC”) has established a Historic Building Preservation Grant Program (“Grant Program”) to promote historic preservation and to assist property owners within the boundaries of the Lebanon Downtown Historic District (“District”) to meet historic preservation standards; and

WHEREAS, the RDC recognizes the current policy for establishing caps on façade grants adopted by the Historic Preservation Commission (“HPC”) has not been impactful because limited availability of funds; and

WHEREAS, to promote an incentive to District building owners the RDC is committing funding for a cost share Grant Program; and

WHEREAS, the RDC will be awarding the Grant Program dollars only after an applicant has been issued a Certificate of Appropriateness (“COA”) from the HPC; and

WHEREAS, past grant programs have only funded façade related projects, this Grant Program, in addition to façade preservation, will consider funding projects related to the structural integrity of the building, including but not limited to foundations, floor and ceiling joist, load bearing elements and electrical service; and

NOW, THEREFORE, BE IT RESOLVED BY THE LEBANON REDEVELOPMENT COMMISSION THAT :

1. The Commission hereby accepts and adopts the Grant Program as described and attached hereto as **Exhibit A**.
2. This Commission hereby instructs the Clerk-Treasurer to budget Two Hundred and Fifty Thousand Dollars (\$250,000.00) each calendar year for a five (5) year period starting January 1, 2023, ending on December 31, 2027.
3. This Resolution shall be in full force and effect upon passage, but no earlier than January 1, 2023.

*[Remainder of Page Intentionally Left Blank]*

ADOPTED AND PASSED THIS \_\_\_\_ DAY OF \_\_\_\_\_, 2022,  
BY A VOTE OF \_\_\_\_ IN FAVOR AND \_\_\_\_ OPPOSED, BY THE  
LEBANON REDEVELOPMENT COMMISSION, BOONE COUNTY, INDIANA.

By: \_\_\_\_\_  
Corey Kutz, President

By: \_\_\_\_\_  
Dick Robertson, Vice President

By: \_\_\_\_\_  
Dr. John Milleman, Secretary

By: \_\_\_\_\_  
Dr. Robert L. Taylor, Member

By: \_\_\_\_\_  
Keith Campbell, Member

ATTEST:

\_\_\_\_\_  
Tonya Thayer, Clerk-Treasurer

EXHIBIT A

**DOWNTOWN LEBANON GRANT PROGRAM**  
**Lebanon, Indiana**

**PROGRAM PURPOSE**

The Downtown Lebanon Grant Program (the “Program”) is designed to stimulate investment in the economic growth, prosperity, and overall quality-of-life of Downtown Lebanon and the entire community. The Program is designed to enhance the development of Downtown Lebanon, increase economic development and redevelopment by assisting owners in making quality real estate improvements fostering a sense of place, and promoting the historic preservation of Downtown Lebanon. It is understood and anticipated the Program will increase the overall beauty of Downtown Lebanon by:

- Increasing pedestrian traffic;
- Increasing tourism;
- Promoting an attractive environment for new investment and business activity;
- Preserving and increasing the quality of life of residents, business owners and visitors;
- Providing Downtown businesses and property owners a higher return on their Investment;
- Protecting a historic building in its present state from further deterioration or damage;
- Adapting a historic building for modern use; and
- Restoring a historic building as it appeared at a particular time by removing, replacing or adding features.

**PROGRAM ADMINISTRATION**

The Program administrator (the “Administrator”) will be the Director of Planning and Zoning Department or its designee. The Administrator will serve as the liaison between the applicant, the Lebanon Historic Preservation Commission, the Lebanon Redevelopment Commission and the City of Lebanon. The Administrator is the point of contact for general Program questions and the processing of Program applications (the “Applications”).

**PROGRAM ELIGIBILITY REQUIREMENTS**

To participate in the Program, an eligible property must:

- Be located in the Lebanon Downtown Historic District, as defined under Program Boundaries below;
- Be current of all tax payments and City of Lebanon liens, accounts and fines;
- Have commercial activity as its primary purpose including but not limited to traditional retail and specialty shops, services, restaurants and bars, live entertainment, cultural venues, galleries and professional offices.

- Have consent from the owner of the property in writing for any proposed improvements covered in the Applications.
- Not be in violation of City of Lebanon ordinances for current or prospective use of eligible properties.
- Not be in violation of applicable State of Indiana code for current or prospective use of eligible properties.

