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# CITY OF LEEDS, ALABAMA

## REDEVELOPMENT AUTHORITY AGENDA

1412 9th St, Leeds, AL 35094

February 20, 2024 @ 4:30 PM

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**CALL TO ORDER:**

**ROLL CALL:**

**DETERMINATION OF QUORUM:**

**APPROVAL OF MINUTES FROM PREVIOUS MEETING(S):**

1. Minutes from November 06, 2023

**NEW BUSINESS:**

2. Facade Grant Applications  
FG-2024-02-01 - Millennial Bank - Leeds - 7924 Parkway Dr.  
FG-2024-02-02 - Barnes & BArnes Law Firm - 8107 Parkway Dr
3. FG2023-09-01: Façade Grant Application for Standard Furniture - Authorize Payment

**OLD BUSINESS:**

**OTHER BUSINESS:**

**CHAIRMAN'S COMMUNICATION:**

**ADJOURNMENT:**

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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 at 205-699-2585.

**File Attachments for Item:**

1. Minutes from November 06, 2023



# CITY OF LEEDS, ALABAMA

## REDEVELOPMENT AUTHORITY MINUTES

1412 9th St, Leeds, AL 35094

November 06, 2023 @ 4:30 PM

### CALL TO ORDER:

Chairman Michael Cauble called the meeting to order at 4:30 pm.

### ROLL CALL:

#### PRESENT

Chairperson Mike Cauble  
Vice-Chairperson Andrea Howard  
Secretary Dave Mackey  
Board Member Larry King

### APPROVAL OF MINUTES FROM PREVIOUS MEETING(S):

Previous meeting minutes were unavailable for review.

### NEW BUSINESS:

1. RDA23-10-01 - 2023-24 Budget

Motion to approve RDA23-10-01 made by Vice-Chairperson Howard, Seconded by Secretary Mackey. Voting Yea: Chairperson Cauble, Vice-Chairperson Howard, Secretary Mackey, Board Member King

2. RDA23-10-02 - Professional Services Contract - Advertising & Social Media

Motion to approve RDA23-10-02 made by Secretary Mackey, Seconded by Vice-Chairperson Howard. Voting Yea: Chairperson Cauble, Vice-Chairperson Howard, Secretary Mackey, Board Member King

3. RDA23-10-03 - Authorize use of Parkway Parking Lot

Motion to approve RDA23-10-03 made by Vice-Chairperson Howard, Seconded by Secretary Mackey. Voting Yea: Chairperson Cauble, Vice-Chairperson Howard, Secretary Mackey. Voting Abstaining: Board Member King

4. RDA23-11-01 - Reimbursement of Facade Grant - 9th St.

Motion to approve RDA23-11-01 made by Secretary Mackey, Seconded by Board Member King. Voting Yea: Chairperson Cauble, Vice-Chairperson Howard, Secretary Mackey, Board Member King

5. RDA23-11-02 - Food Truck - Downtown - Wahington, Kenneth

Motion to approve RDA23-11-02 to allow food trucks at locations as specified in the Redevelopment Authority area (9th Street @ cement plant and 8th Street parking lot) made by Secretary Mackey, Seconded by Board Member King. Voting Yea: Chairperson Cauble, Vice-Chairperson Howard, Secretary Mackey, Board Member King

**OLD BUSINESS:**

There was none.

**OTHER BUSINESS:**

There was none.

**CHAIRMAN'S COMMUNICATION:**

Next meeting will be Monday, January 08, 2024.

**ADJOURNMENT:**

Chairperson Cauble adjourned the meeting at 5:03 pm.

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Mr. Michael Cauble, Chairman

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Ms. Andrea Howard, Secretary

**File Attachments for Item:**

2. Facade Grant ApplicationsFG-2024-02-01 - Millennial Bank - Leeds - 7924 Parkway Dr.FG-2024-02-02 - Barnes & Barnes Law Firm - 8107 Parkway Dr

# Leeds - Commercial Façade Improvement Grant Program Application Packet

## Purpose

The Leeds Redevelopment Authority recognizes the positive impact that individual facade improvements can have on the overall appearance, quality and vitality of the City's commercial districts. The Commercial Façade Improvement Grant Program was created to facilitate the private sector in making these desired exterior improvements. The Redevelopment Authority reserves the sole right to amend, modify, add, or delete any part or subpart of this program.

