



# ALABASTER DOWNTOWN REDEVELOPMENT AUTHORITY

Wednesday, October 04, 2023 at 5:30 PM  
Conference Room | 1953 Municipal Way

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## AGENDA

### CALL TO ORDER

### ROLL CALL

*Cedric Burden, Eve Hulsey, Andrea Holsomback, Mike Myers, Casie Jarman*

### MINUTES APPROVAL

- [A.](#) 09-27-2023 Minutes - ADRA Meeting

### AGENDA ITEMS

- [1.](#) Checklist and Grant Application - Final Review and Adoption
- [2.](#) Facade Grant Program - Final Review and Adoption
- [3.](#) Scoring Criteria Discussion - Final Review and Adoption

### ADJOURN MEETING

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In compliance with the Americans with Disabilities Act, those requiring accommodation for Council meetings should notify the City Clerk's Office at least 24 hours prior to the meeting by:

Calling Office Number: 205-664-6800

Or Visit: <http://cityofalabaster.com/397/Americans-with-Disabilities-Act>

## ADRA

**Wednesday, September 27, 2023 5:30 P.M.**

**Conference Room | 1953 Municipal Way**

Item #A.

### CALL TO ORDER:

The meeting was called to order at 5:39 P.M. by President Mike Myers.

### ROLL CALL:

The following members of the ADRA were present: Cederic Burden, Eve Hulsey, Andrea Holsomback, Mike Myers, and Casie Jarman.

City representatives present: Brian Binzer, Mark Frey, and attorney Jeff Brumlow.

### MINUTES:

08/08/2023 Minutes: Mike motioned to approve the Minutes as written. Eve seconded the motion. All were in favor. The Minutes were approved as written.

### AGENDA ITEMS:

- 1) Façade Grant Program Discussion
  - a. The city council approved the 2024 ADRA grant budget of \$125,000.
  - b. The ADRA reviewed the grant program outline. Changes to the outline were discussed and corrected/adapted.
  - c. Attorney Jeff Brumlow suggested a scoring system for processing approvals fairly. This matter is tabled until the next meeting.
    - i. Scoring system discussion
      1. Distance from downtown
      2. Reservation section for larger projects (greater than \$25k)
- 2) Consideration and adoption of Grant Application and Rules for the ADRA
  - a. The ADRA reviewed the application and rules and made changes and/or corrections after group discussion.
  - b. This matter was tabled for approval and adoption at the next meeting of the ADRA.
  - c. Bylaws
    - i. Define the roles of each ADRA Member
    - ii. Outline the "how and why" of the ADRA.
    - iii. Addition of Project Manager

### NEXT MEETING:

The next meeting of the ADRA will be Wednesday, October 4<sup>th</sup> at 5:30 P.M.

### ADJOURN:

With no further questions, concerns, or discussions, the meeting was adjourned at 7:22 P.M.

## Alabaster Downtown Redevelopment Authority

Façade Improvement Grant

### APPLICATION REVIEW CHECKLIST

Applicant Information	Business Name and Type of Business	Property Owner  <input type="checkbox"/> Yes <input type="checkbox"/> No
Property Information	Building address for which grant is sought	
	Name of Owner (if different than applicant)	

#### Façade Grant Application Checklist:

- ☐ Completed and signed ADRA Façade Grant Application
- ☐ Proof of building insurance
- ☐ Preliminary estimate of cost
- ☐ Drawings of proposed improvements
- ☐ Current photographs of the property to be improved
- ☐ Color and material samples, if relevant
- ☐ Historical photograph of the property to be improved, if available

**General Conditions:** The following general conditions must be met in accordance with the Façade Grant Program:

- ☐ Yes   ☐ No   Property taxes are current
- ☐ Yes   ☐ No   Property is insured
- ☐ Yes   ☐ No   Participants have no debts in arrears to the City
- ☐ Yes   ☐ No   Contractor(s) have a City business license
- ☐ Yes   ☐ No   Project has been approved by City Planning Commission
- ☐ Yes   ☐ No   Project can be initiated within 60 days of award
- ☐ Yes   ☐ No   Project can be completed within 6 months of award but no later than Sept. 1
- ☐ Yes   ☐ No   Applicant has a City business license
- ☐ Yes   ☐ No   Owner has a current City business license

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## Alabaster Downtown Redevelopment Authority Façade Grant Improvement Program Application

Please review the program description and the General Conditions prior to filling out this application. One owner or business that occupies contiguous property equals one application. Complete and return it to the City of Alabaster with the items listed in the checklist on page 2 of this application.

