

Town of Yarmouth

Per M.G.L.: All town and school boards, committees, commissions, and authorities shall post a notice of every meeting at least 48 hours prior to such meeting, excluding Saturdays, Sundays, and legal holidays. Notice shall contain a listing of topics/agenda that the chair reasonably anticipates will be discussed at the meeting.

Notice of Meeting

Name of committee, board, etc:	Community & Economic Development Committee (CEDC)
Date of Meeting:	October 8, 2020
Time:	4:30 p.m.
Location:	Remote Meeting

NOTE: THIS IS A REMOTE PARTICIPATION MEETING

Pursuant to Governor Baker's March 12, 2020, Order Suspending Certain Provisions of the Open Meeting Law, G.L. 30A, § 18, and the Governor's March 15, 2020, Order imposing a limitation on the number of people that may gather in one location, this meeting will be conducted via remote participation. Specific information such as instructions and guidelines for remote by members of the public and/or parties with a right and/or requirement to attend this meeting can be found on the Town website at www.yarmouth.ma.us For the public portion of this meeting, members of the public who wish to watch/listen and participate in the meeting may do so in the following manner:

1. Join the meeting hosted in Zoom by using the following link: <https://us02web.zoom.us/j/87423003723>
Audio, video and screen sharing functions may be disabled during the public session. Request to participate by using the "raise hand" function.
2. To attend the meeting by dial-in phone, call +1 301 715 8592 and enter meeting ID 874 2300 3723
3. You may submit comments to the Town using the following email: kpedicini@yarmouth.ma.us
Emails must be received prior to the start of the meeting.

Agenda

1. Blight Removal Grant Program Discussion
2. Revised Special Events Tourism Grant Application Review
3. Committee Member Updates
4. Staff Updates
5. Minutes for Review
 - o September 10th, 2020
6. Upcoming Meetings/Agenda Items
 - o November 12th, 2020 – Tourism Grant Public Information Session
 - o TBD – Chamber of Commerce Marketing Update and Signage at 424 Route 28
7. Adjourn

Posted By (Name):	Kyle Pedicini
Signature:	<i>Kyle Pedicini</i>

Copies of documents and other exhibits listed here may be found in the Department of Community Development at Yarmouth Town Hall.

Pedicini, Kyle

From: Williams, Kathleen
Sent: Wednesday, September 9, 2020 11:17 AM
To: Pedicini, Kyle; Greene, Karen
Cc: Waygan, Mary; Grylls, Mark
Subject: Blight Removal Program

Categories: Future Projects

Hi Kyle,

I like the idea if allowable with tourism funds, it supplements the CDBG blight removal program. As a CEDC initiative I would keep it to commercial properties in our B1/B2 zoning districts. I like the idea of a higher amount (at least \$25k), which would be available for larger developments with a higher investment (smaller grants for smaller projects). Need a match, I'm thinking like 2:1 so we get more improvements. Grants could be used for things like demolition, curb cut reduction, landscaped buffers along roads, façade improvements, relocation of parking outside the front yard, etc. All the good design things we like to see. 😊 Seems like a straight forward process if run like the Tourism Grants. As you said, need the details of the application, evaluation criteria, etc.

Karen: Wasn't something like this done by the Route 28 Taskforce with buffer trees?

I think mentioning it to the CEDC is a good idea to see if they want to put it on another Agenda.

Thanks,
Kathy

Kathy Williams, PE
Yarmouth Town Planner
1146 Route 28
South Yarmouth, MA 02664-4492
(508) 398-2231 Ext 1276
kwilliams@yarmouth.ma.us

From: Pedicini, Kyle
Sent: Wednesday, September 9, 2020 10:37 AM
To: Williams, Kathleen <kwilliams@yarmouth.ma.us>; Greene, Karen <KGreene@yarmouth.ma.us>
Cc: Waygan, Mary <MWaygan@yarmouth.ma.us>; Grylls, Mark <mgrylls@yarmouth.ma.us>
Subject: Blight Removal Program

Hi Kathy and Karen,

I have done some [initial research](#) to see what other communities across the country do for blight removal programs. Only community in MA I could find with such a grant program is [Springfield](#), but their situation is much different than ours.

Good templates to start from for a potential program in Yarmouth:

- [Riverside, MO](#)

- Provides up to \$8,000 in a matching grant for projects, \$4,000 for demolition and \$4,000 for investment
- Property must be deemed to be blighted based on their definition of blight and as determined by Town Staff
- [Renville County, MN](#)
 - Provides up to \$5,000 for residential and \$10,000 for commercial blight cleanup. Grants required match

I think we could definitely establish something similar using Tourism Funds if we can get the CEDC on board with a potential program. It could be run very similar to the Special Events Grant program, with a fair and open application process reviewed by the committee (maybe twice a year?). The CEDC has funds to establish such a program and I think it could be very beneficial to the community.

Issues to consider:

- How much would a potential grant be capped at? We want these grants to be impactful so what amount of \$ would make a difference to someone like Chaya? Would a \$10,000 matching grant make an impact? Or would it have to be more in the \$25,000+ range?
- In Yarmouth our program could be run similar to the one in Riverside, MO where town staff (perhaps Mark and Kathy) make a determination if a property meets the blighted criteria. The CEDC could then review requests based on the impact projects will have to beautify the community. The evaluation criteria would be easy to write because we'd basically be looking for projects with the highest aesthetic impact.
- Other communities do residential and commercial blight reduction programs – would we want to include residential? Seems like commercial blight is way more of a problem in Yarmouth so I'd suggest we focus on that.

In my opinion, we should try to steer the CEDC towards this kind of program as opposed to the MA Vacant Storefront program. If there's staff agreement, I can bring up the topic at tomorrow's CEDC meeting to see if the Chairman would like to place it on a future agenda to discuss.

Interested to hear everyone's thoughts.

Thanks,
Kyle

Kyle Pedicini, Economic Development Coordinator
Town of Yarmouth
1146 Route 28
South Yarmouth, MA 02664-4492
(508) 398-2231 Ext 1653
www.yarmouth.ma.us/356/Doing-Business-in-Yarmouth

Pedicini, Kyle

From: Waygan, Mary
Sent: Tuesday, September 29, 2020 3:39 PM
To: Pedicini, Kyle
Subject: RE: Blight Removal Program
Attachments: RFP CDBG PY20 05222020 Revised 09162020.pdf; RFP Forms.docx

Hi!

