



# **TEMPLE TERRACE REDEVELOPMENT AGENCY COMMERCIAL IMPROVEMENT GRANT PROGRAM**

## **TTRA OVERVIEW**

The Temple Terrace Redevelopment Agency (TTRA) area comprises approximately 225 acres, and is generally located in the southwest corner of the City incorporated area, surrounding the intersection of N. 56<sup>th</sup> Street and E. Busch Boulevard/Bullard Parkway. It is bounded roughly by the Hillsborough River to the south, 98<sup>th</sup> Avenue to the north, the City of Tampa to the west, and Ridgedale Road to the east. The University of South Florida is located 2 miles to the northwest, and Busch Gardens Theme Park is 2 miles to the west. The City of Temple Terrace has recognized that significant areas of its downtown are in need of redevelopment.

The City created the Temple Terrace Redevelopment Agency (TTRA) to facilitate redevelopment, which allows for strategic investments to be made through the utilization of Tax Increment Financing (TIF). Since establishment of the TTRA, the City has amended its Comprehensive Plan and Zoning Code to establish, define, promote and facilitate the enhancement of the City's primary and historical urban center. A master plan vision for downtown revitalization was completed. The City has developed and adopted design guidelines for the TTRA that will set the architectural design guidelines, required color palette, streetscape/landscape concepts, and standards for signage, site lighting, and accessory structures. To assist and help facilitate redevelopment, the City has been purchasing and consolidating parcels in the most blighted portion of the TTRA, the area east of N. 56<sup>th</sup> Street and south of Bullard Parkway to the Hillsborough River.

## **PROGRAM OVERVIEW**

In Fiscal Year 07/08, The CITY OF TEMPLE TERRACE, FLORIDA implemented a Commercial Improvement Grant Program as an incentive program to businesses located in the TTRA district for aesthetic improvements to their exterior building sites. Such exterior improvements may include structural, façade visual treatments (paint, stucco, siding, windows, etc.), awnings and other improvements. The purpose of this grant program is to restore, improve and/or create architectural features to facades of commercial buildings anywhere within the TTRA district that would be consistent with the adopted design standards and the vision for the TTRA. The City wants to encourage all new development and/or substantial expansion of existing development to incorporate architectural design elements consistent with one of the following architectural styles: Spanish Renaissance Revival, Mediterranean Revival, or St. Augustine Spanish Colonial. Currently \$50,000 in funding is available to implement the program, which would assist 10 – 15 businesses in the TTRA each year, depending on their need.



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**Eligible exterior improvements would include:**

- **Façade reconstruction and/or architectural improvements**
- **Painting of façade**
- **Landscaping**
- **Parking repavement and/or restoration or replacement of deteriorated sidewalks**
- **Installation of exterior lighting**
- **Exterior wall repair (stucco, brick or wood repairs and replacement)**
- **Installation of architectural details (bollards, railings, decorative metal trim)**
- **Installation of awnings**
- **Installation of new signage**

**The City of Temple Terrace would provide a grant for 50% of a project totaling \$10,000 or less, or a maximum City grant of \$5,000 for projects greater than \$10,000. The applicant will be responsible for the balance of the project expenditure.**

**Eligibility Restrictions and Requirements: No grant monies or matching monies shall be used to perform general repair, structural or habitable work or otherwise to meet code requirements. No grants would be made to government-owned properties, to tenants in government-owned properties, or non-profit organizations. Properties listed for sale may not apply. Properties sold within one year of receiving façade funding must repay the full amount; properties sold within two years of receiving façade funding must repay 50% of the amount received. Work on the project must begin within 90 days following the City approval process. Applicant may reapply if deadline is missed. Interior improvement may not be considered a part of the project's scope of work unless it is an alteration needed due to changes in storefront construction.**