Applicant Information	Business Name and Type of Business	Phone
	Mailing Address	Email

Property Information	Building address for which grant is sought	
	Name of Owner (if different than applicant)	Phone

**Proposed improvement(s) - *Check all that apply***

- |  |   |  |
|--|---|--|
| <input type="checkbox"/> Awnings                                 | <input type="checkbox"/> Exterior paint (if used as an architectural element) | <input type="checkbox"/> Replacement of missing decorative features                |
| <input type="checkbox"/> Restoration of doors, windows, chimneys | <input type="checkbox"/> Improving ADA access                                 | <input type="checkbox"/> Storefront or façade rehabilitation                       |
| <input type="checkbox"/> Restoration of doors, windows, chimneys | <input type="checkbox"/> Parking Lot  | <input type="checkbox"/> Other proposed façade improvements (please specify below) |
|  | <input type="checkbox"/> Landscaping  |  |

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**Please describe the scope of the proposed project below.** (Include a summary of the building's current condition, areas to be improved, and how the improvements will be made, as well as any proposed materials or colors.

***The following items must be submitted with the Façade Grant Application:***

- ☐ Applicant's, Owner's, and Contractors' Business Licenses
- ☐ Completed and signed ADRA Façade Grant Application
- ☐ Proof of building insurance
- ☐ Preliminary estimate of cost
- ☐ Drawings of proposed improvements
- ☐ Current photographs of the property to be improved
- ☐ Color and material samples, if relevant
- ☐ Historical photograph of the property to be improved, if available

I agree to comply with the guidelines and standards of the ADRA Façade Improvement Program, and I understand that this is a voluntary program, under which the Alabaster Downtown Redevelopment Authority has the right to approve or deny any project or proposal or portions thereof.

Applicant(s) Signature \_\_\_\_\_ Date \_\_\_\_\_

Building Owner's Signature \_\_\_\_\_ Date \_\_\_\_\_  
(if different from applicant)

## ALABASTER DOWNTOWN REDEVELOPMENT AUTHORITY

### *Façade Grant Improvement Program Agreement*

**THIS AGREEMENT**, entered into this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_, between the Alabaster Downtown Redevelopment Authority (hereinafter referred to as “ADRA”) and the following designated OWNER/LESSEE, to witness:

Owner Name: \_\_\_\_\_

Lessee’s Name: \_\_\_\_\_

Name of Business: \_\_\_\_\_

Address of Property to be improved:

\_\_\_\_\_  
\_\_\_\_\_

#### WITNESSETH:

**WHEREAS**, the ADRA has established a Façade Improvement Program for application within the Downtown Redevelopment District (“District”); and

**WHEREAS**, said Façade Improvement Program is administered by the ADRA and is funded by the general fund for the purposes of controlling and preventing blight and deterioration within the District; and

**WHEREAS**, pursuant to the Façade Improvement Program, the ADRA has agreed to participate, subject to its sole discretion, in reimbursing owners/lessees for the cost of eligible exterior improvements to commercial establishments within the District up to a maximum of \$25,000 of the approved contract cost of such improvements; and

**WHEREAS**, the OWNER/LESSEE’S property is located within the Downtown Redevelopment District, and the OWNER/LESSEE desires to participate in the Façade Improvement Program pursuant to the terms and provisions of this Agreement.

**NOW THEREFORE**, in consideration of the mutual covenants and agreements obtained herein, the ADRA and the OWNER/LESSEE do hereby agree as follows:

## **SECTION 1**

With respect to the façade improvements to the structural elevation fronting a public roadway and related improvements, the ADRA shall reimburse the OWNER/LESSEE for the cost of improvements to the OWNER/LESSEE'S property up to a maximum amount of \$25,000. The actual total reimbursement amounts per this Agreement shall not exceed \$\_\_\_\_\_ for façade improvements. The improvement costs, which are eligible for ADRA reimbursement, include all labor, materials, equipment, and other contract items necessary for the proper execution of the work as shown on the plans, design drawings, specifications, and estimates approved by the ADRA. Such plans, design drawings, specifications, and estimates are attached hereto as **EXHIBIT A**.

## **SECTION 2**

No improvement work shall be undertaken until its design has been submitted to and approved by the ADRA. Following approval, the OWNER/LESSEE can commence the work within 60 days of the date of this signed agreement. All project work should be completed within six months of the date of this signed agreement, unless otherwise authorized. All contractors performing the work must be licensed by the City of Alabaster, Alabama.

## **SECTION 3**

The following general conditions will apply to all projects: Improvements funded by the grant will be maintained in good order; graffiti and vandalism will be dutifully repaired by Grantee. Property taxes must be current, participants may not have debts in arrears to the City. The property must be insured. All contractors must obtain City business licenses prior to beginning work.

