



City of Clearwater Community Redevelopment Agency Anchor Tenant Incentive Program

A. Program Overview

The Community Redevelopment Agency's **Anchor Tenant Incentive Program** provides loan-to-grant funding to commercial property owners and/or commercial tenants to assist with interior building improvements and business start-up costs. The goal of the program is primarily to incentivize anchor restaurants and breweries (food and drink establishments) to open downtown, which in turn will help stimulate the local economy and improve quality of life for Clearwater residents and visitors.

The Anchor Tenant Incentive Program directly promotes goals and objectives of the Clearwater Downtown Redevelopment Plan, specifically:

People Goal (page. 48): Goal 1: Downtown Clearwater shall be a place that attracts people for living, employment and recreation. The City shall encourage redevelopment that will attract residents and visitors to Downtown as a recreation, entertainment and shopping destination.

Objective 1E: A variety of businesses are encouraged to relocate and expand in Downtown to provide a stable employment center, as well as employment opportunities for Downtown residents.

Objective 1F: Cleveland Street shall be maintained as Downtown's Main Street which is valued for both its historic character and scale of development and for its function as a major retail street.

Objective 1H: A variety of incentives shall be available to encourage redevelopment within the Downtown.

The Anchor Tenant Incentive Program's main objectives are as follows:

- Attract high quality restaurants and breweries to Downtown Clearwater.
- Improve the condition and appearance of downtown commercial buildings.
- Increase downtown commercial occupancy rates and property values.
- Promote Downtown Clearwater's ongoing revitalization as a waterfront dining and entertainment destination.

Eligible participants may receive loan-to-grant funding for 35% of the total interior building improvement and business start-up cost, up to a maximum of \$250,000.

Loan-to-grant funding may exceed \$250,000, go above the 35% rate, and be made available to businesses outside the food and drink category, if the CRA is presented with a unique 'catalyst' project. A catalyst project is generally defined as a business that is first-to-market and anticipated to have a catalytic impact that will promote the Downtown Redevelopment Plan's vision for a thriving downtown where people can live, work and play.

Funding for the Anchor Tenant Incentive Program will be budgeted annually by the CRA Board of Trustees; funding will be made available to participants on a case-by-case basis after review by an advisory committee and with approval from the CRA Board of Trustees.

B. Program Eligibility and Activities

Commercial property located in the Community Redevelopment Area is eligible for participation. Ad-valorem property tax exempt properties are not eligible. A property must be current in tax bills and without city liens. If a commercial tenant is applying for loan-to-grant funding, written permission from the property owner must be obtained as part of the application process. Moreover, the tenant must have a minimum 5 year lease term with the property owner.

Eligible Activities: The CRA will provide funding for interior building improvements as well as business start-up costs.

Eligible interior building improvements include:

- ADA requirements
- Florida Fire Protection Code Requirements
- Mechanicals and HVAC systems
- Plumbing and electrical
- Structure stabilization (repair and replacement of foundations, footers, load bearing walls, roofing systems)
- Room and space reconfiguration including wall relocations
- Energy efficiency improvements

Please note that all necessary permits and approvals must be obtained from the City of Clearwater before work is commenced. All work is to be performed by a licensed and insured contractor; all work must comply with the Downtown Design Guidelines of the City of Clearwater Code of Ordinances and be properly permitted by the City of Clearwater Development Services Department.

Eligible business start-up costs include:

- Rent subsidy (to be negotiated with tenant and/or landlord on a case-by-case basis.)
- Furniture, fixtures, equipment

C. Program Funding

Loan-to-Grant Funding: Loan-to grant funding will be provided to program participants for 35% of the total project cost up to a maximum of \$250,000. If a project is determined to be a unique 'catalyst' project, funding may exceed the \$250,000 level. The term of the loan will be five years from the issuance of a Certificate of Occupancy. For each year the business is open and operating, 20% of the loan will be forgiven. If after five years the business is open and operating, the loan will be forgiven entirely and converted into a grant. In the

event of default by the debtor, loans shall be secured through a UCC-1 financing statement, a personal guarantee or other instrument.

Funding Disbursement: Loan-to-grant funds will be disbursed to a program participant on a reimbursement basis. The CRA and program participant will create a payment schedule to determine project milestones. Submission of receipts, invoices and documentation will be required for payment.

