

City Council Workshop

Agenda Item #3

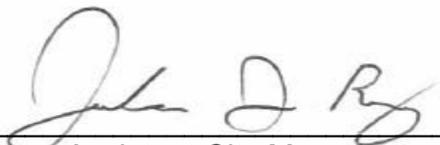
October 12, 2016

Mini-Master Planning Grant Program

This item is being brought to the City Council at the request of staff and with the recommendation of the Economic Development Committee. During the past year the City has received several inquiries from property owners and prospective developers regarding technical assistance to explore and evaluate redevelopment plans in certain commercial areas. For example, a prospective developer may want to explore what is possible, or may be possible, keeping in line with the City's Comprehensive Plan and/or a Neighborhood Master Plan. Occasionally the City's zoning regulations prohibit the type of redevelopment the City envisions, whether it relates to density, parking standards, design, etc.

The City would also like to encourage Master Plans that comprise more than one parcel, perhaps encompassing several parcels along a block which necessitates multiple property owners cooperating on a single master plan. This grant program would provide an incentive to explore redevelopment options and the City may then use that information to consider whether any regulatory modifications are appropriate. Mini-master plans may also be used to show neighboring residents and business owners, as well as the Planning Board and City Council, what redevelopment that is based on new zoning for the parcel(s) would look like, how it would fit appropriately within the neighborhood, and how it would conform to the goals and objectives of the City's Comprehensive Plan and Neighborhood Master Plans.

This program would be funded through Tax Increment Financing (TIF) revenues. The proposed program statement caps each grant award at \$5,000, and would require a 1-to-1 match from the property owner(s)/developer(s). Copies of any plan materials produced as a result of the grant would be provided to the City and kept on file.



Assistant City Manager



Mini-Master Planning Grant Program

Program Statement

Purpose

The City of South Portland has designated areas of revitalization within the City to encourage redevelopment that leads to 1. job creation, 2. an increasing tax base, and 3. an overall more vibrant built environment for the benefit of residents and visitors. The purpose of this grant program is to assist the owners or prospective developers of property within these areas to procure design services and complete mini-master plans for larger parcels or groups of parcels that may be marketable for substantial redevelopment. These master plans would inform subsequent decisions regarding the size, scope, and estimated cost of redevelopment projects, and whether those plans would require changes to City land use and zoning regulations. Mini-master plans may also be used to show neighboring residents and business owners, as well as the Planning Board and City Council, what redevelopment that is based on new zoning for the parcel(s) would look like, how it would fit appropriately within the neighborhood, and how it would conform to the goals and objectives of the City's Comprehensive Plan and Neighborhood Master Plans.

Description and Eligibility

This program provides 1-to-1 matching grant funds, with a maximum award of \$5,000.00 (i.e. \$8,000.00 total cost of mini-master plan would equate to a grant award of \$4,000.00). The grant is intended for Applicant(s) possessing or having legal interest in contiguous land area of one or more parcels, totaling 10,000 square feet or more, located within the geographic boundaries of the designated revitalization zones. Parcels outside of those areas may be eligible on a case-by-case basis, as funding may become available. To be eligible for grant funding, Applicant(s) must not have any outstanding City taxes, fees, fines, etc.

Application

Each year the City's Tax Increment Financing (TIF) Committee will designate certain funds, as they may become available, from revenues generated from the various TIF Districts. The City will provide a written grant application form, available upon request. Applications will be accepted on a rolling basis and reviewed by the Committee for eligibility, completeness, and demonstrated public benefit.

Management

Upon grant award, the City and Grantee(s) shall enter into a Grant Agreement which shall specify each party's responsibilities and obligations, the scope of services covered by the grant, the manner by which services will be procured, and the method of payment for those services. All work products shall be made available to the City and shall be considered public documents.

The proposed Master Development Plan must include, at a minimum, the following information:

1. A sketch site plan and building plan consistent with the site plan drawing and map requirements of City Code Chapter 27, Sec. 27-1424, as well as building elevation drawings that demonstrate the appearance of the proposed building(s) from the street.
2. A narrative and illustrations demonstrating how the Master Development Plan will be consistent with the City's vision for the area in which development will occur as described in the City's Comprehensive Plan and Neighborhood Master Plans.
3. A list of zoning text and/or map amendments, if any, that would be required in order to allow the development to proceed as proposed.