



POLSON REDEVELOPMENT AGENCY PROGRAM OVERVIEW

Mission & Objectives

The Polson Redevelopment Agency (PRA) is a public agency that operates in accordance with state law to revitalize Polson's Urban Renewal District as established and authorized under Resolution #739. The PRA partners with public and private entities to help improve economic vitality, create jobs, and encourage investment in the district. The PRA also invests in improvements like parks, trails, streets and sidewalks.

Eligible Area [see Tax Increment Financing (TIF) District Map]

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

Project Criteria

1. Blight within TIF areas
2. Rehabilitation within TIF areas
3. Redevelopment within TIF 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 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 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 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 intent [of activities] is to enhance neighborhoods and commercial areas thereby increasing the quality of life – and value of property – throughout the district!” (Polson Redevelopment Plan, page 9). The PRA Board may consider the following activities to receive 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 Eligible Activities will receive priority during application review.

Ineligible Activities

1. Vinyl or Aluminum siding over repairable surfaces as a primary material.
2. Reimbursement of projects started prior to PRA board approval.
3. Personal cost of project management such as travel and living expenses.

Funding Mechanisms

The PRA funds TIF activities through grants*:

Project Category	Matching Funds	
	<i>Required Match</i>	<i>Maximum Request</i>
Façade Improvements	50%	\$12,000
Infrastructure	50%	\$7,500
Structural Improvement	50%	\$7,500
Technical Assistance	50%	\$7,500
Large-scale Projects	90%	\$160,000

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

Process Outline

The following is a summary of the PRA Program funding application and approval process. Please note that received applications are reviewed during the following windows: **January 1st – February 1st** and **June 1st – July 1st**.

1. Initial Contact. Contact the Polson Redevelopment Agency, 106 1st Street East, to discuss the project and determine eligibility. Phone 406-883-8200
2. 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.
3. Board 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 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.
4. 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.

Polson Redevelopment Agency Members:

NAME

Gayle Siemers, Chair
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