The Town's Spot Blight Removal Program is funded annually by a Community Development Block Grant (CDBG) from US HUD. The purpose of the program is to create economic opportunities with the removal of spot blight in the Route 28 economic corridor. Eligible applicants are the owners of blighted property in this area. The program typically budgets \$10,000 annually and the funds are used to pay the disposal costs associated with the demolition of the blighted property. If the property is not scheduled for a timely redevelopment, the Town places a lien on the property to prevent the vacant lot being used to store heavy equipment, pods, containers, used cars etc. Interested parties may apply using the program's Request for Proposals, attached here. Proposals are accepted on a rolling basis.

Missing gaps could be the costs associated with the labor or equipment rentals.

Blight removal was a Town priority just as the Department of Community Development was created in 2004; that may explain the spike in blight removal activity.

Since 2009 other notable blight has been removed: Fruit Land (private redevelopment of 251 Rt 28); Mill Hill Club (private redevelopment at 164 Rt 28); Yankee Village Motel (CPA Funded Open Space Purchase at 275 Route 28, purchased by Town only after demolition); Cavalier Motel (Affordable Housing Development at 881 Rt 28).

Two others are planned: Yarmouth Gardens (Affordable Housing Development at 497 Rt 28) and Great Island Plaza (private redevelopment at 590 Rt 28)

Do you want me at the Oct 8th meeting??

Mary Waygan
Town of Yarmouth
Cell: 774-212-1668
Desk: 508-398-2231 x1275

From: Pedicini, Kyle
Sent: Wednesday, September 23, 2020 11:08 AM
To: Waygan, Mary <MWaygan@yarmouth.ma.us>
Cc: Greene, Karen <KGreene@yarmouth.ma.us>
Subject: RE: Blight Removal Program

Hi Mary,

The CEDC will be discussing this topic at their meeting on 10/8. Do you have any info you could provide on the existing CDBG Blight Removal Program in Yarmouth? Details such as who would be eligible, what documents they have to provide, and how much funding is available (and if grants are capped) would be very helpful to determine if there are any missing gaps we could fill in by expanding the program.

Also just for my information – why was this program somewhat active in 2006-2009 but dormant since?

Thanks,
Kyle

Kyle Pedicini, Economic Development Coordinator
Town of Yarmouth
1146 Route 28
South Yarmouth, MA 02664-4492
(508) 398-2231 Ext 1653
www.yarmouth.ma.us/356/Doing-Business-in-Yarmouth

From: Waygan, Mary
Sent: Wednesday, September 9, 2020 5:10 PM
To: Grylls, Mark <mgrylls@yarmouth.ma.us>; Pedicini, Kyle <KPedicini@yarmouth.ma.us>; Williams, Kathleen <kwilliams@yarmouth.ma.us>; Greene, Karen <KGreene@yarmouth.ma.us>
Subject: RE: Blight Removal Program

Hi!
This is what I found/remembered.
Mary

Town of Yarmouth
Blight Removal on Route 28

Year	Project Name	Address	Blight Removal Funding	Funding Source
2006	Packet's Landing	1377 Bridge Street, South Yarmouth (Bridge Street connects Rt 28 to the Bass River Bridge)	\$10,310	US HUD CDBG
2007	Chez Lenor	546 Route 28, West Yarmouth <small>(not sure about exact address)</small> https://www.capecodtimes.com/article/20070627/News/706270319	Part of an acquisition and conversion to municipal use (pump station?)	Town Mtg Vote?
2008	Sons of Erin	627 Route 28, West Yarmouth	\$7,000	US HUD CDBG
2008	1750 House (Mill Creek Park)	281 Route 28, West Yarmouth https://www.capecodtimes.com/article/20080610/NEWS/806100308	Part of an acquisition and conversion to park	CPA Open Space
2009	Spot Blight	550 Route 28, West Yarmouth	\$5,400	US HUD CDBG

From: Waygan, Mary
Sent: Wednesday, September 9, 2020 3:17 PM
To: Grylls, Mark <mgrylls@yarmouth.ma.us>; Pedicini, Kyle <KPedicini@yarmouth.ma.us>; Williams, Kathleen <kwilliams@yarmouth.ma.us>; Greene, Karen <KGreene@yarmouth.ma.us>
Subject: RE: Blight Removal Program

Kyle,
I'll get you the list of Spot Blight Removal already completed by the Town on Rt 28.
Mary



Find

Blight Removal and Reinvestment Program

The goal of the Blight Removal and Reinvestment Program is to partner with private property owners to remove blighted structures (both residential and commercial) and encourage reinvestment in the property.

Project Funding

Eligible projects can receive a 50% matching grant of demolition costs, up to a maximum of \$8,000 per structure. The grant is available in two 25% increments: blight removal and reinvestment bonus.

Blight Removal

Blight removal is eligible for a grant of 25% of the demolition costs, up to a maximum of \$4,000 per structure. To qualify for the program, City planning staff will conduct a site visit of the property to determine if it qualifies as blight. In general, a structure is considered blighted if it is deteriorated, dilapidated, unsafe, and/or obsolete. A full definition of what qualifies as blight is available below.

Reinvestment Bonus

A reinvestment bonus of 25% of demolition costs, up to a maximum of \$4,000 per structure, is available if new construction is completed on the property within 18 months of when the demolition permit is issued. To qualify for the reinvestment bonus, the new construction must entail a principle structure (house, office, or commercial building).

Qualifying Criteria / Definition of Blight

To qualify for the program City planning staff will conduct a site visit of the property to determine if it qualifies as blight. A property may be considered blighted if it meets one or more of the following situations.

- Unsanitary or unsafe conditions
- Buildings in which it is unsafe or unhealthy for persons to live or work due to dilapidation, deterioration, defective design or physical construction; inadequate utilities;

lack of ventilation, light or sanitary facilities; contamination by hazardous substances; or below minimum code.

