



**REQUEST FOR COMMISSION ACTION**  
**CITY OF INDEPENDENCE**  
**February 10, 2022**

**Department** Building Department / Administration

**Director Approval** *David Cowan*

**AGENDA ITEM** Consider adopting a resolution amending the Central Business District Grant and renaming it to the Downtown Independence Building Grant.

**SUMMARY RECOMMENDATION** Staff recommends amending the grant program

**BACKGROUND** The City of Independence asks the Commission to amend the CBDGP grant program and rename it the Downtown Independence Building Grant.

The Independence Downtown Historic District provides our community with excellent commercial and retail shopping for our community. Several downtown buildings have apartments that have not been used or renovated in over 30 years. The upper stories of the downtown building offer the ability to offer additional housing for the community.

The Downtown Independence Building Grant program initiative was to help preserve the downtown buildings and provide incentives and assistance in maintaining the building's integrity and viability. City Staff proposes adding the following allowances to the program to help preserve the building's structure, integrity, and infrastructure. Staff suggests allowing electrical upgrades, plumbing, and fire sprinkler installation. These additions ensure the electrical is to code and helps prevent fires; proper plumbing decreases leaks and damage to the structure, and sprinkler installation assists with life safety and controls a fire should one occur in a downtown building.

City Staff presented the recommended changes to the Economic Development Board, and they supported the changes with the following recommendation. The EDAB committee recommended the Commission approve applying any unused grant funds to the next year's \$50,000 budget for a maximum account balance of \$100,000.00.

**SUGGESTED MOTIONS** I move to Repeal Resolution No. 2021-09 and authorize Resolution 2022-023 and the changes to the Downtown Building Grant program.

**SUPPORTING DOCUMENTS** Resolution 2022-023 with Changes Highlighted



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**RESOLUTION NO. 2022-03**

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**A RESOLUTION REPEALING RESOLUTION NO. 2021-09 AND ESTABLISHING A DOWNTOWN INDEPENDENCE BUILDING GRANT PROGRAM FOR THE CITY OF INDEPENDENCE, KANSAS**

*BE IT RESOLVED* by the Governing Body of the City of Independence, Kansas:

Section 1: Previously adopted Resolution No. 2021-09 is hereby repealed.

Section 2: There is hereby established a Downtown Independence Building Grant Program the terms and conditions of which are set forth in the attached document which is incorporated herein by reference.

*Adopted by the Governing Body of the City of Independence, Kansas, on the 10<sup>th</sup> day of February, 2022.*

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DEAN HAYSE, Mayor

ATTEST:

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DAVID W. SCHWENKER, City Clerk



## **DOWNTOWN INDEPENDENCE BUILDING GRANT**

The Downtown Independence Building Grant Program is established for the sole purpose of aiding in the preservation of the structural integrity of existing commercial buildings located within the Central Business District of the City of Independence to maintain the economic stability of the Central Business District. This grant provides a 25% reimbursement for eligible expenses with a maximum funding of \$25,000 per building.

### **Neighborhood Revitalization District**

To take part in the Downtown Independence Building Grant Reimbursement Program, a property must be located in a Neighborhood Revitalization District.

### **Eligibility**

To qualify to participate in the Downtown Independence Building Grant Program, applicants must meet the following:

- The property must be located within the designated Central Business District
- Applicant must provide proof of ownership
- The property's real estate taxes must be paid and current.
- City utility bills must be current on all properties in the applicants name or ownership.
- Applicant must provide proof of adequate property insurance on the property
- Applicant may only have one open application at a time
- The improvements must meet Independence city code and applicable building codes.
- The improvement must not be paid for using an insurance settlement or other governmental funding.
- Minimum exterior inspection requirements must be met. If an applicant fails an item at inspection, said item must be corrected prior to application approval or must be addressed within proposed improvements (see Inspection document for details).

### **Eligible Improvements/costs include:**

- Electrical upgrade to include breaker box, wiring and receptacles.
- Electrical Meter Service and disconnect upgrades
- Plumbing service line replacement and interior plumbing
- Fire Sprinkler installation (does not cover design and plan development)
- Façade restoration (tuckpointing)
- Masonry
- Window and exterior door repair or replacement (condition warrants need, cosmetic improvements are not reimbursable)
- Gutters
- Exterior electrical work related to service entrance code compliance or safety
- Roofs (condition warrants need, cosmetic improvements are not reimbursable)
- Footings and foundation
- Flooring structural systems (not floor coverings or underlayment)
- Load bearing or structurally necessary walls, partitions, or other vertical support
- Ceiling structure support, roof and/or ceiling – roof supports or other horizontal structures
- Actual material and installation costs

**Ineligible Improvements/costs include:**

- Cosmetic improvements where condition does not directly contribute to the need of the improvement
- Restructuring or remodeling
- Exterior painting
- Contractor profit and overhead, bond and insurance costs
- Sweat equity
- Design and inspection costs
- Any work completed prior to final application approval

Note, the City reserves the right to determine if a proposed improvement meets program requirements.