## **SECTION 4**

The City Building Official and ADRA Project Manager shall periodically review the progress of the work on the façade improvements pursuant to the Agreement. Such inspections shall not replace any required permit inspection by the Building Official. All work which is not in conformance with the approved plans, design drawings, and specifications shall be immediately remedied by the OWNER/LESSEE and deficient or improper work shall be replaced and made to comply with the approved plans, design drawings, and specifications and the terms of this Agreement.

## **SECTION 5**

Upon completion of the improvements and upon their final inspection and approval by the City Building Official and the ADRA Project Manager, the OWNER/LESSEE shall submit to the ADRA a properly executed and notarized contractor statement showing the full cost of the work as well as each separate component amount due to the contractor and each and every subcontractor involved in furnishing



labor, materials, or equipment necessary to complete the façade improvement related work. In addition, the OWNER/LESSEE shall submit to the ADRA proof of payment of the contract cost pursuant to the contractor's statement and final lien waivers from all contractors and subcontractors. The ADRA shall, within forty-five (45) days of receipt of the contractor's statement, proof of payment, and lien waivers, issue a check to the OWNER/LESSEE as reimbursement for the approved construction cost, subject to the limitations set forth in Section 1 hereof.

## **SECTION 6**

If the OWNER/LESSEE or the OWNER/LESSEE'S contractor fails to complete the improvement work provided for herein in conformity with the approved plans, design drawings, and specifications and the terms of this Agreement, then upon written notice being given by the City Administrator to the OWNER/LESSEE, by certified mail to the address listed above, this Agreement shall terminate and the financial obligation on the part of the ADRA shall cease and become null and void.

## **SECTION 7**

The OWNER/LESSEE releases the ADRA from all liability, and covenants and agrees that the ADRA shall not be liable for and agrees to indemnify and hold harmless the ADRA and its officials, officers, and agents from and against any and all losses, claims, damages, liabilities, or expenses, of every conceivable kind, character and nature whatsoever arising out of, resulting from or in any way connected with directly or indirectly with the façade improvement(s). The OWNER/LESSEE further covenants and agrees to pay for or reimburse the ADRA and its officials, officers, and agents for any and all costs, reasonable attorney's fees, liabilities, or expenses incurred in connection with investigating, defending against or otherwise in connection with any such losses, claims, damages, liabilities, or causes of action. The ADRA shall have the right to select legal counsel and to approve any settlement in connection with such losses, claims, damages, liabilities, or causes of action. The provisions of this section shall survive the completion of said façade improvement(s).

## **SECTION 8**

**No Third Party Beneficiary Rights.** This Agreement is not intended to and shall not be construed to give any Third Party any interest or rights (including, without limitation, any third party beneficiary rights) with respect to or in connection with any agreement or provision contained herein or contemplated hereby.

## **SECTION 9**

Nothing herein is intended to limit, restrict, or prohibit the OWNER/LESSEE from undertaking any other work in or about the subject premises, which is unrelated to the façade improvement provided for in this Agreement.

**IN WITNESS THEREOF**, the parties hereto have executed this Agreement on the date first appearing above.

OWNER

Grantee

\_\_\_\_\_

\_\_\_\_\_

Alabaster Downtown Redevelopment Authority

\_\_\_\_\_  
ADRA Chairman

ATTEST: \_\_\_\_\_  
ADRA Secretary



# Alabaster Downtown Redevelopment Authority (ADRA)

Item #1.

## Façade Improvement Grant Application CHECKLIST

Applicant Name \_\_\_\_\_

Business Name \_\_\_\_\_

**To be considered for the Façade Improvement Grant, applicant must provide all items listed below.**

- ☐ Completed and signed ADRA Façade Improvement Grant Application (pages 2-4)
- ☐ Proof of current building insurance
- ☐ Copies of current City Business Licenses (for applicant business, building owner, and all contractors to be utilized)

**In addition, the following general conditions should be met in accordance with the Façade Improvement Grant Program:**

- ☐ Property Taxes are current
- ☐ Participants have no debts in arrears to the City
- ☐ Project has been approved by the City Planning Commission
- ☐ Project can be initiated within 60 days of award
- ☐ Project can be completed within 6 months of award, or no later than September 1<sup>st</sup>, 2024