- Obsolete buildings which hinder the economically viable use or capacity of the property.
- Buildings are such a condition that it is infeasible to rehabilitate
- Excessive land coverage and overcrowding of structures.
- The existence of conditions that endanger life or property by fire or other causes.
- Constitutes an economic or social liability or a menace to the public health, safety, morals or welfare.
- Excessive vacancy or abandoned buildings.
- Extraordinary local crime rate that constitute a serious threat to the public safety and welfare.
- Extraordinary local decline in property values or tax delinquencies that diminish the equitable delivery of public services and improvements.

Application Process and Procedures - Demolition

1. Submit completed [application form](#)
2. Meet with staff on site to discuss the project and for staff to conduct blight analysis
3. Apply for a demolition permit and submit an environmental analysis which states whether hazardous materials are present or not. The analysis must be performed by a reputable company.
4. Demolish structure
5. Submit invoice and lien waiver from contractor stating they have received payment. If hazardous materials were present, documentation must be submitted stating the materials were appropriately disposed of by a business possessing a hazardous waste permit per Missouri Department of Natural Resources regulations. Proof of the permit must be submitted.
6. The City will issue a grant for 25% of the demolition costs, up to a maximum of \$4,000 per structure.
7. Once an application for the Blight Removal and Reinvestment Program has been submitted, the applicant will have 180 days to complete demolition. If demolition is not completed within this timeframe the applicant will not be able to receive funds.

For Additional Information, Please Contact:

City of Riverside Community Development Department

(816) 741-3993

Supporting Documents

 [Blight Removal and Investment Application Form](#) (38 KB)





Blight Removal and Reinvestment Program Application Form

Applicant Information

Applicant Name: _____

Is Applicant the Property Owner: _____ Yes _____ No

Applicant Address: _____

Telephone: _____

E-mail: _____

Property Information

Property Address: _____

Briefly Describe Condition of Property & Structures (i.e. – age, utilities present, usability of buildings, vacancy, etc.): _____

Project Information

Structures to be demolished: _____

Estimated demolition costs: _____

Demolition contractor: _____

Approximate date of demolition: _____

Will a new principle structure be constructed on the site? _____ Yes _____ No

Briefly describe the new construction (potential use, sq ft, estimated completion date): _____

Submittal Requirements

Accompanying this completed application form shall be all submittal requirements as required by City Code. Submittal requirements are outlined on the back on this form.

The applicant hereby agrees that all required information is provided with this application:

Applicant's Signature

Date

Pre – Demolition Submittal Requirements

1. Completed application form
 2. Proof of ownership or control of property (deed, contract, lease) or permission from property owner
 3. Completed demolition permit application form and necessary supporting documents
 4. Environmental analysis stating whether hazardous materials are present or not.
- * Demolition must occur within 180 days of submittal of this application to qualify for the program.

Post– Demolition Submittal Requirements

1. Detailed invoice from demolition contractor
2. Lien waiver from contractor stating they have received full payment
3. If hazardous materials were present, documentation stating the materials were appropriately disposed of by a business possessing a hazardous waste permit per MO Dept of Natural Resources regulations. Copy of the waste permit.

* Following submittal of all items, the City will process the application and issue a check to the applicant for an amount equal to 25% of the demolition costs, up to a maximum of \$4,000 per structure.

Reinvestment Bonus Submittal Requirements

A reinvestment bonus may be provided if a new principle structure is constructed on the property. To qualify, the proposed construction must:

1. Obtain the necessary City approvals
2. Obtain a building permit
3. Be issued a certificate of occupancy within 18 months of the issuance of the demolition permit.

* Following submittal of all items, the City will process the application and issue a check to the applicant for an amount equal to 25% of the demolition costs, up to a maximum of \$4,000.

Application forms must be completed in their entirety and all submittal requirements must be submitted at the time the application is filed. Incomplete applications will not be processed

BLIGHT REMOVAL

The goal of the Renville County Housing and Redevelopment Authority and Economic Development Authority (HRA/EDA) Blight Removal Program is to partner with public and private property owners to remove blighted structures and encourage reinvestment in the property. The objective of the program is for the HRA/EDA to provide financial help to remove and remediate blighted property in Renville County.

Grants of up to \$5,000 (residential) or \$10,000 (commercial) are available to assist with the proper cleanup of blighted structures that pose a risk to health and safety. Grants require a 1:1 cash match and are reimbursed upon submission of paid receipts for costs incurred.

Applications for the 2020 Blight Removal Program (round two) are due August 12, 2020 and can be submitted via email to EDA@renvillecountymn.com or mailed to the Renville County HRA/EDA – 105 South 5th Street, Suite 311, Olivia, MN 56277.

Click on the links below to download the Blight Removal Program documents:

[Guidelines](#)

[Application](#) (fillable version)

[Application](#) (printable version)



[Template](#)

[Template](#)

[Type III Demolition Contractor List](#) (Local Renville/Redwood County area)

Are you a contractor interested in getting your Type III Demolition Certification? [Click here to learn more.](#)

**RENVILLE COUNTY HOUSING & REDEVELOPMENT AUTHORITY
AND ECONOMIC DEVELOPMENT AUTHORITY (HRA/EDA)
2020 BLIGHT REMOVAL PROGRAM GUIDELINES**

Approved June 25, 2020

A. Goal and Objective.

1. The goal of the Renville County Housing & Redevelopment Authority and Economic Development Authority (HRA/EDA) Blight Removal Program is to partner with public and private property owners to remove blighted structures and encourage reinvestment in the property.
2. The objective of the program is for the HRA/EDA to provide financial help to remove and remediate blighted property in Renville County.

B. Qualifying Criteria, Building Eligibility, and Occupancy Status.

1. Any structure participating in the Blight Removal Program must be located within Renville County.
2. Applicant must own the blighted property or be a local unit of government.
3. A structure may be eligible to participate in the program as the result of four approaches:
 - a. *Acquisition by tax forfeiture*
 - b. *Acquisition by purchase*
 - c. *Private ownership*
 - d. *Court ordered demolition/condemnation*
4. Ownership: Applicant must be in possession of clear and marketable title as confirmed by the County Attorney before participating in the program.
5. To qualify for the program, county staff will conduct a site visit of the property to determine if it qualifies as blight. A property may be considered blighted if it meets one or more of the following definitions:
 - i. *Deemed in unsanitary or unsafe condition by an inspector.*
 - ii. *Structures in which are unsafe or unhealthy for persons to occupy due to dilapidation, deterioration, defective design or physical construction; inadequate utilities; lack of ventilation, contamination by hazardous substances; or below minimum code.*
 - iii. *Structures which hinder the economically viable use or capacity of the property.*
 - iv. *Structures in such a condition that is not feasible to rehabilitate.*
6. Applicant will be required to merge the two properties after blight removal, if lot lines are shared, when possible.
7. Property where blight removal and clearance takes place must be made reasonably level; cleared of foundations, footings and debris; backfilled/compacted; seeded for grass; and in generally buildable condition before the recipient will receive the grant proceeds.
8. A demolition permit or letter of approval must be obtained and approved by the Local Government Unit in which the structure is located prior to the start of project work.