**How to Apply and Program Process/Compliance**

- The City will start accepting applications on an ongoing basis
- Grant money will be distributed on a first come, first served basis until all funding is appropriated.
- Applications can be emailed to [davidec@independenceks.gov](mailto:davidec@independenceks.gov) or received at City Hall, 811 W. Laurel St., Independence, KS, 67301. Attn: Downtown Independence Building Grant Application
- Upon receipt of application, City Staff will contact the applicant for review of the application and proposed work.
- Buildings will require a minimum exterior inspection; all building codes, ordinance and other applicable regulations for Central Business District must be met. A written report will be provided to the review committees.
- After a complete application is received, a 45-day review period will commence for review by the following committees. Each committee shall provide a written recommendation after review.
  - o CBDBC Grant Program Committee
    - City Manager
    - Assistant City Manager – Chair
    - Director of Finance
    - Housing Authority Director (non-voting)
    - Economic Development Advisory Board Representative (non-voting)
    - Building Inspector (non-voting)
    - Main Street Director (non-voting)
  - o Independence Historic Preservation & Resource Commission
- Following approval from abovementioned review committees, applications will go before the Commission for final approval at the next regular commission meeting
- A scope and timeline of work must be submitted to the Building Department within 90 days of notification of approval
- Projects must be completed within 6 months after a building permit is issued. One 6-month extension may be granted with written approval prior to the initial 6-month deadline.
- Contractor(s) utilized to perform improvements must have a current Independence Occupational license, and if appropriate professional license.
- City staff will perform a monthly review of the project and provide written/photographic documentation.
- City staff shall have the right of entry with 24-hour notice, or immediately if imminent danger is present
- All building codes and ordinances will be adhered to during the duration of the project.



- Applicant will provide documentation from a structural engineer that certifies any work relating to the structural integrity of the building was properly completed.
- Applicant shall be responsible for all safety conditions and compliance with all federal, state, and local laws.
- Any design/scope changes after initial approval must be submitted to the Building Inspector and go through the committee review and commission approval process.
- Failure to obtain approval for the change order could make changes ineligible for funding.



## DOWNTOWN INDEPENDENCE BUILDING GRANT APPLICATION

### *To be completed by the applicant:*

Owner of Record (must be applicant): \_\_\_\_\_

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

Mailing Address: \_\_\_\_\_ Property Address: \_\_\_\_\_

Description of Proposed Improvements:

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Estimated Total Cost of Improvements: \$ \_\_\_\_\_

Estimated Cost of Eligible Improvements: \$ \_\_\_\_\_ Grant Funding Requested: \$ \_\_\_\_\_

Anticipated Project Start Date: \_\_\_\_/\_\_\_\_/\_\_\_\_ Anticipated Project Completion Date: \_\_\_\_/\_\_\_\_/\_\_\_\_

### **Required supplemental documentation:**

- \_\_\_ Detailed breakdown of estimated project expenses, including non-eligible work
- \_\_\_ Bids/Quotes/Estimates to support estimated project cost.
- \_\_\_ Architectural/Engineer stamped drawings and Contractor drawings and description of work
- \_\_\_ Contact Information for lending institution, if financed by a loan
- \_\_\_ Copy of current insurance policy
- \_\_\_ Property Tax Statement

### **Architect / Engineer / Contractor Information:**

Contact: \_\_\_\_\_ Phone: \_\_\_\_\_ Email: \_\_\_\_\_

Business Name: \_\_\_\_\_ City License: # \_\_\_\_\_ Services: \_\_\_\_\_

Contact: \_\_\_\_\_ Phone: \_\_\_\_\_ Email: \_\_\_\_\_

Business Name: \_\_\_\_\_ City License: # \_\_\_\_\_ Services: \_\_\_\_\_

Contact: \_\_\_\_\_ Phone: \_\_\_\_\_ Email: \_\_\_\_\_

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