# Alabaster Downtown Redevelopment Authority (ADRA)

## Façade Improvement Grant Application

Applicant Information	
First & Last Name	
Home Address	
Cell Number	
Email	
Business Information	
Business Name	
Business Type	
# Years in Business	
# Years in Alabaster	
Other Current Business Locations	
Other Previous Locations	
Building Information	
Building Owner Name (If other than applicant)	
Building Owner Phone Number (If other than applicant)	
Building Address	
Building Age	
# Years Business has operated at this location	
Previous Exterior Improvement Projects Completed since Business has operated at this location (include year completed)	



# Alabaster Downtown Redevelopment Authority (ADRA)

## Façade Improvement Grant Application

### Proposed Improvements (check all that apply):

- |   |   |
|---|---|
| <input type="checkbox"/> Signage & Awnings                                    | <input type="checkbox"/> Improving ADA Access   |
| <input type="checkbox"/> Replacement of Missing Decorative Features           | <input type="checkbox"/> Historic preservation-related maintenance which requires specialized care or expertise |
| <input type="checkbox"/> Restoration of Doors, Windows, Chimneys              | <input type="checkbox"/> Landscaping  |
| <input type="checkbox"/> Storefront or Façade Rehabilitation                  | <input type="checkbox"/> Exterior Lighting  |
| <input type="checkbox"/> Removal of non-historic materials or additions       | <input type="checkbox"/> Parking Lot  |
| <input type="checkbox"/> Exterior Paint (if used as an architectural element) | <input type="checkbox"/> Other Proposed Façade Improvements (specify below)                                     |

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### Please attach the following:

- ☐ Drawings of proposed improvements
- ☐ Current photo of property to be improved
- ☐ Color and material samples
- ☐ Preliminary estimates of cost



# Alabaster Downtown Redevelopment Authority (ADRA)

## Façade Improvement Grant Application

**Describe the scope of the proposed project below.** Include a summary of the building's current condition, areas to be improved, and how the improvements will be made, as well as any proposed materials or colors.

I agree to comply with the guidelines and standards of the Alabaster Downtown Redevelopment Authority (ADRA) Façade Improvement Program, and I understand that this is a voluntary program, under which the ADRA has the right to approve or deny any project or proposal or portions thereof.

**Applicant's Signature** \_\_\_\_\_ **Date** \_\_\_\_\_

**Building Owner's Signature** \_\_\_\_\_ **Date** \_\_\_\_\_  
(if different from Applicant)



Alabaster Downtown Redevelopment Authority  
Façade Improvement Grant  
**PROGRAM OUTLINE**

In order to encourage economic development and improve the aesthetic character of commercial property, the **Alabaster Downtown Redevelopment Authority** (ADRA) is announcing a **Facade Improvement Grant Program** for buildings within the Alabaster Project Area District. Limited funding is available, and an application process is required.

1. **Program Description:** The purpose of the Grant Program is to 1) rehabilitate and/or restore commercial buildings to compatible exterior design and 2) encourage new investment and commercial development in Alabaster.

1.1. Eligible work will be on any side of a building facing a public way or space and finished accordingly which includes:

- Signage and awnings
- Replacement of missing decorative features
- Restoration of doors, windows and chimneys
- Storefront or façade rehabilitation
- Removal of non-historic materials or additions
- Exterior paint (if used as an architectural element)
- Improving ADA access from the outside of the building as part of a larger project
- Historic preservation-related maintenance which requires specialized care or expertise
- Landscape improvements
- Exterior lighting
- Parking lot improvements

1.2. In-eligible work includes:

- Non-public faces of buildings
- Interior areas of buildings
- Normal, routine maintenance
- Temporary or seasonal improvements

2. **Funding Priorities:** The ADRA reserves the right to set priorities for which properties are eligible or ineligible to receive grant funds.

2.1. Currently eligible:

- Commercially-used property located within the Alabaster Project Area District.

2.2. Not eligible at this time:

- Residential properties within the Alabaster Project Area District.
- Government owned properties within the Alabaster Project Area District.

3. **Program Includes:** Each project is eligible for design consultation/project assistance from the City Building Official and Zoning Administrator, in addition to one of the following:

3.1. **Base Grant of up to \$2,500:** Direct grant, no match required.

3.2. **Base Grant + Matching Grant:** \$2,500 Base Grant in addition to ADRA matching dollar-for-dollar investment by property owner over the Base Grant amount, capping the ADRA's total investment at \$25,000 per application. (Requires a 50/50 match from the applicant for grant funds over and above the Base Grant amount.)

Examples:

ADRA spends	Applicant spends	Total project value
\$2,500 (Base)	\$0	\$2,500
\$2,500 (Base) + \$10,000	\$10,000	\$22,500
\$2,500 (Base) + \$22,500	\$22,500	\$47,500*

\* Applicant may contribute above and beyond the total project value.