**PROGRAM BOUNDARIES**

All Program eligible property must be located in the Lebanon Downtown Historic District (the “District”). A map of the District below depicts these boundaries.



**FUNDING**

The Program is a cost sharing grant program. The Program will be funded by the Lebanon Redevelopment Commission, who shall consider the award of Program dollars for a project based upon available funds and only after an applicant receives a Certificate of Appropriateness from the Lebanon Historic Preservation Commission.

Program grant contributions shall be considered based on the following:

| <b><u>Category</u></b> | <b><u>Estimated Cost of Improvements</u></b> | <b><u>Owner Share</u></b> | <b><u>Maximum Grant</u></b> |
|------------------------|----------------------------------------------|---------------------------|-----------------------------|
| <b>1</b>               | \$0 – 40,000                                 | 25% of eligible costs     | 75% of eligible costs       |
| <b>2</b>               | \$40,001 - 50,000                            | \$13,500                  | \$36,500                    |
| <b>3</b>               | \$50,001 - 75,000                            | \$26,000                  | \$49,000                    |
| <b>4</b>               | \$75,001 - 100,000                           | \$38,500                  | \$61,500                    |
| <b>5</b>               | \$100,001 - 150,000                          | \$67,000                  | \$83,000                    |
| <b>6</b>               | \$150,000 - 200,000                          | \$95,000                  | \$105,000                   |
| <b>7</b>               | \$200,001- 250,000                           | \$125,000                 | \$125,000                   |
| <b>8</b>               | \$250,001 - 350,000                          | \$195,000                 | \$155,000                   |
| <b>9</b>               | \$350,001 - 450,000                          | \$265,000                 | \$185,000                   |
| <b>10</b>              | \$450,001 - 500,000                          | \$300,000                 | \$200,000                   |

### **PROGRAM GUIDELINES**

**Start of Work:** Work related to the Program cannot begin until authorized by the Program Administrator. Funds spent before Program approval do not qualify as the Applicant’s share in the project.

**Distribution of Program Grant Money:** Funds will be allocated on a first come first serve basis according to the date of the application and subject to the availability of budgeted funds.

**Changes to Program Plans:** Any unapproved changes to project plans will void the Program grant and result in nonpayment of Program funds. If recipient decides to change the project after approval, the Program Administrator must be contacted for additional review and approval. Awards cannot be increased after notification of the initial award.

**Ownership of Property:** Program grants will not be awarded to government-owned properties. Property owned by non-profit organizations are not excluded from applying for Program grants, however, priority will be given to privately-owned commercial and mixed-use property.

**Cost Estimates:** Applicants must provide at least two itemized cost estimates from a professional contractor for eligible expenses, for which funding is being requested. Projects approved for funding will be based on the lowest of the cost estimates. The Program Administrator reserves the right to request additional estimates at any time. All improvements that are ineligible shall be bid separately. The bids submitted to the Program Administrator shall include only eligible improvements. Bids must be made from the same scope of work by each contractor.

**Permits, Fees and Approvals:** Recipients are required to pay and obtain the necessary local and/or state permits, fees and approvals.

**Unused Funds:** At the end of a calendar year, any unused funds automatically rollover and are added to the following year.

**Applications Outside of Grant Scale:** At their discretion, the RDC may hold a hearing for applications received that are a larger scope than Category 15. These applications include, but are not limited to, buildings that have two street frontages or are more than 2 stories. The ratio of match to grant cannot be any less than Category 15.

**Exhausted Funds:** If within a calendar year funds have been exhausted, at their discretion, the RDC may consider funding a project application that has been received prior to funds replenishing the following year.

