

CITY OF POLSON
POLSON REDEVELOPMENT AGENCY
AGENDA

VIRTUALLY (VIA ZOOM)* | July 30, 2020 | 4:00 PM

Link to meeting: <https://zoom.us/j/95978232615> -- **OR** --
dial in by phone: 253-215-8782, meeting ID: 959-7823-2615

- I. CALL TO ORDER
- II. Discuss potential alternative PRA meeting day and time – *Karen Dunwell, Chair*
- III. Share and discuss proposed downtown newspaper article – *Karen Dunwell, Chair*
- IV. Feedback from City Commissioner interviews regarding PRA – *Karen Dunwell, Chair*
- V. Discuss Wayfinding Signs Project Proposal – *Karen Dunwell, Chair*
- VI. Discuss and Vote on FY 21 PRA Workplan & Budget – *Karen Dunwell, Chair; Kyle Roberts, City Planner*
- VII. Present and Vote on Proposed Revisions to the PRA Urban Renewal Program – *Kyle Roberts, City Planner*
- VIII. Public Comment (Address items to the Chair. The Agency takes no action on items discussed)
- IX. ADJOURN

*The Polson Redevelopment Agency is holding a virtual meeting as part of the City of Polson’s COVID-19 transmission mitigation efforts.

**Polson, Montana
Wayfinding System Proposal**

June 2020



June 25, 2020

Karen Dunwell
Polson Redevelopment Agency
39170 Lakeview Dr.
Polson, MT 59860

Dear Karen,

Thank you for the opportunity to assist you with wayfinding for downtown Polson. As a community project, we would like to add the offer of a short design internship for a student at Polson High School or Salish Kootenai College. They would be involved with all phases of designing the signs (under the supervision of our designer) and would receive a stipend for their work.

The attached proposal also includes the other items we discussed. If there are additional questions, just let me know.

I look forward to discussing this project further with you.

Best regards,

A handwritten signature in black ink that reads "Vicky Soderberg". The signature is written in a cursive, flowing style.

Vicky Soderberg, Principal
vicky@CygnetStrategies.com

SITUATION APPRAISAL

US 93 is a highly traveled corridor for residents and visitors to both Flathead Lake and Glacier National Park. There is little to no signage directing travelers to the assets existing in Polson and the community would like to capture additional spending from those passing through town.

OVERALL GOAL

Design and install a city wayfinding system.

METHODOLOGY

Assistance in achieving this goal would include, but not be limited to, the following activities:

- Develop preliminary system framework
- Determine definable destinations.
- Map sign locations.
- Develop sign message schedule
- Develop 3 sign design concepts (local student working with our designer)
- Virtual meeting for review of sign designs, draft message schedule, and location map.
- Revise selected design concept, location map ,and message schedule as appropriate.
- Submit final location map and message schedule.
- Assistance with MDT approval and right of way application.
- On-going phone and email support.

DELIVERABLES

- Sign design concept
- Message schedule
- Location Plan
- Phone and email support

COMMITMENTS

Our commitment:

- We will spend as much time as necessary to fulfill objectives and meet stated time frames.
- We will respond to your phone calls and e-mails within one business day (and usually within one hour).
- We will conduct all information gathering research with professionalism.
- We will meet all agreed upon deadlines and, in the event a deadline is threatened, will immediately report any such threats to the designated individual.
- We will work with a local student to develop and revise the design concepts (under the supervision of our designer)

Your commitment:

- You will share requested information within an agreed upon time frame based upon the availability of the information.
- A designated representative will participate in regularly scheduled status meetings.
- You will work with us to identify an appropriate student to work with.

We both commit to:

- Immediately inform each other of situations or developments that may materially affect the success of this project.

NOTE: This proposal contains proprietary work product and is confidential pending formal acceptance by the Polson Redevelopment Agency or other contracting entity.

