



PALATKA SOUTH TIFF DISTRICT COMMERCIAL REHABILITATION GRANT

Introduction

Palatka's South TIFF District contains many historic buildings used primarily for residential purposes. To date these residential properties have been the focus of the South TIFF District's successful revitalization efforts via the Home Improvement Program (HIP) and most recently the "Live Where You Work" program. However there are some commercial structures and residential buildings with potential for adaptive re-use within the South Historic District. These property owners also contribute to the Tax Increment Finance Fund and should have the opportunity to receive financial assistance to rehabilitate their properties and contribute to the overall revitalization of the CRA Overlay District.

The Secretary of the Interior's Standards for the Treatment of Historic Properties defines *Rehabilitation* as the process of returning a property to a state of utility, through repair or alteration, which makes possible the efficient, contemporary use while preserving those portions which are significant to historic, architectural and cultural values.

Program Objectives

The primary objective of the *Commercial Rehabilitation Grant* is to encourage revitalization and preservation of commercial buildings and/or provide an opportunity for an adaptive re-use of a residential structure in keeping with the historic nature of the neighborhood i.e., B & B. The goal is to stimulate reinvestment in the South Historic District, to preserve and revive the traditional entrepreneurial spirit and establish downtown Palatka both commercially and residentially as a center for convenient pedestrian oriented living and working activities.

Project Goals

Specific goals of the *Commercial Rehabilitation Grant* are as follows:

1. The elimination of blight and prevention of deterioration of properties in the South CRA District.
2. Encourage the establishment of commercial venues and adaptive re-use options in keeping with the historical integrity of the District and Downtown Palatka.
3. The elimination of conditions that is detrimental to health, safety and welfare.
4. The revitalization or preservation of properties deemed significant for their historical, architectural or aesthetic value.
5. Conservation of existing building stock.

Program Guidelines

1. This grant provides funding for exterior rehabilitation only.
2. Applicants must provide scaled and legible graphic depictions of proposed work including description of materials
3. Cost estimates for project must be submitted as well as amount of financial request. A timeline for completion of the project is also a requirement.
4. Applicant must obtain a Certificate of Appropriateness (COA) and follow the City of Palatka's criteria for decisions on COAs as found in Section 54-79(b) of the City's Municipal Code, Secretary of the Interior's Standard's for the Treatment of Historic Properties (Rehabilitation and Restoration Standards/Guidelines). Visit www.nps.gov/hps/tps/standguide for specifics.
5. As required in these regulations original features of historic building exteriors shall be preserved, or if that is not possible, alterations shall be compatible with the known architectural style and appearance of the structure. New construction and exterior changes of non-historic buildings shall be compatible with surrounding historic structures in terms of placement on the lot, porches, arrangement of windows and doors, etc. while not displaying excessive ornamentation or provide a "pseudo historic look". Signs, landscape features and other separate elements on historic properties shall likewise be designed in keeping with the historic and architectural character of the building and the district.
6. A business plan is also a requirement.
7. Grantee is responsible for obtaining any and all permits required to do the project.
8. Any unapproved changes will void the Grant. If Grantee decides to modify the project, approval must be obtained from the Palatka Historic Preservation Board and/or SHNA Grant Review Committee.
9. **The maximum Grant amount is \$40,000 with 25% cash match.** A maximum of two grants will be awarded during the initial implementation of this program.
10. One of the most important objectives is stabilization of the neighborhood. To that end, participants in the *Commercial Rehabilitation Grant* program must commit to their business operation for at least three years after completion of specific

improvements. If the property owner sells said property, or transfers ownership of said property for any reason within a year of participation in the *Commercial Rehabilitation Grant* program the money shall be amortized for repayment of all funds and if the property owner sells within two years of participation there shall be a repayment of 50% of received monies and if sold within the third year the property owner will be responsible for 25% repayment of the received amount.

Eligibility Requirements

1. The applicant must be the owner of the building.
2. Any mortgage which encumbers the property is current.
3. Property taxes must be current and paid in full.
4. The applicant must provide a current and dated title search and reveal the absence of liens; and provide documentation to indicate the property is insured at full insurable value.
5. Property must be located within the boundaries of the South TIFF District.
6. Note: the South Historic District boundaries and South TIFF District boundaries differ so please view the CRA District map on the City of Palatka website (www.palatka-fl.gov), CRA tab.
7. Business must be a legal conforming use as determined by the City's Zoning Code, Comprehensive Plan and Community Redevelopment Plan.

Program Procedures

1. Only completed applications including all supporting documentation will be accepted. Applicant will provide detailed information on proposed project as specified in the **Program Guidelines**.
2. The applicant must provide detailed drawings and scope of work to obtain three project bids from licensed, qualified contractors based in Palatka and/or Putnam County.
3. The applicant must provide documentation of matching funds.
4. The SHNA Grant Review Committee will review the application packet for compliance and Grant awards will be issued on the scope and merit of the total project. Any employment opportunities created as a result of such project will be given additional weight towards grant approval. All grants shall be awarded by the CRA Board after consideration of the recommendation of the SHNA Committee and community input.
5. All materials should be purchased from suppliers in and around Palatka and/or Putnam County unless specific materials are unavailable from local vendors.
6. The Contractor awarded the project funded by the *Commercial Rehabilitation Grant* will receive direct payment from the City of Palatka via South TIFF District monies. The amount of draw will be commensurate with completed work per the Palatka Building Official and the SHNA Grant Review Committee representative.