

RESOLUTION NO. R10-112

**A RESOLUTION OF THE CITY COUNCIL APPROVING A
TECHNICAL ASSISTANCE GRANT PROGRAM PROPOSED BY
THE LAUREL URBAN RENEWAL AGENCY.**

WHEREAS, the City Council created the Laurel Urban Renewal Agency (LURA) pursuant to Ordinance No. 08-09 as codified at Title 18, Chapters 18.02 and 18.04 of the Laurel Municipal Code to provide input and recommendations regarding the most effective uses of resources gained from the Tax Increment Finance (TIF) District; and

WHEREAS, the City Council appointed a LURA Board of Commissioners pursuant to Resolution No. R08-123 who are responsible for providing guidance and recommendations to the City Council as to the best use of unencumbered available tax increment funds consistent with the Urban Renewal Plan that was additionally adopted by the City Council and codified at Chapter 18.04.020 of the Laurel Municipal Code; and

WHEREAS, the LURA Board is recommending the creation and utilization of available tax increment funds as provided in the attached Technical Assistance Grant Program with the intention of providing businesses located within the tax increment district the opportunity to obtain funding to pay for technical assistance such as design and/or planning assistance for eligible projects that are consistent with the City's Urban Renewal Plan; and

WHEREAS, the City Council has reviewed the attached proposed Technical Assistance Grant Program and finds it is consistent with the goals and objectives contained in the City's Urban Renewal Plan and is in the best interest of the City of Laurel and its citizens.

NOW THEREFORE BE IT RESOLVED by the City Council of the City of Laurel, Montana, that the attached Technical Assistance Grant Program is hereby approved; and

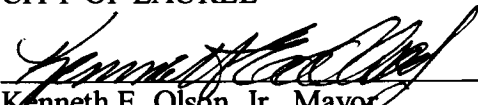
BE IT FURTHER RESOLVED, the City Council hereby delegates its approval authority to the LURA Board as provided in the attached Technical Assistance Grant Program.

Introduced at a regular meeting of the City Council on October 12, 2010 by Council Member Rodgers .

PASSED and ADOPTED by the City Council of the City of Laurel, Montana, this 12th day of October, 2010.

APPROVED by the Mayor this 12th day of October, 2010.


CITY OF LAUREL


Kenneth E. Olson, Jr., Mayor

ATTEST:



Cathy Gabrian, Deputy Clerk

Approved as to form:


Sam Painter, Legal Counsel
Elk River Law Office, P.L.L.P.

Technical Assistance Grant Draft #5

Purpose:

The purpose of this program is to support current/potential developers, owners, and tenants with technical assistance during the preliminary phases of possible projects in the tax increment district of downtown Laurel. Technical Assistance projects must support the goals of the Laurel Urban Renewal Agency (LURA) and Mayor/City Council.

Time Frame:

The program will be in existence on a year to year basis beginning July 1, 2010 with the option for annual renewal.

Funding:

The program will open with a reserve of \$25,000. or approximately 300 professional hours. Service hours are valued at a maximum of \$80.00 per hour.

Applicants are reminded that grant awards made by LURA's Technical Assistance Grant Committee (TAGC) are discretionary in nature and should not be considered an entitlement by the applicant. All grant criteria contained herein are guidelines for awards and successful applicants may receive any amount up to the maximum award. Should an application meet all grant criteria, a grant may or may not be awarded at the Committee's discretion due to funding limitations, competing applicants, and/or competing priorities.

Process:

The program is open to current or potential building owners, tenants, developers or other entities interested in projects that will promote or improve the downtown tax increment district.

Contact the LURA Technical Assistance Grant Committee. Fill out a brief form describing the services requested.

The Committee will contact the qualified professional architect recommended by the applicant and set up a meeting between the client, professional and a representative from LURA.

During the meeting, a scope of services and time budget will be determined.

The Committee will review applications on a first come, first served basis for the duration of the funding availability. Projects that are recommended for approval by the Committee will be submitted to the LURA membership of five voting Commissioners and four advisory members for approval. Should a project receive a cumulative total of \$5,000. or more from any combination of LURA grant programs, the grant(s) that put the project over this threshold must be submitted to the City Council for additional approval. In all cases, the decision of the Committee is final. Applications that are denied by the Committee may be re-submitted the following funding period.

All applications will be notified of the status of their application by written communication from the Committee. Award recipients will receive a Letter of Award indicating the amount of grant funds awarded and any conditions deemed necessary by the Committee for receipt of the award. Applicants are required to return a signed copy of the letter to the Committee before funds will be committed to the project.

Grant Limits:

There are two grant programs currently available. One is for design work for potential application to the Façade Improvement Grant Program offered by LURA. The other is for assistance on other downtown projects.

Grant limitations for the Façade Improvement Program provide up to 30 hours of professional assistance for project review and preliminary design for a \$2,400. maximum.

Grants for technical assistance projects are limited to a total of 50 hours of service for a \$4,000. maximum.

Possible Services:

- Façade improvement assistance
- Feasibility studies
- Preliminary development review/assistance
- Preliminary building condition assessment studies -- structural, mechanical, electrical, etc.
- Renovation vs. restoration opinions
- Assessments to determine Preservation Tax Credit potential
- Renovation /reuse studies
- Site selection assistance
- Preliminary cost estimates
- Code analysis
- Landscape/Hardscape improvements
- Graphic design

All work shall be preliminary in scope. Construction work is not eligible for Technical Assistance funds (see façade improvement grant application material for construction information.) The fee structure and firm selection grants for professional services described herein apply only to the Technical Assistance Program. At the end of the agreed scope of work, the client may choose to continue with the original firm to complete the project or may select another of their choosing. Fee structure and services may be renegotiated at that time.

Firm Selection Process:

The professional architectural firm may be chosen by the applicant. If the applicant has not chosen or is not familiar with qualified firms, a list will be provided by the LURA committee.

A selected firm should have a demonstrated commitment to downtown redevelopment efforts, the Laurel City Council and LURA's goals. When working with projects in the historic preservation district, participating firms should be familiar with the Preservation Tax Credit program.

Conflict of Interest Policy:

The intent of the Technical Assistance Program is to provide assistance of those who would not normally have access to a professional design firm, or who, because of cost, are reluctant to obtain preliminary design assistance. Participating design firms are therefore ineligible to receive Technical Assistance funds for projects in which the firm, firm owners, employees, or members of their immediate family have a financial or ownership interest. This stipulation is in effect for the duration of the Technical Assistance assignment only and does not prohibit a participating professional's future financial involvement with the project.

How to Apply:

Contacts will be placed on LURA's month meeting agenda. Before contacting LURA, complete the application on the City of Laurel website or the Planning Dept., 115 W. 1st St., Laurel, MT 59044.

09/29/2010

**LAUREL URBAN RENEWAL AGENCY (LURA)
Technical Assistance Project
Application**

Date _____

Name of Applicant _____

Mailing Address _____

Telephone(s) _____

Proposed project site _____

Business (es) operating at this address _____

Type of project:

_____ Façade (eligible for up to 30 hours of technical assistance)

_____ Other (eligible for up to 50 hours of technical assistance)

Please describe the proposed project _____

What type of Technical Assistance are you requesting? Please explain.

How will this project support the goals of LURA's and Laurel City Council?

What is your time frame for completion of Technical Assistance?

Are you currently working with a design firm?

NO _____
YES _____ (Please specify) _____

(If necessary, use additional pages and attach to application)

Applicant(s) Signature(s)

Property Owner(s) Signature(s)

For Office Use Only

Date received _____

Date approved _____

Assigned to _____

08/20/2010