9. Qualifying expenses include any necessary permits, filing fees, environmental analysis, removal/disposal of debris, contractor payments, greening costs and actual tipping fee expenses paid. (*Ineligible expenses include, but are not limited to, Renville County discounted demo tipping fees (as allowed for tax forfeited properties owned by local units of government), past utility bills, back taxes, liens and/or judgement on the property and assessments on the property*).
10. Applicant shall have the authority to hire a Certified Type III Demolition Licensed Contractor of choice. Applicant will be responsible for the cost of all: permits, insurance requirements, site clearance, capping of utility lines, filling of excavated foundations, disposition of debris, protection of trees, sealing of any open wells, and the closing or removal of fuel tanks, septic tanks, cisterns or similar receptacles. Applicant may complete demolition work themselves, as long as asbestos and other hazardous materials are professionally abated.
11. Applicant shall be responsible for arranging an asbestos inspection in accordance with all federal, state, and local regulations and laws. Asbestos, hazardous materials, electronics, appliances, rubbish, and other materials not accepted at a licensed demolition/landfill facility shall be properly disposed of at other appropriate facilities. Documentation, such as receipts, will be required for proof of proper disposal.

C. Program Administration, Process and Procedures.

1. The primary contact person for the program information, record keeping and administrative tasks shall be the Renville County HRA/EDA. Specific questions may be directed to other departments.
2. Applications should be submitted to the Renville County HRA/EDA – 105 South 5th Street – Suite 311, Olivia, MN 56277 or EDA@renvillecountymn.com.
3. Applicant may be required to meet with staff onsite to discuss the project and for staff to conduct blight analysis. Photos of property before and after blight removal will take place.
4. The applications will be reviewed and approved or denied by the Renville County Housing Redevelopment Authority and Economic Development Authority (HRA/EDA) Blight Committee. This is a competitive application process where projects will be scored based on a ranking system that includes, but is not limited to:
 - a. *Property conditions*
 - b. *Project timelines*
 - c. *Property plans and potential economic impact*
 - d. *Number of applicants*
 - e. *Dollar amount available*
5. Applicant will submit invoice(s) and lien waiver from contractor(s) stating they have received payment. Documentation must be submitted stating the materials were appropriately disposed of at licensed facilities and/or by a business possessing proper licensing. A copy of the demolition permit or letter of approval must also be submitted.
6. Grants must be applied for and awarded prior to blight removal and remediation.
7. Costs for blight removal and remediation shall be borne by owner. Renville County HRA/EDA will reimburse owner upon completion of blight removal and remediation of the site at a rate of up to



50% of actual cash costs, up to \$5,000 residential or \$10,000 commercial, upon submission of paid receipts.

8. Policies, priorities and decision-making concerning the program shall rest with the Renville County HRA/EDA.

D. Property Re-Use.

1. If a property sells within five years, 50% of the sale price, up to the amount of the grant from the Renville County HRA/EDA, will be remitted back to the HRA/EDA Blight Removal Program Fund.

E. Timeline. Round II.

1. Request for Proposals Open: July 1 to August 12, 2020
2. Grant Application Deadline: August 12, 2020
3. Committee Review and Recommendations: Week of August 17, 2020
4. HRA/EDA Board Approval: August 27, 2020
5. Recipient Notification: Week of August 31, 2020
6. Recipient Removal Timeline/Completion Deadline: September 1, 2020 – November 30, 2020
7. Proof of payment and invoices in twice the amount of grant due to Renville County HRA/EDA Office: December 10, 2020



RENVILLE COUNTY HOUSING & REDEVELOPMENT AUTHORITY AND ECONOMIC DEVELOPMENT AUTHORITY (HRA/EDA) BLIGHT REMOVAL APPLICATION

The goal of the Renville County HRA/EDA Blight Removal Program is to stabilize and improve Renville County by removing blighted, dilapidated, substandard, and irreparable structures. Projects must reach the goal of eliminating blight, and improving property maintenance, or promoting public health and safety.

Award Amounts:

- Up to 50% of project costs
- Maximum of \$5,000 per residential property
- Maximum of \$10,000 per commercial property

REQUIREMENTS: The following items must be completed and/or submitted upon application:

1. Review of building demolition requirements and pre-approval from the Local Unit of Government.
2. Applicant must provide two itemized estimates/bids; grants will be awarded up to the lowest bid amount. Disbursements will be made upon receipt of a final invoice and inspection.
3. Project must be completed per timeline requirements (Item E – Timeline) in the full Blight Removal Program Guidelines.
4. Applicant must include a plot plan of the property which must include legal description, street address, lot dimensions, and highlight structure(s) to be removed.
5. Applicant must include a copy of the property's most current estimated market value.
6. Applicant must show proof of ownership such as a deed.
7. Applicant must attach a detailed site reuse plan.
8. Applicant must complete and attach the provided Budget and Timeline spreadsheets.
9. Applicant must obtain and provide a copy of the Type III Demolition Licensed Contractor Certification for all contractors submitting bids.
10. Applicant must comply with all requirements listed in the full Blight Removal Program Guidelines.

The Renville County HRA/EDA reserves the right to extend or reduce the timeline at their sole discretion due to extenuating circumstances. Changes to any other terms will be approved on a case by case basis at the sole discretion of the Renville County HRA/EDA.

Please contact the Renville County HRA/EDA at (320) 523-3656 with any questions.

Approved _____

Blight Removal Program Application

Property Address: _____

Property Owner's Name: _____

Property Owner's Address: _____

Property ID Number: _____

Property Owner's Phone: (_____) _____ - _____

Property Owner's Email: _____

1. Description of property and reason for request:

2. Applicant has read applicable building demolition requirements and has blight removal plan pre-approval by Local Unit of Government?