## Assistance Available

Approved projects are eligible to receive reimbursement after project completion in the form of a matching grant of up to 50 percent of the actual improvement costs up to a maximum grant of \$3,000.00.

## Eligibility Requirements

Existing structures currently zoned commercial and in current commercial use or planned for commercial use within the corporate limits of the Leeds Redevelopment Authority are eligible for the grant. The exterior of the property must meet all Leeds Redevelopment Authority Codes and Ordinances. In the event that a violation is present, correction of the violation must be made prior to disbursement of grant monies.

Eligible applicants include the owner of a commercial building or the owner of a commercial business within the Redevelopment Authority District. All applications must be signed by the property owner to indicate consent for the proposed improvements.

All grant recipients are required to publicly display the Leeds Redevelopment Authority Grant Award Certificate in a conspicuous location in the building for a period of one year from the date grant funds are dispersed.

Financial assistance is available to business owners or property owners, for no more than \$3,000 every 3 years, per building.

The determination of eligibility and priority for assistance is at the discretion of the Redevelopment Authority and is subject to funds availability. The Redevelopment Authority may approve grants of less than a 50% match.

## Eligible Improvements

The primary goal of the Leeds Redevelopment Authority Commercial Façade Improvement Grant Program is to achieve significant visual improvements in commercial facade appearance. Improvements that otherwise would be substantially difficult to undertake "but for" the grant assistance may be looked at more favorably. The determination of eligibility and priority for assistance is at the discretion of the Redevelopment Authority.

Work which qualifies for assistance includes improvements to the exterior of a building which are visible

from the public right-of-way. Applicants must plan to install at least \$500 of material improvements (excluding installation) to qualify. Work must be completed within one year of receiving the grant award. The list of qualifying exterior improvements appears below.

### **Eligible Uses**

- Significant Facade repair and treatment
- New window systems or frame replacement and repair (excluding broken glass)
- Exterior Doors
- Awnings (without signage)
- Exterior lighting
- Restoration of original architectural features
- Exterior building materials for building additions
- Other permanent exterior improvements to property consistent with the architectural integrity of the building and the City's Appearance Review Guidelines

### **Ineligible Uses**

#### Working capital

- Property acquisition
- Equipment or inventory acquisition
- Refinancing of existing debt or private funding
- Interior remodeling
- Sprinkler systems
- Resurfacing of parking lots
  
- Replacement of private sidewalks
- Architectural design fees or other plan preparation costs
- Building permits and related costs
- Signage of any kind
- Landscaping of any kind

The Leeds Redevelopment Authority is not obligated to reimburse any approved application for reimbursement after one year from the date of the original approval of the grant application or exterior appearance, whichever date is later. Written requests for time extensions can be considered by the Redevelopment Authority.

### **Design Evaluation**

Design evaluation and approval will be handled by the Leeds Redevelopment Authority. This process may require the applicant to undergo exterior appearance review by the Architectural Review Committee of the

Leeds Redevelopment Authority if required by the Redevelopment Authority Appearance Review Guidelines.

## **Application Requirements**

### **Required Submittals with Application:**

Current digital photos of all building facades visible from the public right of way which will receive improvements

A schematic drawing with enough detail to depict the proposed improvements

Signed vendor contract(s) with detailed costs for each proposed improvement (excluding ineligible portions of improvements, e.g. lettering on awnings)

Consent from the building owner for proposed improvements, by signature on the attached form

Completed IRS Form W-9 Request for Taxpayer Identification Number and Certification

Projected sales tax\* and/or property tax for the three years following the completion of the improvements covered by the grant.

A narrative as outlined below:

Description of proposed façade work including information about the proposed building materials and methodology for proposed changes.

Description of your business and the related industry.

Features and advantages of your product and how improvements sought will improve the business and/or Redevelopment Authority.

Credentials and experience of business owner.

Any unusual or expected difficulties or hardships in making the proposed improvements.

\*Please note that if you are awarded a grant, you must submit actual sales tax receipts for the three consecutive years following the completion of the improvements. The actual sales tax receipts from the State of Alabama of the prior calendar year shall be provided to the Redevelopment Authority by February 15.

## **Application and Approval Process**

Submission and approval of a complete grant application is required prior to the completion of any improvements eligible for assistance. The review process will normally take approximately 4 weeks. The applicant must secure any required Redevelopment Authority permits and exterior appearance approval by the Architectural Review Commission and the Redevelopment Authority (if required) prior to starting improvements. The application process is outlined below:



Contact the Planning and Development Department for program information and to determine project eligibility.