### **ELIGIBLE IMPROVEMENTS AND EXPENSES**

- **Exterior Building Material Repair or Renovation**
- **Lighting** – Restoration, replacement, or new construction of historically and/or architecturally sensitive decorative lighting fixtures for the exterior of buildings.
- **Hardscapes** – Including trellis, cornice, entrances, doors windows, decorative detail and fixtures permanently adhered to the façade of the building.
- **Structural Improvements** – Including but not limited to foundations, floor and ceiling joists, and load bearing elements of the building. Structural improvements may not exceed 25% of the total project cost.
- **Roof Replacement** – Replacement of roofs are eligible for a 30% reimbursement of total cost. Roofing is calculated outside of the program contribution scale.
- **Other improvements that may improve the aesthetic quality of the building.**

### **INELIGIBLE IMPROVEMENTS AND EXPENSES**

- **Building materials and treatments** – Including vinyl or aluminum siding.
- **Landscaping**
- **Interior Repair and Maintenance Improvements**
- **Electrical Work**
- **Personal Property**
- **Security Systems**
- **Acquisition of Real Estate**
- **Infrastructure improvements**
- **Permits and Fees**

### **PROGRAM APPLICATION PROCESS**

The Applicant must submit a completed Application to the Program Administrator and schedule a pre-Application meeting with the Program Administrator. Each Application submission must include the following:

- Current photographs of the property to be improved. All photos submitted become the property of the City of Lebanon.
- Project plans and specifications including a written description of improvements, materials, and colors.
- Elevations or architectural drawings and historical photographs (if available).
- At least two itemized cost estimates from a professional contractor other than the applicant or property owner for the same scope of work. Cost estimates must itemize improvements for which funding is being requested.
- Application must be signed by the property owner.
- As part of the review, the Program Administrator will verify that the property is in good standing before the Lebanon Preservation Commission and Lebanon Redevelopment Commission proceeds with consideration of the Application.
- Other items as requested by the Lebanon Historic Preservation Commission and Lebanon Redevelopment Commission may be required.

Prior to applying for grant funds related to façade preservation work, an applicant must receive a Certificate of Appropriateness from the Historic Preservation Commission. A Certificate of Appropriateness is required under the Lebanon Historic Preservation Ordinance and must be issued by the Historic Preservation Commission of the City of Lebanon before a permit is issued for, or work has begun on, any of the following:

- Demolition or moving of any building
- A conspicuous change in the exterior appearance of existing buildings by additions, reconstruction, alteration, or maintenance involving exterior color changes
- Any new construction of a principal building or accessory building or structure subject to view from a public way
- A change in walls or fences or construction of walls and fences
- A conspicuous change in the exterior appearance of non-historic buildings subject to view from a public way by additions, reconstruction, alteration and/or maintenance involving exterior color change

An application for a Certificate of Appropriateness shall be made in the office of the Commission, or its designee, on forms provided by that office. All applications shall be subject to the rules and requirements established by the Commission. Applications for a Certificate of Appropriateness must be received no later than 30 days prior to the next scheduled Historic Preservation Commission meeting. Historic Preservation Commission meetings are scheduled on the first Thursday of the month at 6p.m.

Once a Certificate of Appropriateness is issued by the Lebanon Historic Preservation Commission, Grant Applications will be considered each month by the Lebanon Redevelopment Commission. All required Application materials, including the Certificate of Appropriateness, and the required pre-Application meeting with the Program Administrator must occur by the 15<sup>th</sup> of the month to be reviewed by the Lebanon Redevelopment Commission. Regular meetings of the Lebanon Redevelopment Commission occur on the second Monday of the month. An application submission does not guarantee approval or maximum Program grant funding.

## **TIMELINE**

**Application Received:** A complete application is received, and a pre-application meeting is conducted with the Program Administrator.

**Design Review and Approval:** Application is evaluated by the Lebanon Historic Preservation Commission and Lebanon Redevelopment Commission. Both commissions reserve the right to approve or deny portions of any Application.

**Notification of Award:** Program grant recipients will be notified approximately forty-five (45) days after submission deadline.

**Grant Program Improvement Agreement:** Such agreement is signed by the Lebanon Redevelopment Commission and the recipient to verify the approved scope of work and reimbursement amount.

**Grant Program Maintenance Agreement:** Such agreement is signed by the recipient consenting to maintain the improved property for two (2) years from the date of receipt of Program grant funding.

**Work Commences:** Work must commence within sixty (60) days of approval and execution of required agreements.

**Work Completed:** Work must be completed within twelve (12) months of project approval and execution of required agreements.

**Inspection:** Completed work must be inspected by the Program Administrator, certified building inspector, and any other applicable professionals as needed to confirm compliance.

**Submission of Final Documentation:** After photographs and paid invoices itemizing all eligible improvements and expenses are submitted to the Program Administrator for verification.

**Reimbursement:** After work has been completed, inspected and verified, funds will be disbursed.