TIMELINE

Cygnet Strategies anticipates the following timeline:

July—Design development, draft message schedule/location plan

Late August—Final design, message schedule/location plan submitted

ESTIMATED COSTS

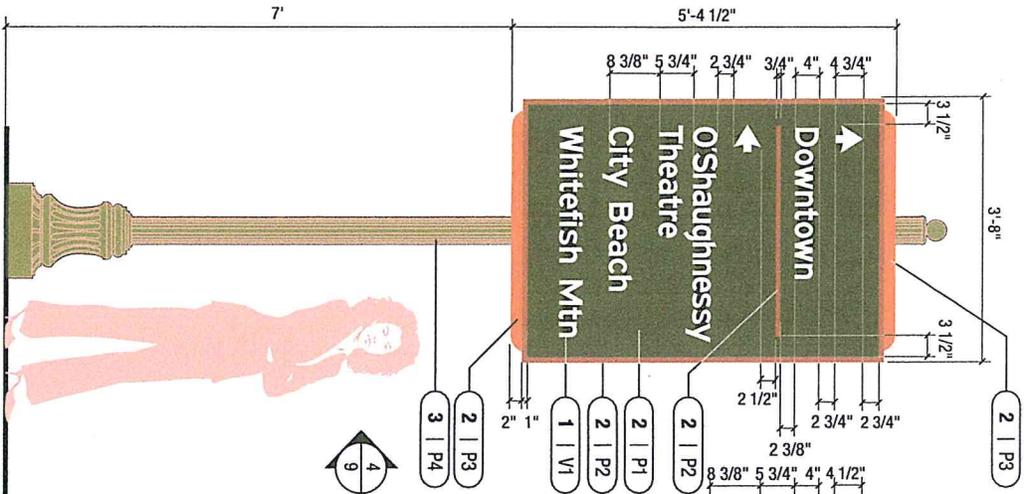
We assess a single fee for our work and include all expenses and includes a minimum \$500 stipend for the student. This prevents surprises and allows you to maintain control of your budget.

Estimated Costs = \$ 7,000

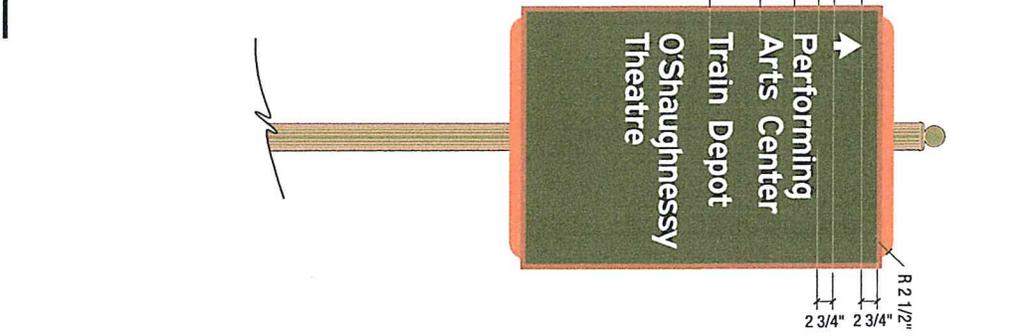
\$ 3,000 deposit (paid at contract signing)