D. Application and Evaluation Process

A property owner or tenant that is interested in participating in the **Anchor Tenant Incentive Program** must submit a completed and signed application (see attached) to:

City of Clearwater Community Redevelopment Agency
City Hall, 112 South Osceola Avenue, Clearwater FL 33756

Applications will be reviewed by an evaluation committee comprised of representatives from city staff. The committee's recommendation will be presented to the CRA Board of Trustees for approval.

Applications will be evaluated using the following criteria:

- Consistency with the goals of the Downtown Redevelopment Plan.
- Potential for project to attract additional businesses and to stimulate the downtown economy.
- Overall strength of business plan.
- Applicant track record and business experience.
- Investment level and source of funds from the applicant.

Interior Building Improvement Costs: If a program participant seeks loan-to-grant funding for interior building improvements, he/she must provide two written costs estimates from licensed and insured contractors itemizing the scope and cost of work. The loan-to-grant funding amount will be based off the lower of the two costs estimates.

Business Start-Up Costs: If a program participant seeks loan-to-grant funding for business start-up costs, he/she must provide a written cost estimate of all furniture, fixtures, and equipment needed to launch the business. If the participant seeks a rent subsidy, he/she must provide a copy of the lease agreement.

E. Compliance Requirements

Program participants must sign an agreement with the CRA Board of Trustees that describes their rights and obligations upon issuance of the loan-to-grant award. To ensure successful project completion, the participant shall meet the following deadlines:

- Within 60 days of execution of the Loan-to-Grant Agreement, file a "Notice of Commencement" pursuant to the requirements of the City's Planning and Development Department.

- Within 6 to 18 months of execution of the Loan-to-Grant Agreement, request a “Review of Completed Work” from the City of Clearwater.

F. Next Steps

Please complete the **Anchor Tenant Incentive Program** application and forward to Seth Taylor, CRA Director, at seth.taylor@myclearwater.com. To discuss the program in more detail, please call 727-562-4072.

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Community Redevelopment Agency Anchor Tenant Incentive Program Application

I. Applicant and Property Information

Date of Application: _____

Name of Applicant: _____

Name of Business: _____

Project/Building Address: _____

Telephone Number: _____

Cell Number: _____

Email Address: _____

Proposed Use of Improved Building Space: _____

Are there any liens or existing Code Violations on the property? _____YES _____NO

If yes, briefly explain: _____

II. Property Owner Information (if different from Applicant)

Name of Property Owner: _____

Telephone Number: _____

Email Address: _____

Business Address: _____

III. Project Financing Information

Total Project Cost: \$ _____

Bid One / Contractor Name: _____ Bid Amount: \$ _____

Bid Two / Contractor Name: _____ Bid Amount: \$ _____

Amount of Loan-to-Grant Funds Requested: \$ _____

How will the applicant portion of the project be financed? _____

IV. Project Summary

Interior Building Improvement

Please check all that apply for the proposed interior building improvement:

ADA Requirements	_____
Florida Fire Protection Code Requirements	_____
Mechanical and HVAC Systems	_____
Plumbing and Electrical Improvements	_____
Structure Stabilization	_____
Room and Space Reconfiguration	_____
Energy Efficiency Improvements	_____
Other (Please describe.)	_____

Business Start-Up Costs

Please check all that apply for proposed business start-up costs:

Rent Subsidy Request	_____
Furniture, Fixtures, Equipment	_____

V. Project Description

Please provide a summary of the proposed project and how the loan-to-grant funds will be invested. Please describe the overall scope of work and estimated timeline for project completion.

VI. Additional Documentation Required

- Proof of property ownership; or, copy of the lease.
- Documentation indicating that all property tax payments are current.
- Proof of property insurance.
- Two bids from licensed contractors with itemized cost estimate of the project.
- Complete and Signed *Uniform Commercial Code Financing Statement Form* (if applicable.)

VII. Applicant Certification and Signature

I certify that the information provided in this application is true and accurate to the best of my ability and no false or misleading statements have been made in order to secure approval of this application.

Applicant Signature _____

Print Name _____

Date _____

VIII. Property Owner Authorization

As the property owner, I hereby authorize the applicant as identified above to undertake the activities specified in this application.

Property Address _____

Property Identification Number _____

Owner Signature _____

Print Name _____

Date _____

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