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## **PROGRAM PROCEDURES**

- 1. Applicant must complete a Program Application and checklist and submit all supporting data to the City including:**
  - **Grantee's Certificate of Insurance for property fire and casualty insurance policy in the amount of \$500,000 combined single limit. The TTRA and the City of Temple Terrace shall be named as "Additional Insured" during construction of the improvement.**
  - **Photographs of the site and its relationship to adjoining sites**
  - **Assurance that a 50% match can be provided**
- 2. Staff will review the application for compliance with all necessary City and other applicable regulations and present to Temple Terrace Redevelopment Agency (TTRA) for review and approval.**
- 3. The TTRA's recommendation will be issued in writing and outline the reason(s) for approval or rejection. If the agency believes the contractor's estimates seem unreasonable, at its discretion, the City has the authority to verify the estimates with the contractors. If the application is rejected, the applicant will have 30 days to resubmit the application addressing the committee's reasons for denial. No work shall begin until City's written notice is received.**
- 4. Grantee is responsible for obtaining all approvals, building permits and other permits for the work. Cost of permitting cannot be part of grant funding.**
- 5. Applicant will be obligated to pay 100% of improvements. Grant funds will be disbursed on a reimbursement basis and cannot be issued until the proposed project has been completed. Before a payment is made, applicant must submit proof that final payment has been made for all completed work. Upon submission of documentation showing all contractors have been paid in full, City staff will review the completed project to determine that the actual work performed was the work approved for funding and will release the funds.**
- 6. No project shall be approved for funding on any property that is in violation of any City Code, specifically but not limited to Chapter 28 – Commercial Property Maintenance Code. For instance, replacement of a broken window would not be an allowable project since Chapter 28 states the following: "All storefront windows shall be kept unbroken, in a clean and harmonious condition, free of dirt, filth, cobwebs, marks, or foreign substances."**

**Project should attempt to comply with the Temple Terrace Downtown Redevelopment Plan Overlay Zoning District Design Guidelines. Since many of the downtown buildings do not substantially meet these guidelines, staff shall be reasonable and practical in applying the Overlay District standards to proposed modifications of existing, non-conforming structures. Property in the designated TTRA area is not eligible for TTRA funding when such funding conflicts with the goals expressed in the Downtown Community Redevelopment Area Report, updated May 2007. The grant program benefits are contingent upon funding availability and TTRA approval is not to be**



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**construed as an entitlement or right of property owner or applicant. Funds shall be allocated on a first-come basis. Only one grant shall be awarded to a business within a 24-month period.**

**Any unapproved changes to the scope of work will void the grant. If grantee wants to change the project scope after City approval, they must contact the Redevelopment Department. Because of limited funding, City staff and the TTRA will evaluate the submissions and priority will be given to those that enhance the redevelopment area, such as painting, exterior finishes and new signage.**



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Date : \_\_\_\_\_

**Applicant Name:** \_\_\_\_\_

**Business Name:** \_\_\_\_\_

**Property Address:** \_\_\_\_\_

\_\_\_\_\_

**Contact Person:** \_\_\_\_\_

**Phone Number:** \_\_\_\_\_

**Email Address:** \_\_\_\_\_

## **PROJECT AND FINANCIAL ASSISTANCE REQUESTED**

**Describe the Proposed Improvement(s):** \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**Total Project Cost** \_\_\_\_\_ **Total Funding Request** \_\_\_\_\_

I, \_\_\_\_\_, attest that the information contained herein is correct to the best of my knowledge. I further understand that the Commercial Improvement Program benefits are contingent upon funding availability and TTRA approval and are not to be construed as an entitlement or right of a property owner or applicant. I hereby submit the attached plans, specifications and color samples and understand that these must be approved by the Temple Terrace Redevelopment Agency. No work shall begin until I have received written approval from the TTRA. I further understand that the project must be completed within 3 months and that grant monies will not be paid until the project is complete. I agree to display a TTRA Grant sign for the duration of the project and agree to return the sign. I also agree to leave the completed project in its approved design and colors for a period of 3 years from the date of completion.

\_\_\_\_\_  
**Signature of Applicant**

\_\_\_\_\_  
**Date**

\_\_\_\_\_  
**Print Name**



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## **Supporting Data Checklist**

**Please see complete design guidelines on City's website @  
[www.templeterrace.com](http://www.templeterrace.com)**

### **Sign:**

- Provide a color rendering of the design chosen**
- Include specifications as to the size and width of sign**
- Note location of the new sign**
- Submit 2 written estimates from sign companies**

### **Paint:**

- Provide color samples and texture of finish material**
- Note body color & accent colors**
- Submit 2 written estimates from licensed paint contractors**

### **Awnings:**

- Provide fabric & color samples & pictures of the style of awning**
- Note where awning will be placed on building**
- Submit 2 written estimates from licensed contractors**

### **Major Façade Alteration:**

- Provide a rendering of major changes, including paint & awning colors**
- Provide site plan (if applicable)**
- Submit 2 written estimates from licensed contractors**

### **Architectural Improvements (lighting, rails, bollards, trim) & Landscaping:**

- Provide photographs of architectural details**
- Provide information on location, style and type of architectural detail**
- Submit 2 written estimates from licensed contractors**
- Provide landscaping plans, including tree size, height & diameter - see Chapter 25.7.35 & 25.7.80 of City Code Book for approved tree list and minimum standards, found on our website at [www.templeterrace.com](http://www.templeterrace.com)**

**If a tenant is submitting application instead of property owner, he must provide a notarized authorization letter from the property owner.**