Yes No

3. Two bids / estimates of blight removal and disposal costs are attached.

Yes No

4. Plot Plan of property with structures to be removed is attached?

Yes No

5. Property's estimated market value is attached?

Yes No

Approved _____

6. Proof of acquisition or proof of ownership is attached?

Yes No

7. Budget and Timeline spreadsheets have been completed and attached?

Yes No

8. Type III Demolition Licensed Contractor Certifications obtained and attached?

Yes No

8. Is there a well or cistern on the property?

Yes No

** If so, please attach remediation plan.*

9. Is there a septic system on the property?

Yes No

** If so, please attach remediation plan.*

10. Is there a fuel tank(s) on the property?

Yes No

** If so, please attach remediation plan.*

11. Site reuse plan is attached.

Yes No

The Owner agrees to demolish and remove blighted structures per timeline requirements (Item E – Timeline) in the full Blight Removal Program Guidelines. In addition, the Owner agrees to obtain all necessary demolition requirements or permits and to observe all applicable Building Permit provisions during the demolition and/or construction process. It is further agreed that the Owner will defend and hold the Renville County HRA/EDA harmless from all claims, acts, or events resulting directly or indirectly on account of this agreement.

Applicant Signature

____/____/____

Date

Approved _____

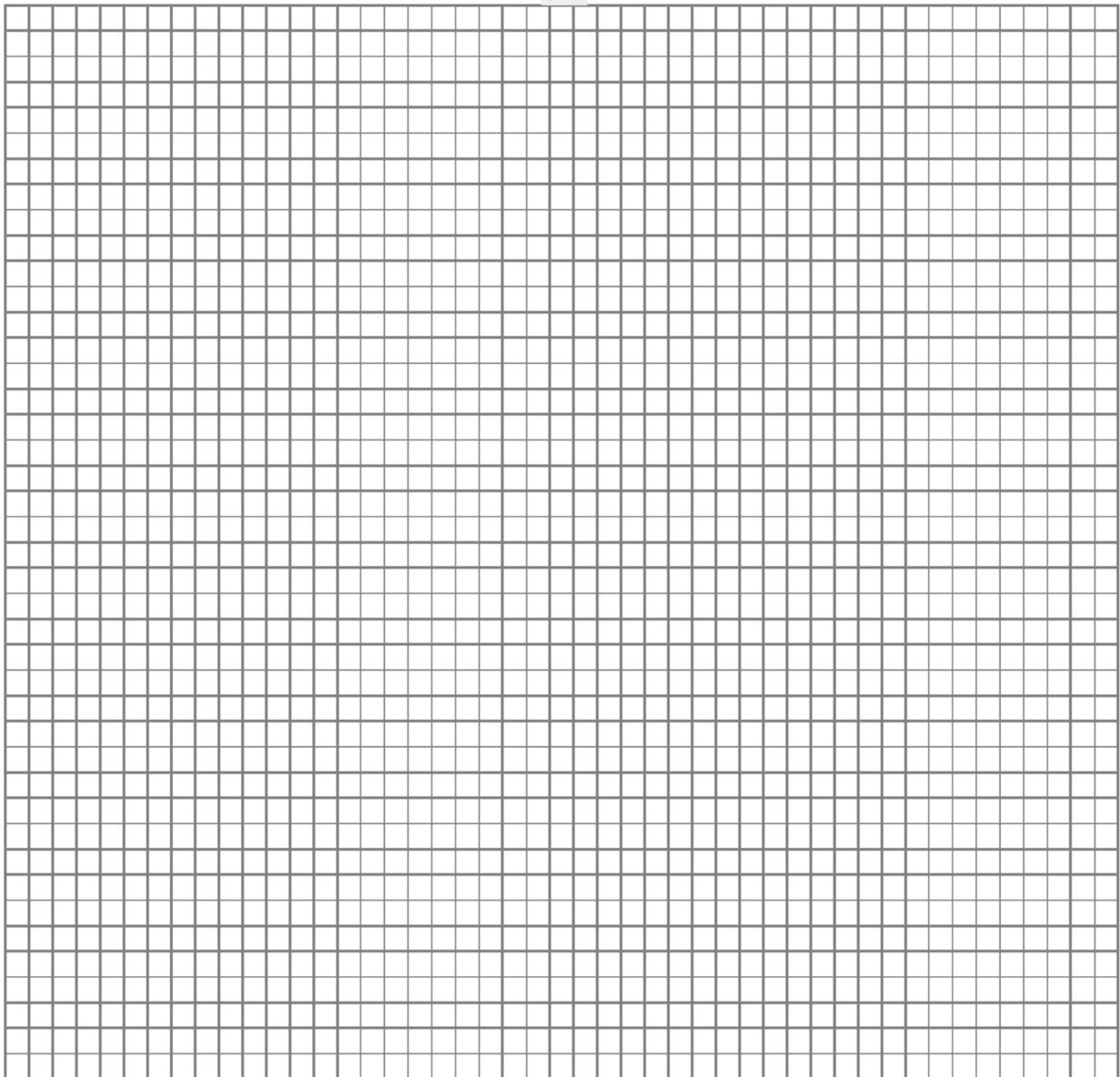
Plot Plan

Legal Description: _____

Street Address: _____

Lot dimensions: _____

Please draw current structures on property, roads, property lines, well and septic systems and highlight the structure(s) to be removed:



Approved _____



Community Development Block Grant Neighborhood Blight Removal Program

This property may be eligible for demolition funded by the C.D.B.G. Neighborhood Blight Removal program.

Because this assistance is carried out with funds from the U.S. Department of Housing and Urban Development (HUD), certain rules and guidelines must be followed in determining whether you and your property qualify for this particular program.

- ✓ You must be a legal owner of a property earmarked for demolition by the City of Kokomo Building Inspector.
- ✓ The **property** must qualify under Program guidelines
- ✓ All **property owners** must also qualify under Program guidelines

Eligibility will be determined by an application process. Owners must provide us with all household income, as supported by copies of most current Tax Return(s) with W-2 forms, or statements showing wages, Social Security, Pension, Public Assistance, Interest or Other Income from all household members.