\$ 4,000 due upon submission of final documents

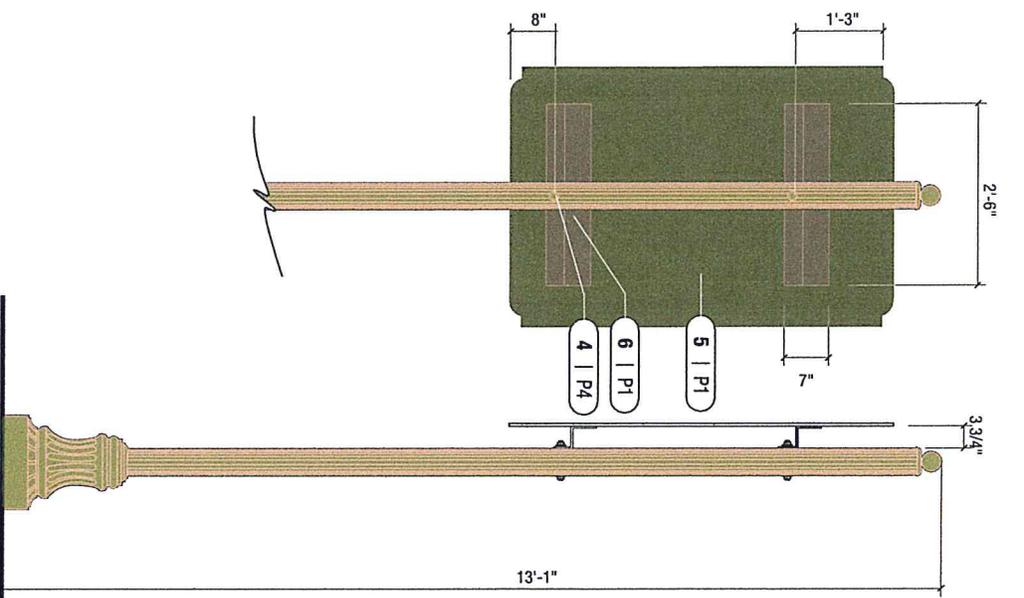
NOTE: The only additional costs would be travel expenses and a \$950/day rate for any on-site visits.



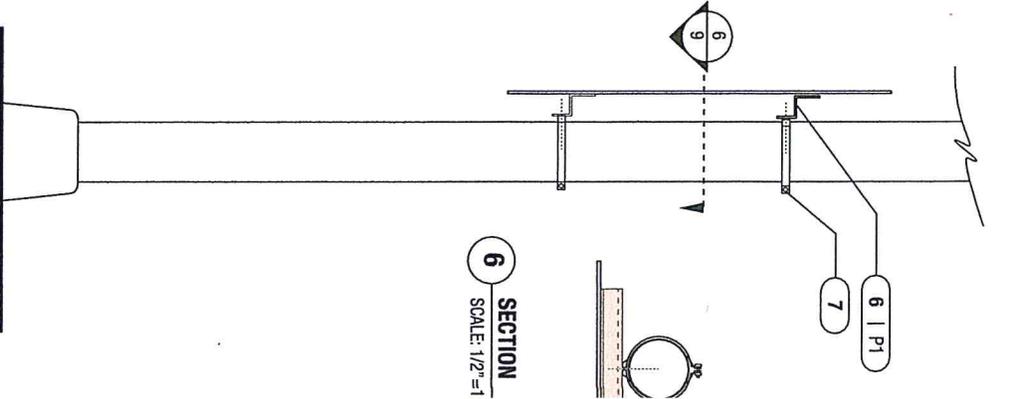
1 FRONT VIEW (V2.9)
SCALE: 1/2"=1'-0"



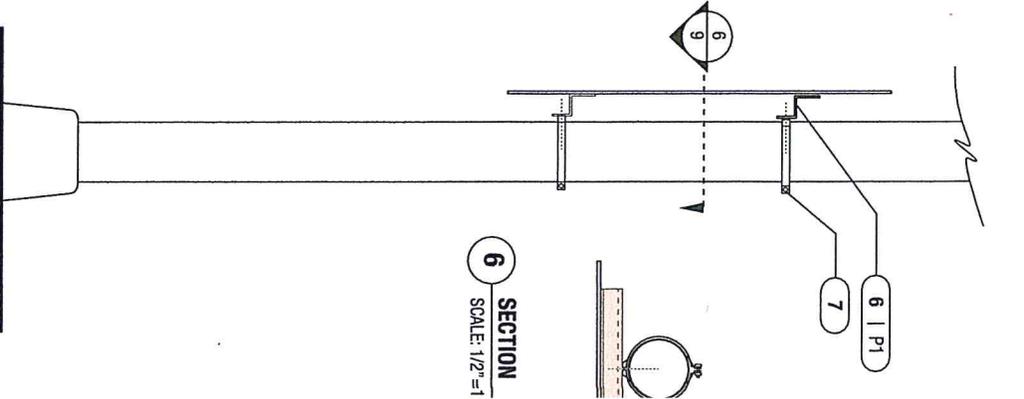
2 FRONT VIEW (V2.10)
SCALE: 1/2"=1'-0"