Submit a grant application including all required submittals to the Planning and Development Department for funding assistance.

The Planning and Development Department will make a recommendation for approval, partial approval or denial to the Redevelopment Authority. Redevelopment Authority staff will attempt to review applications within 2 weeks of submittal.

Application is considered by the Redevelopment Authority. Applicant's attendance is required at the Redevelopment Authority meeting as part of the application review process. The Redevelopment Authority typically meets quarterly.

Proposed improvements must be completed and the business must be operational within one year of grant approval by the Redevelopment Authority.

**Reimbursement Process**

Once work is completed, the applicant submits copies of paid invoices from all contractors, proof of payment (copies of canceled checks or credit card receipts), a signed Reimbursement Request Certification (see attached form), a signed and notarized Affidavit for Reimbursement (see attached form), and photos of all improved façades to the Planning and Development Department.

The Inspection Services Department reviews the completed project to ensure that work was performed as outlined in application and in conformance with the Redevelopment Authority Code.

Check is distributed.

**Pay Back Provision**

The following pay back schedule shall apply if a business closes or moves out of Glen Ellyn within 3 years of being awarded a Redevelopment Authority grant.

Out of Business	< 1 year	1-2 years	2-3 years
% of Grant Repaid to the Redevelopment Authority	75%	50%	25%

The applicant agrees to this provision when s/he signs the Reimbursement Request Certification and te Application Certification.

**Leeds Redevelopment Authority****Commercial Façade Improvement Grant Application****REQUIRED SUBMITTALS WITH APPLICATION:**

Current digital photos of all building facades visible from the public right of way which will receive improvements

1. A schematic drawing with enough detail to depict the proposed improvements
2. Signed vendor contract(s) with detailed costs for each proposed improvement (excluding ineligible portions of improvements, e.g. lettering on awnings)
3. Consent from the building owner for proposed improvements, by signature on the attached form
4. Completed IRS Form W-9 Request for Taxpayer Identification Number and Certification
5. Projected sales tax\* and/or property tax for the three years following the completion of the improvements covered by the grant.
6. A narrative as outlined below:
7. Description of proposed façade work including information about the proposed building materials and methodology for proposed changes.
  - Description of your business and the related industry.
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**Business Owner Name**

Brad Collins

**Business Name:**

Millennial Bank

**Business Address**

7924 Parkway Drive, Leeds, Alabama 35094

**Business Phone**

(205) 702-2265

**Business Email**

tabel@millennial.bank

**Home Phone**

**If Tenant, what is the expiration of your current lease?**

**If buyer under contract or tenant, who is the property owner?**

**Property Owner Address****Property Owner Phone****Property Owner Email****Description of proposed improvements**

New columns and roofing and replacement of entire gutter system. We are having to correct the negative fall of the roof and reroute the gutters so the rain doesn't continue to go down the gutters and cause rot. The rot has caused the lighting on the front to not work, and caused the sash on the windows to rot. We are also replacing all 6 columns.

**Itemized Activity Description**

<b>Itemized Activity Description</b>	<b>Cost</b>
New Columns x6	72000.00
New Roof	50000.00
New gutters	15000.00
new windows	10000.00

**Total Project Cost**

\$150,000.00

**Amount of grant assistance requestedAm**

\$3,000.00

**APPLICATION CERTIFICATION**

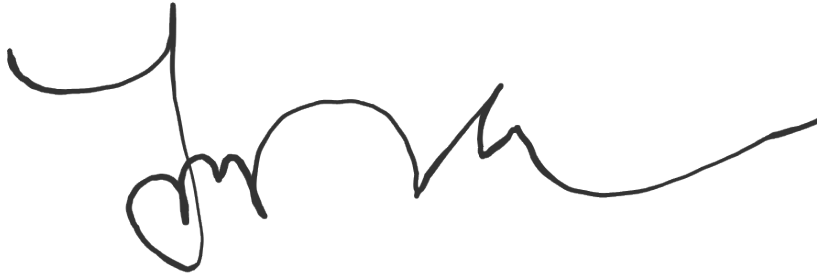
I, the undersigned, certify that I have read the program description and requirements for the Leeds Redevelopment Authority Façade Improvement Grant Program. I certify that all information provided herein is true and accurate to the best of my knowledge. I understand that the improvements described in this application must receive all required permit approvals from the Leeds Redevelopment Authority prior to the commencement of construction.