For further information and/or application appointment please contact the Development Department at 765-456-7375, between the hours of 8:00 a.m. and 4:00 p.m., Monday through Friday.

**Town of Yarmouth
Request for Proposals
CALENDAR YEAR 2021
Tourism Fund Special Event/Programs**



The Town of Yarmouth announces the availability of up to \$122,500 in available funding for the marketing and production of events or programs that promote Yarmouth as a tourist destination and that strengthen community character. **Events shall take place between January 1, 2021 and December 31, 2021.**

The tourism grant is a reimbursement program to help offset the expenditures associated with special events and programs. Funding is intended to encourage the establishment of new events or the expansion of existing events that help to sustain Yarmouth's tourism industry and promote the community as a desirable place to live, work and visit.

Complete application is due no later than December 1, 2020 at 4:00 p.m.

BACKGROUND

Authorized by Town Meeting and established by special legislation (*Chapter 338 of the Acts of 2006*), funding for the Tourism Revenue Preservation Fund is appropriated annually at Town meeting. Funding is administered through the Department of Community Development with direction from the Community and Economic Development Committee (CEDC).

The Town established the Special Event Grant program to increase the number of day and overnight visitors by encouraging sustainable year-round events to be enjoyed by the Yarmouth community. The Special Event Grant program is intended to promote and enhance tourism with an emphasis on encouraging events during the off- or shoulder-seasons. Funding is subject to availability, and continued financial support through the TRPF may be reduced or eliminated over time.

AVAILABLE FUNDING

Up to \$122,500 in funding is available for this grant round. **There is, however, no commitment to disburse this full amount.** The Town reserves the right to grant less than requested amounts and to place conditions on funding awards.

ELIGIBILITY

Proposals will be accepted from any individual, business, municipal department, or non-profit organization conducting an event located in the Town of Yarmouth that are scheduled to take place between January 1, 2021 through December 31, 2021.

Past recipients of Tourism Funds need to have submitted their Final Reports for prior-year events before further consideration. If your Final Report for 2020 has not yet been submitted, please submit as soon as possible, but no later than the application deadline of December 1, 2020. Written extension requests shall be considered on a case-by-case basis.

EXPENDITURES

Eligible Expenditures - Grant funds may be utilized for marketing, program (direct) expenses or Town Fees associated with the Special Event.

Ineligible Expenditures - Reimbursements for airfare, hotel, meals, and alcohol.

CONTRACT REQUIREMENTS

Event organizers are required to enter into a contractual agreement with the Town. A model contract (TOURISM GRANT AGREEMENT) is included in Attachment A.

Events in receipt of Tourism Funds are NOT ELIGIBLE to seek Fee Waivers from the Town of Yarmouth.

Funding shall be contingent upon a specific date for the event and may be further conditioned by Committee or by Contract Documents.

Funding will be made available on a **reimbursement** basis.

All print media (including brochures, posters, programs and web advertising) must display the *Town of Yarmouth...Cape Cod within Reach* logo and use the tag line "Sponsored in part by the Town of Yarmouth's Tourism Fund". All broadcast advertising must contain the tag line "Sponsored in part by the Town of Yarmouth's Tourism Fund".

To be eligible for funding, applicants must agree to track attendance using a Survey Tool provided by the Town. Event/program sponsors are required to survey a minimum of 5% of event attendees utilizing a tool to be provided by the Town. A sample survey is provided in Attachment B. Event organizers are required to return completed surveys to the Department of Community Development within ten days of the Event Date(s).

Event organizers are required to complete a Final Report as noted in the Tourism Grant Agreement (Attachment A).

The final payment from the Town (in no less than 25% of the total grant award) shall be contingent upon receipt of a Final Report and required survey materials.

For events utilizing Town-owned land, applications for the Utilization of Town-Owned Land should be completed and submitted to the Town Administrator's office. Funding will be contingent upon the Town's approval for use of the land.

Applicants are required to document the event through photographs and video (these will be submitted electronically as part of the Applicant's Final Report). Photographs should be a minimum 300ppi high resolution. In addition, applicants agree to permit photographs and video recording of special events. All materials may be used for marketing purposes.

APPLICATION INSTRUCTIONS

APPLICATION SUMMARY – Complete and sign the Application Summary Form included in Attachment C.

NARRATIVE - Provide a narrative and supporting materials where relevant that answer the following questions:

- **Event Summary** - Describe the event, its target audience, and projected attendance figures noting how attendance is tracked and/or projected. Describe what makes the event unique and how it serves as a draw for visitors to come to Yarmouth. Note explicitly how you plan to use the requested Tourism funds.
- **Event Logistics/Management** - Describe how your event or program will be managed and how the management of the event has evolved over time. If you rely on volunteers, note how you recruit new volunteers, provide training, and assign responsibility. Provide information for key volunteers regarding their experience and areas of responsibility. Describe in detail your planning efforts/logistics associated with your event as well as any associations you may have with community organizations or businesses, noting the specifics of how these organizations/businesses will support your event.
- **Financial Management** – Describe how the event is managed financially, noting how budget/funding decisions are made and how funds are raised (i.e. fees/sponsorships/ticket sales/vendors/etc.). Describe how budget shortfalls are handled. How does the event plan for long-term financial stability? Is there a rainy day fund?
- **Marketing** – Utilizing the table in Attachment D (Marketing Plan), provide details regarding your marketing plan for the event and how you plan to track your marketing efforts. Describe in detail your planned use of social media and other online marketing and how you will track performance for each.

- Economic Impact – Describe the direct and indirect impact of your event on local businesses. Quantify the impact as much as possible.

BUDGET

A Model Budget Form is available at Attachment E in the form of a Microsoft Excel file that may be edited. Every effort has been made to identify relevant budget lines and categories. A completed budget is required with the application.

- **Additional categories of INCOME and EXPENSE may be added to the spreadsheet by Inserting a Row in the relevant section. If you modify the spreadsheet, please double check that sub-totals and totals calculate correctly.**
- For INCOME CATEGORIES (i.e. Sponsorships, Contributions, and Fees): Please itemize by source (identifying each by name). If there are more than 3 sources, additional rows may be added by Inserting a Row in the relevant section.
- For EXPENSE CATEGORIES: Please itemize wherever possible, identifying discrete costs for various items/services associated with the event/program. Advertising expenses should be itemized by outlet and target audience.
- A category for TOWN FEES is included. **Please note that it is Town Policy that fees will NOT BE WAIVED for Events funded through the Tourism Fund.** Every effort should be made to identify and account for the relevant fees during the planning process for your event/program.
- For ongoing events or programs, provide information on past actual expenditures as well as budgeted amounts for the proposed event, project, or program.