3 REAR VIEW
SCALE: 1/2"=1'-0"

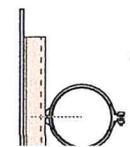


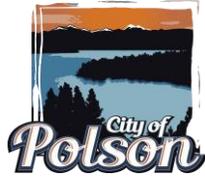
4 SIDE VIEW
SCALE: 1/2"=1'-0"



5 SIDE VIEW (EXISTING POLE)
SCALE: 1/2"=1'-0"

6 SECTION
SCALE: 1/2"=1'





POLSON REDEVELOPMENT AGENCY URBAN RENEWAL PROGRAM OVERVIEW

Mission & Objectives

The Polson Redevelopment Agency (PRA) is ~~a public agency~~ an advisory board to the City Commission that operates in accordance with state law to revitalize Polson's Urban Renewal District as established and authorized under Resolution #739. Additionally, Polson's Urban Renewal Plan includes a provision to use Tax Increment Financing (TIF) as a source for funding redevelopment activities within the Urban Renewal District. ~~The~~ Using TIF funds, the PRA partners with public and private entities to help improve economic vitality, create jobs, ameliorate blight, and encourage investment in the district. ~~The PRA also invests in improvements like parks, trails, streets and sidewalks.~~

Eligible Area ~~{(see Tax Increment Financing (Urban Renewal TIF) District Map)}~~

The original resolution designated four priority areas in the City of Polson as blighted: Salish Point, ~~The the~~ Central Business District, ~~The the~~ Railyard, and the adjacent Residential and Commercial/Light Industrial areas.

Project Criteria

Projects must address any of the following criteria as identified in the Consider the Possibilities for Polson! -- Polson's Redevelopment Plan;

1. Reduce Blight-blight within ~~TIF the Urban Renewal~~ areas
2. Rehabilitation within ~~TIF the Urban Renewal~~ areas
3. Redevelopment within ~~TIF the Urban Renewal~~ areas
4. Create jobs
5. Improve wages
6. Improve the quality of life for Polson's residents
7. Enhance the City's attractive location
8. Create an urban design and landscaping plan which incorporates the waterfront from Riverside Park, around the City docks and KwaTaqNuk resort to Lakeview Village
9. Establish an easily accessible core area for recreation, shopping, enjoyment of the arts, and access to services
10. Create attractive pedestrian and bicycle pathways supported by access to parking for cars, bicycles, and recreational vehicles
11. Clean up and develop areas
12. Enhance the tax base for the City

Eligibility & Requirements

1. Eligible applicants include the building owner of record or building tenant under lease with written, signed approval of the building owner.
2. Projects must be within the boundaries of the ~~Tax Increment Finance~~ Urban Renewal District.

3. All financial obligations to the local government must be paid (property taxes, etc.).
4. All government required building permits, license, and inspection must be obtained before the beginning of the project. City staff will verify the permits through the proper departments.
5. Two bids or estimates are required for all contractor/vendor provided services. If an architect is hired, the ~~board PRA~~ will also consider an architect estimate. Usage of local contractors/vendors is encouraged.
6. All projects must be completed within an agreed upon timeframe. Failure to complete a project within this timeframe, to secure a ~~PRA-City Commission- Board~~ approved extension, or to meet the contract required criteria and work could result in funding reverting back to the Tax Increment Finance ~~District~~ program.
7. Project applicants must be able to show how they will finance the proposed project, including a clear demonstration of how the required grant match will be satisfied.