Furthermore, I, the undersigned, my successors and assigns, hereby agree to save and hold harmless the Leeds Redevelopment Authority and any of its employees, officers and directors from all cost, injury and damage to any person or property whatsoever, any of which is caused by an activity, condition or event arising out of the performance, preparation for performance or nonperformance of any project improvement included in my grant application. The above cost, injury, damage or other injury or damage incurred by or

to any of the above shall include, in the event of an action, court costs, expenses of litigation and reasonable attorneys' fees. I understand that if my business closes or moves out of the Leeds Redevelopment Authority within 3 years I will be required to repay the Redevelopment Authority in an amount as described in the grant packet

**Name**

Tiffiany Ward

**Signature**A handwritten signature in black ink, appearing to read 'Tiffiany Ward', written in a cursive style.**CONSENT FROM PROPERTY OWNER (Required if different from Applicant)****Property Owner Name**

Brad Collins

**Property Owner Signature**A handwritten signature in black ink, appearing to read 'Brad Collins', written in a cursive style.**Supporting Documentation**

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**Business Owner Name**

Laura Barnes

**Business Name:**

Barnes & Barnes Law Firm, P.C.

**Business Address**

8107 Parkway Drive, Leeds, Alabama 35094

**Business Phone**

(205) 699-5000

**Business Email**

[laura@leedslaw.net](mailto:laura@leedslaw.net)

**Home Phone****If Tenant, what is the expiration of your current lease?**

1/1/2030

**If buyer under contract or tenant, who is the property owner?**

Highstreet, LLC

**Property Owner Address**

8107 Parkway DRive, Leeds, Alabama 35094

**Property Owner Phone**

(205) 699-5000

**Property Owner Email**

laura@leedslaw.net

**Description of proposed improvements**

Replace Windows and Trim, New Front Door and Awnings

**Itemized Activity Description**

<b>Itemized Activity Description</b>	<b>Cost</b>
Window Replacement and repair rot and seals	8500.00
Replace and Repair Front Door	3500.00
Repair and Replace Awnings	3500.00

**Total Project Cost**

\$15,500.00

**Amount of grant assistance requestedAm**

\$3,000.00

**APPLICATION CERTIFICATION**

I, the undersigned, certify that I have read the program description and requirements for the Leeds Redevelopment Authority Façade Improvement Grant Program. I certify that all information provided herein is true and accurate to the best of my knowledge. I understand that the improvements described in this application must receive all required permit approvals from the Leeds Redevelopment Authority prior to the commencement of construction.

Furthermore, I, the undersigned, my successors and assigns, hereby agree to save and hold harmless the Leeds Redevelopment Authority and any of its employees, officers and directors from all cost, injury and damage to any person or property whatsoever, any of which is caused by an activity, condition or event arising out of the performance, preparation for performance or nonperformance of any project improvement included in my grant application. The above cost, injury, damage or other injury or damage incurred by or to any of the above shall include, in the event of an action, court costs, expenses of litigation and reasonable attorneys' fees. I understand that if my business closes or moves out of the Leeds Redevelopment Authority within 3 years I will be required to repay the Redevelopment Authority in an amount as described in the grant packet

**Name**  
Laura Barnes

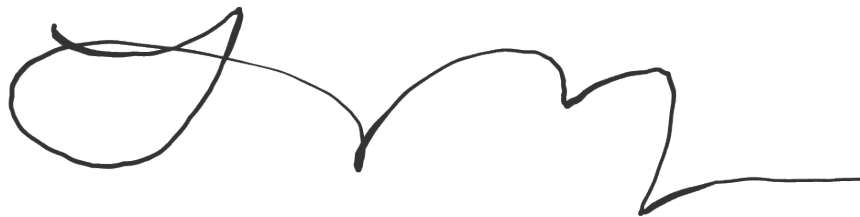
**Signature**

A handwritten signature in black ink, appearing to read 'Laura Barnes', with a long horizontal flourish extending to the right.

**CONSENT FROM PROPERTY OWNER (Required if different from Applicant)**

**Property Owner Name**  
Laura Barnes

**Property Owner Signature**

A handwritten signature in black ink, appearing to read 'Laura Barnes', with a long horizontal flourish extending to the right.

**Supporting Documentation**