REQUIRED DOCUMENTATION

Applicants are required to submit **only one electronic copy (.pdf)** of the following documents:

- Tax Determination Letter OR Form 1023 (if tax status is pending)
- W-9 Form
- Form PC (Massachusetts Office of Attorney General)
- Annual Corporate Report (Massachusetts Secretary of State)
- Form 990

SUBMISSION REQUIREMENTS

Application materials and REQUIRED DOCUMENTATION [1 electronic (.pdf) copy] shall be delivered **no later than 4:00 pm on Tuesday, December 1, 2020** to the Community Development Office, located at Yarmouth Town Hall, 1146 Route 28, South Yarmouth MA 02664. Electronic copies should be submitted to Kyle Pedicini, Community Development Office, at kpedicini@yarmouth.ma.us.

Event proposals must be consistent with Massachusetts COVID-19 regulations if the event takes place during the ongoing COVID-19 public health state of emergency.

Applications must be fully complete to receive grant consideration. Late or Incomplete applications will not be considered.

A complete submission will include:

- Application Summary
- Narrative
- Marketing Plan
- Completed Budget
- Required Documentation

APPLICATION REVIEW

Applications will be reviewed by the CEDC at a publicly noticed open meeting. Applicants may be asked to attend a meeting to discuss their application(s).

Applications shall be reviewed for completeness and for organizational capacity to successfully carry out the proposed event. ~~Each narrative question and the budget shall be reviewed as follows:~~ Event proposals will also be reviewed based on their impact on the community and promotion of tourism in Yarmouth.

Highly Advantageous - ~~Answer provides all required information and demonstrates capacity in the area noted.~~ Event proposal is complete and demonstrates an organizational capacity to carry out a successful event. Proposed event will improve the welfare of Yarmouth residents and provide a substantial benefit to Yarmouth's tourism economy by attracting additional visitors.

Advantageous - ~~Answer provides only some required information and/or demonstrates capacity in only some areas noted.~~ Event proposal is complete and demonstrates an organizational capacity to carry out a successful event. Proposed event provides community benefit and has a positive impact on Yarmouth's tourism economy.

Not Advantageous - ~~Answer provides only some required information and does not demonstrate capacity in area noted.~~ Event proposal is complete and demonstrates an organizational capacity to carry out an event. Proposed event has a negligible impact on the welfare of Yarmouth's residents and its tourism economy.

Unacceptable - ~~Answer does not provide required information and does not demonstrate capacity in area noted.~~ Event proposal is not complete and/or does not demonstrate organizational capacity to carry out a successful event.

QUESTIONS

Questions should be directed to Kyle Pedicini, Economic Development Coordinator, at 508-398-2231 x1653 or by e-mail at kpedicini@yarmouth.ma.us.

On xx, on a motion by xx, seconded by xx, the committee voted xx to approve these minutes.

Town of Yarmouth

**MINUTES OF THE COMMUNITY & ECONOMIC DEVELOPMENT
COMMITTEE MEETING OF
September 10, 2020**

The Yarmouth Community & Economic Development Committee held a Remote Business Meeting at 4:30 p.m. on Thursday, September 10, 2020. The meeting was conducted through Zoom videoconferencing.

Committee Members Present: Peter Smith, Mary Vilbon, Stephen O'Neil, Ken Smith, Jack McCormack, and Joanne Crowley

Staff: Kyle Pedicini, Economic Development Coordinator; Karen Greene, Director of Community Development; Kathy Williams, Town Planner

The meeting was opened by Peter Smith at 4:30pm

1. Drive-In Site Update

Kathy Williams, Town Planner, provided an update on activity at the Drive-In site to the committee. It was explained that the Drive-In Site Utilization Committee (DISUC) recently met on site with the event organizer for this summer to discuss how operation have gone. Event organizer Adam Epstein explained that this season has been challenging, and the site requires a diverse range of revenues streams in order to finance a first-class entertainment operation. It was explained that just movies did not produce enough revenue to finance the entire operation so live shows have had to be added. Live shows have increased the site's financial viability as an event venue but it was explained that the ability to sell alcohol on site is another crucial revenue stream that Mr. Epstein would like to be able to utilize in order to continue to use the site.

Mary Vilbon commented that Mr. Epstein's staff has done an excellent job controlling crowds from both a social distancing and noise perspective. She also commented that Mr. Epstein has offered to assist the Chamber of Commerce in setting up a Winter Carnival on the site in February 2021. Committee members expressed an interest in inviting Mr. Epstein to a future meeting to discuss site infrastructure needs.

The committee discussed the possibility of writing a letter to the Selectmen in support of granting a special alcohol license for the Drive-In site. It was noted by committee members that this license would be for select days (October 15-19 and October 22-25) and would be consistent with past events on the site such as the Irish and Country Festivals. The committee decided to submit a letter of support noting the positive impact Mr. Epstein's operations have had on the local economy, as they felt it was important for the Town to support events that draw additional visitors to Yarmouth.

On xx, on a motion by xx, seconded by xx, the committee voted xx to approve these minutes.

Vote: On a motion from Ken Smith, seconded by Stephen O'Neil, the Committee voted to submit a memo of support to the Board of Selectmen regarding the application for a Special Alcohol License at the Drive-In site for October 15-19 and October 22-25, by a vote of 6-0. The vote was conducted by roll call and Peter Smith, Jack McCormack, Stephen O'Neil, Mary Vilbon, Joanne Crowley, and Ken Smith all voted to approve.

2. Tourism Revenue Preservation Fund

Kyle Pedicini, Economic Development Coordinator, explained that the committee currently has a little over \$286,000 available in unallocated funding and \$147,447.87 available for physical improvement funding. Karen Greene, Director of Community Development, explained that Town Administration has indicated that the Town no longer needs the \$150,000 the committee set aside for Town funding, but will be requesting about \$7,000 in funds to cover employee benefit expenses. These funds could be paid out of unallocated or the personal services fund.