Eligible Activities

"~~[T]he~~The intent ~~[of these activities]~~ is to enhance neighborhoods and commercial areas thereby increasing the quality of life – and value of property – throughout the district!" (~~Polson Redevelopment Plan~~Consider the Possibilities for Polson!, page 9). The PRA ~~Board~~ may consider the following activities to receive award TIF funding:

1. Exterior Repainting: Surfaces that have never been painted will be reviewed on an individual basis.
2. Parapet Wall Repair
3. Restoration of Architectural Features
4. Awnings
5. Entry Door/ Window Improvements
6. Repair of sidewall or stucco
7. Professional building ~~or signage~~ design/engineering (PAR/PER)
8. Signage
9. Public Improvements such as parking lots, sidewalks, etc.
10. Code improvements necessary to bring a building up to code or to expand the functionality or value of an existing building such as utilities or fire regress.
11. Exterior Architectural/ Engineering Design assistance – as depicted in the Project Funding Matrix included with this application – can be utilized to match private and/or grant monies.
12. Assistance for exterior energy improvements such as energy efficient windows, lighting, etc., can be utilized to match private and/or grant monies.
13. Assistance for roof repair and foundation work per the Project Funding Matrix included in this application.
14. Demolition/Structure Removal is an allowable activity, but will be reviewed by the PRA Board on a case by case scenario.
15. ~~Assisting current home-based businesses to relocate in storefronts within the Central Business District. The PRA Board can provide financial and technical assistance for rent negotiation, rent subsidy (maximum 3 months), merchandising, and/or any of the eligible activities previously listed in this Guideline.~~
16. Unless explicitly noted in the Ineligible Activities section of this Guideline, project proposals can be submitted for review. However, the aforementioned eEligible aActivities will receive priority during application review.

Commented [PD1]: Take this out if we're going to create a separate sidewalk program?

Ineligible Activities

1. Vinyl or Aluminum siding over repairable surfaces as a primary material.
2. Reimbursement of projects started prior to ~~PRA~~City Commission-board approval.

- Personal cost of project management such as travel and living expenses.

Funding Mechanisms Criteria for Matching Funds & Maximum Requests

The PRA funds TIF activities through grants. All TIF grants are required to meet match requirements and request maximums as displayed below. Projects that do not meet the match requirements will not be funded*:

Project Category	Matching Funds	
	Required Match	Maximum Request
Façade Improvements	50%	\$12,000
Infrastructure (e.g. accessing external utilities, sidewalks)	50%	\$7,500
Structural Improvement (e.g. code improvements, roof repair, energy improvements, foundation work)	50%	\$7,500
Technical Assistance (e.g. PAR, PER, etc.)	50%	\$7,500
Large-scale Projects	90%	\$160,000

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*The PRA reserves the right to recommend amendments to the funding mechanisms.

Process Outline

The following is a summary of the PRA Urban Renewal Grant Program funding application review and approval process. Please note that received applications are reviewed during the following windows: ~~January 1st – February 1st and June 1st – July 1st~~ that the PRA will review applications monthly until appropriated funds have been exhausted each year.

- Initial Contact (optional, but recommended).** Contact the Polson Redevelopment Agency, 106 1st Street East, to discuss the project and determine eligibility. Phone 406-883-8200
- Prepare a Written Application.** The Applicant must prepare a written application for each project requesting program assistance. The PRA Board will assist the developer in: identifying which programs the project is eligible for; preparing a formal application; and determining what, if any supplemental information will be needed.
- Board-Polson Redevelopment Agency Review and Recommendation.** Upon submittal of all necessary information, the PRA Board will review the merits of the project and the need for funding. At any point in the review process the Board-PRA may request more information of the Applicant or solicit comment on the project from other public agencies. Items included in personal financial statements will not be subject to public review or presentation to or comment by other agencies.
- City Commission Review and Approval.** The City of Polson City Commissioners will review the project and PRA recommendations. The City Commission issues approval/disapproval of the funding request or any part thereof, and any special terms of program assistance. If approved, a Development

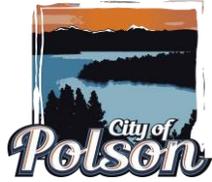
Agreement will be executed.

5. Development Agreement. The City of Polson and the Applicant must execute a legally binding Development Agreement which establishes the terms and conditions of the program assistance. Among the terms and conditions, the Agreement shall specify the schedule for the start and completion of the project and may require the Applicant to guarantee repayment of program assistance if the terms of the Agreement are violated by the Applicant.
6. Payments to Developer. Payment to the Developer will generally be made as reimbursements to the Developer upon completion of the project and satisfactory evidence that the work has been paid for, usually in the form of a lien waiver from the Contractor.