4. **Who May Apply:**

- 4.1. Property Owners (One owner or business that occupies contiguous property equals one application.)
- 4.2. Tenants with Property Owner Approval

5. **Grant Status:** Grants will be awarded one per property. There can only be one open grant project per property.

6. **Other Funding:** Funds from other granting sources may be leveraged through this program.

7. **Application/Approval Process:** A multi-step application process is required. Appropriateness of applications is the decision of the ADRA, based on available funding, the application's ability to meet the goals and objectives of the Façade Improvement Grant Program, and the applicant's ability to begin and complete the proposed project within the terms of this program. The ADRA has sole authority to determine eligibility of proposed work, approve changes to approved grants, and confirm that work has been completed correctly. All designs must meet the requirements of the City's [zoning design standards](#). Certain work may be required or precluded as a condition of funding, and funding on approved grants may be withdrawn if any portion of a project changes substantially from what was approved by the ADRA, without receiving prior consent. For more information or an application form, contact the Alabaster Building Services Office, Phone: (205) 664-6823.



8. **Design Assistance:** The following design assistance is available to project participants:

8.1. **Consultation.** Project participants will be encouraged to consult with the City Building Official and Zoning Administrator to design their façade improvements. They will be able to provide design assistance to participants in the program for rehabilitation of exterior building facades and storefronts.

9. **Terms:**

9.1. All grants are paid upon completion of work once final inspection and approval has occurred, unless otherwise agreed in writing.

9.2. Reimbursement shall be made only on improvements specifically approved as a part of the grant.

9.3. The ADRA reserves the right to withdraw funds on any portion of a grant that changes substantially from what was approved without first receiving prior consent from the ADRA. Such consent is to be given by the Chairperson in consultation with the project consultant or the Board of Directors depending on the nature of the change.

9.4. Funding is dependent on timely completion of projects. All grant projects must begin within 60 days of the signed agreement. All grant projects must be completed, and grant monies expended within six months of the signed agreement, unless authorized otherwise. For projects not requiring a building permit, ADRA or designated representatives will visit the site to ensure timely progress. Projects that require a building permit shall obtain a valid permit and initial inspection within six months of the signed agreement.

10. **Approval of Work:** The ADRA will have sole authority to determine eligibility of proposed work and confirmation of completed work. Certain work may be required or precluded as a condition of funding.

11. **General Conditions:** The following general conditions will apply to all projects:

11.1. Improvements funded by the grant will be maintained in good order for a period of at least five years by grantee; graffiti and vandalism will be dutifully repaired during this time period.

11.2. Property taxes must be current, and participants may not have debts in arrears to the City.

- 11.3. Grant recipients must provide proof of insurance on the property for which the grant is being awarded.
- 11.4. All contractors must obtain City business licenses prior to beginning work.
12. **Other Approvals:** Participants, with limited assistance from the ADRA and its consultant, will be responsible for obtaining necessary regulatory approvals including those from local advisory boards, including the City of Alabaster Planning and Building Department, City building permits and other necessary permits. All work must comply with City, State and Federal regulations. Please contact the Planning and Building Department, 205-664-6835, for information regarding local regulations.
13. **Selection Methods:** The ADRA may utilize ranking systems or other determining factors to assist in the selection process depending on availability of funds and the number of applicants. If used, a ranking system may include, but not be limited to location, building use, and the project's significance. Such ranking systems may be modified at any time to meet the goals of the ADRA.
14. **Construction Contract:** All contractors must be licensed by the City. All construction contracts will be between the participant and contractor. In addition, business tenants must have written authority of the property owner prior to the commitment of funds.
15. **Commitment of Funds:** Awards will be based on available funding, the application's ability to meet the goals and objectives of the Façade Improvement Grant Program, and the applicant's ability to complete the proposed project within the time limits specified in the terms of this program. All proposed work will be reviewed and approved by the ADRA, prior to the ADRA's executing an official agreement with the applicant. The agreement will outline all the terms and conditions of the grant. It will be signed by the ADRA and the applicant and serve as the legal commitment of both parties as to the scope, quality of work and the amount of funds committed.
16. **Disbursement of Funds:** Prior to disbursement of funds, all completed work will be reviewed by ADRA or designated representatives and approved for compliance with the agreement. Once approved, the applicant will be reimbursed within forty five (45) days from date of approval. The ADRA cannot reimburse contractors directly. If a project is approved in phases over a period of time, the ADRA may agree, in writing, to schedule partial reimbursement after each phase of the project.