3. Special Events Grant Discussion

The committee discussed the 2021 Tourism Grant Special Events Program. Kyle Pedicini, Economic Development Coordinator, presented a few minor proposed changes to the application. He recommended that all application materials be submitted electronically this year with no hard copies required. Committee members agreed with this suggestion. He also questioned if the committee wanted to restrict grant funds to only be utilized for marketing expenses. Ken Smith supported this idea noting the issues the committee has had in the past with grant funds being primarily used for police details. Others expressed concern with this requirements, as it was stated that many new events need more financial assistance in other areas besides marketing. As a compromise, Karen Greene suggested that the committee could condition the approval of certain applications to only use funds for marketing expenses. Committee members agreed with this suggestion. Mary Vilbon also suggested that the Town provide a marketing template to applicants so that event marketing plans are more refined.

The agreed timeline for the program is as follows:

- Notices sent out to applicants by 10/24
- Program info session on 11/12
- Application deadline of 12/1
- Application interview on 12/3 and 12/10

Finally, the committee discuss how much funding to allocate to the Special Events program, and decided to allocate the same figure as the 2020 grant program.

Vote: On a motion from Ken Smith, seconded by Jack McCormack, the Committee voted to allocate \$100,000 from the unallocated fund for the 2021 Special Events

On xx, on a motion by xx, seconded by xx, the committee voted xx to approve these minutes.

Grant Program, by a vote of 6-0. The vote was conducted by roll call and Peter Smith, Jack McCormack, Stephen O'Neil, Mary Vilbon, Joanne Crowley, and Ken Smith all voted to approve.

4. Committee Member Updates

Jack McCormack explained that the Drive-In Site Utilization Committee (DISUC) recently reviewed met with Adam Epstein at the Drive-In site to discuss his business operations. The DISUC will be providing an update to the Selectmen at the next BoS meeting.

Joanne Crowley explained Planning Board is currently looking into how to implement the Town's visioning process under COVID-19 regulations.

Mary Vilbon explained that the Chamber recently met with Town staff to discuss amending the Town's marketing contract to reflect the new COVID-19 conditions.

5. Staff Updates

Kyle Pedicini, Economic Development Coordinator, presented the committee with two requests from 2020 Tourism Grant recipients. The first request was from the Seaside Festival, who were requesting that their 2020 Tourism Grant be shifted to 2021. Mr. Pedicini explained that there are procurement issues with this request, as the 2020 grant was made for events only in the 2020 calendar year. He also explained that in order to be consistent with how the committee handled grant funds for other canceled event, he would recommend returning the funds to unallocated.

Vote: On a motion from Ken Smith, seconded by Stephen O'Neil, the Committee voted to re-allocate \$22,500 from the 2020 Seaside Festival Fund to the newly established 2021 Special Events Tourism Grant Fund (bringing that fund's total to \$122,500), by a vote of 6-0. The vote was conducted by roll call and Peter Smith, Jack McCormack, Stephen O'Neil, Mary Vilbon, Joanne Crowley, and Ken Smith all voted to approve.

Mr. Pedicini also explained that the Yarmouth New Church has requested to amend their original grant application in order to have a virtual Chamber Orchestra concert. The request is to amend their original grant of \$2,000 to \$1,500 for the virtual event (the original \$2,000 grant was returned to unallocated when the original event was canceled). Committee members discussed whether or not a virtual event would increase Yarmouth's tourism. Ultimately it was decided that if the Yarmouth New Church agreed to play a video promoting Yarmouth tourism at the beginning of the event, it would have a positive impact on Yarmouth's brand as a tourist destination.

Vote: On a motion from Joanne Crowley, seconded by Stephen O'Neil, the Committee voted to allocate \$1,500 from unallocated fund to the 2020 Yarmouth New Church grant fund, by a vote of 5-0-1. Peter Smith abstained from the

On xx, on a motion by xx, seconded by xx, the committee voted xx to approve these minutes.

discussion and vote. The vote was conducted by roll call and Jack McCormack, Stephen O'Neil, Mary Vilbon, Joanne Crowley, and Ken Smith all voted to approve.

Mr. Pedicini also provided the committee brief updates on the ongoing CEDC-funded DPW projects. It was explained that the contracts for the two Yarmouth Port Common projects (drainage and electric) have been signed and start dates for the projects will soon be established. An update on the 2020 Beautification Team was provided, as it was explained that the positions were unfortunately unfilled and the funds went unused. Mr. Pedicini suggested that the committee could utilize these funds for a 2021 Beautification Team, and committee members stated their desire to have this request in writing for them to consider.

The topic of possibly establishing a blight reduction grant program was also presented to the committee. Mr. Pedicini explained that town staff has discussed this idea internally and feel it would be more impactful in Yarmouth than the MA Vacant Storefront Program. It was noted that a potential matching grant program could be established in Yarmouth to assist with the removal of blighted structures, and it could be administered similar to the Special Events grant program. Committee members were receptive of the initial concept and requested that the topic be placed on the agenda for the next meeting (September 24th).

6. Minutes for Review

Vote: On a motion from Stephen O'Neil, seconded by Jack McCormack, the Committee voted to approve the minutes of the August 6, 2020 meeting, by a vote of 6-0. The vote was conducted by roll call and Jack McCormack, Stephen O'Neil, Ken Smith, Joanne Crowley, and Peter Smith all voted to approve.

7. Upcoming Meetings

The next committee meeting will take place on September 24th and the committee will discuss a potential blight reduction grant program.

8. Adjourn

Vote: On a motion from Mary Vilbon, seconded by Jack McCormack, the Committee voted 6-0 to adjourn at approximately 6:30 pm. The vote was conducted by roll call and Peter Smith, Jack McCormack, Stephen O'Neil, Joanne Crowley, and Ken Smith all voted to approve.

On xx, on a motion by xx, seconded by xx, the committee voted xx to approve these minutes.

Documents provided:

- a. Agenda for the meeting
- b. TRPF Budget
- c. Special Events Program Application (redline edits)
- d. Drive-In site visitor metrics
- e. Draft minutes for August 6, 2020

Respectfully Submitted,
Kyle Pedicini, Community Development Office

DRAFT