2020 Polson Redevelopment Agency Members:

<u>NAME</u>	<u>EMAIL ADDRESS</u>
Gayle Siemers <u>Karen Dunwell</u> , Chair	gayleg@centurytel.net <u>kaywellr@gmail.com</u>
Lisa Kinyon <u>Molly Owen</u> , Vice Chair	lisa.kinyon@gmail.com <u>molly8709@gmail.com</u>
Gayle Siemers	gayleg@centurytel.net
Brodie Moll	brodymoll@centurytel.net <u>graydon.moll@gmail.com</u>
Karen Dunwell	kaywellr@gmail.com
Molly Owen	molly8709@gmail.com
Sheldon Ekland-Olson	seo@austin.utexas.edu

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POLSON REDEVELOPMENT AGENCY
URBAN RENEWAL PROGRAM APPLICATION

Project Name: _____ Date Submitted: _____

APPLICANT INFORMATION

Name: _____

Address: _____

City/State/Zip: _____

Telephone Number(s): _____

E-mail: _____

If the applicant is not an individual doing business under his/her own name, the application has the status indicated below and is organized or operating under the laws of:

- A corporation
- A nonprofit or charitable institution or corporation
- A partnership known as _____
- Other (explain) _____

PROJECT INFORMATION

Project Address: _____

Legal Description: _____

Property Owner (if property is not owned by the Applicant, list leasehold interests and attach evidentiary materials):

Address: _____

Telephone Number(s): _____

E-mail: _____

Project Architectural Firm: _____

Address: _____

Telephone Number(s): _____

E-mail: _____

Project Financial Lending Institution: _____

Address: _____

Telephone Number(s): _____

E-mail: _____

Project Contractor (please note that two bids or estimates are required for all contractor/vendor provided services):

Address: _____

Telephone Number(s): _____

E-mail: _____

Has such contractor or builder ever failed to qualify as a responsible bidder, refused to enter into a contract after an award has been made, or failed to complete a construction or development contract within the last 10 years?

Yes, please explain

No

Existing/Proposed Business(es): _____

Description of Project. On a separate sheet, please provide a full written description of your project, including type of use, square footage, number of stories, number of parking spaces, general building materials, etc. Please indicate if the items are existing or new construction.

Project Renderings. Submit design schematic and/or site and landscaping plans for project.

Total Cost of the Project. Please summarize a full breakdown of costs required on the *Project Cost Worksheet* (refer to page 4). Additionally, identify summarized costs for project's category (refer to page 3 of Program Overview). Note that a project is eligible for more than one category with the exception of a large-scale project.

Property Ownership. Do you own the property or are you currently purchasing it?

Tax Generation. Projects requesting Urban Renewal funds should be increment-generating where development will contribute to increased tax revenue for the Urban Renewal District that improve aesthetics, character, safety and/or quality of life in the district. The increase in taxable value due to new construction and rehabilitation is estimated by the County Assessor's office or State Department of Revenue to determine tax increment generation. Please prepare a written response and provide supporting documentation that demonstrates the project will increase taxable value.

Commented [PD1]: I proposed this section in the first round of edits, but don't think it's necessary.

Job Creation. Will there be any new permanent or part-time jobs as a result of this project, excluding construction jobs associated with the development of the project? If so, how many?

Project Financing. Briefly describe how the project will be financed.

Project Completion. What is the expected completion date of the project?

Property Taxes. How much are the annual property taxes including any improvements? Is the payment of taxes current?

References. Please list contact information for three references who can attest to the Applicant's ability to perform.

1.

2.

3.

PROJECT COST WORKSHEET

Construction/Rehabilitation Costs (use general construction trade divisions)

1.	\$
2.	\$
3.	\$
4.	\$
5.	\$
6.	\$
7.	\$
8.	\$
9.	\$
10.	\$

SUBTOTAL: \$ _____

Design and Permitting Costs

1. Architectural Design/Supervision	\$
2. Permit Fees	\$
3. Other fees	\$
4.	\$

SUBTOTAL: \$ _____

Total Project Development Costs \$ _____

**SUPPLEMENTAL INFORMATION
FOR ELIGIBLE IMPROVEMENTS UNDER SPECIFIC PROGRAMS**

List eligible items that pertain to the particular program you are applying for (see the applicable program narrative for a description of eligible items). Use the "Construction Costs" portion of the Project Cost Worksheet to fill out the information below. If in doubt about an item's eligibility, include it. Staff will review the items and help determine eligibility.

1.	\$ _____
2.	\$ _____
3.	\$ _____
4.	\$ _____
5.	\$ _____
6.	\$ _____
7.	\$ _____
8.	\$ _____
9.	\$ _____
10.	\$ _____

Total Program request \$ _____

PROJECT FINANCING WORKSHEET

Lender Commitments (attach evidence i.e. Letters of Credit or other documentation.)
 Amount Interest Term Payment/Period

Lender	Loan Amount	Interest %	Term Yrs.	Payment/Period
	\$			

Total Lender Commitments \$ _____

Developer Investment

Total Developer Investment \$ _____

PRA Request for Eligible items (from page 5)

Total PRA Request \$ _____

TOTAL PROJECT FINANCING \$ _____

Additional Developer Investment in Property & Improvements

1. Cash Invested in recent improvements (5 years)	\$ _____
2. Land & Buildings if recently purchased (5 years)	\$ _____
3. Other (Specify)	\$ _____

Total Developer Additional Investment \$ _____

SAMPLE PRO FORMA (This form may be used by applicant to further evaluate their project.)

Commented [PD2]: Delete entire page. Is it needed considering grant money is only distributed after a project is completed?

	Year 1	Year 2	Year 3	Year 4	Year 5
Revenue	\$	\$	\$	\$	\$
Less: Vacancy and Credit Losses	-	-	-	-	-
Gross Operating Income	=	=	=	=	=
Less: Operating Expenses					
Accounting and Legal	\$	\$	\$	\$	\$
Advertising	\$	\$	\$	\$	\$
Property Insurance	\$	\$	\$	\$	\$
Property Management (cleaning, etc.)	\$	\$	\$	\$	\$
Property Taxes	\$	\$	\$	\$	\$
Repairs and Maintenance	\$	\$	\$	\$	\$
Services (laundry, etc.)	\$	\$	\$	\$	\$
Supplies	\$	\$	\$	\$	\$
Utilities	\$	\$	\$	\$	\$
Miscellaneous	\$	\$	\$	\$	\$
Total Operating Expenses	=	=	=	=	=
Net Income (Loss) (Gross Operating Income - Total Operating Expenses)	\$	\$	\$	\$	\$
Less: Total Annual Debt Service	-	-	-	-	-
Cash Flow Before Taxes	=	=	=	=	=

6. Improvement of Public Services – The Project’s ability to improve public services such as water, sidewalks, parking, improved traffic circulation, lighting, etc. which will serve to enhance the District’s location for new business development and/or expansion.

1 2 3 4 5

7. Unique Opportunities – The Project’s potential to present a unique opportunity, meet a special need, or address specific District or community goals such as filling a market niche or provide an un-met community need.

1 2 3 4 5

8. Urban Renewal Goals – The Project’s ability to significantly further specific goals found in the Polson Redevelopment Plan or Polson Growth Policy.

1 2 3 4 5

9. Investment Spin-off – The Project’s potential for investment spin-off in a blighted area that may not be within one of the four major corridors.

1 2 3

10. Environmental Impacts – The Project’s positive impact on the environment in terms of noise, dust, pollution, public safety, traffic congestion, pedestrian access, connectivity, visual aesthetics, etc.

1 2 3

11. Project Feasibility – A determination of feasibility is made based on the strength of the Applicant's demonstration of market demand for the project as contained primarily on the pro forma and financing commitments.

1 2 3

12. Developer Ability to Perform – An assessment of the Applicant's capability to undertake the relative complexities of the project based on past performance of the developer and the Project design and management team on similar projects (references will be submitted with Application).

1 2 3