



SUBJECT: Stabilization Loan Program

COMMISSION ACTION REQUESTED ON: April 4, 2018 Consent Agenda

PURPOSE: Approve changes to the Stabilization Loan Program.

HISTORY: City Manager Drumm included stabilization funds in the FY2016-17 budget. Commissioner Martin made an initial presentation at the September 7, 2016 commission meeting. The program was presented at the September 21 commission meeting and the commission made suggested edits. Additional changes were made after the October 19th commission meeting and approved at the November 2, 2016 meeting. The programs purpose is to provide additional incentives for the preservation of historic commercial structures that are in danger of being lost.

FACTS AND ISSUES: Historic structures present unique issues to their owners. Often, a building that is capable of rehabilitation / restoration languishes in a state of disrepair for lack of sufficient resources of the owner. Stabilization assistance for those structures that are in imminent danger would give the owner a “leg up” towards the rehabilitation / restoration of the structure.

Eligible buildings are contributing commercial structures located in the Central Business District & Norwich South Enterprise Zones and be in imminent danger. The applicant provides a rehabilitation / restoration plan for the building, estimates from a licensed contractor, evidence of “imminent danger” and a timeline for the overall rehabilitation / restoration of the building. The application is reviewed by the Brunswick Historic Preservation Board and the Brunswick Downtown Development Authority Board. A recommendation for approval of funding is sent to the City Commission, who authorizes the loan. A forgiveness mechanism upon full performance by the recipient is included.

The Commission has requested that the Finance Committee be included in the review / recommendation process and the definition of “Commercial Structure” has proven to be indistinct and in need of clarification.

The following changes to the program are being considered:

1. The definition of **Commercial Structure** has been changed from: “A building located in a commercial zone district that has a non-residential use at the street level. The building may be “mixed use” with upper floor residential units” to “A building located in a commercial zone district with an original commercial use and building type listed in its historic resource survey report.” This removes any ambiguity concerning the eligibility of a project. The historic resource survey sheet is already a requirement for the program and includes sections on the type of building and its original use. The intent of the program is to assist structures that were historically / originally commercial in type and use. The program is not concerned with the ultimate use of the structure, as long as the use is compliant with the properties zoning. This change will allow endangered buildings to be rehabilitated according to suggestions contained in the Congress for the New Urbanism Legacy Project report for Norwich Street. The City Attorney has reviewed and approved this language.

2. The process section has been amended to add the following: “3. The City of Brunswick

Finance Committee will review the application and make recommendation to approve or deny the loan.” This has been added at the request of the Commission.

3. The application form has been modified to include approval / denial recommendation from the Finance Committee.

BUDGET INFORMATION: These changes have no effect on the budget for this program.

OPTIONS: 1. Approve the changes; 2. Make additional changes and Approve the program with changes;

DEPARTMENT RECOMMENDATION ACTION: Approve the proposed changes to the program.

DEPARTMENT:

Prepared by: Mathew Hill - Executive Director, Brunswick DDA; *MH*

ADMINISTRATIVE COMMENTS:

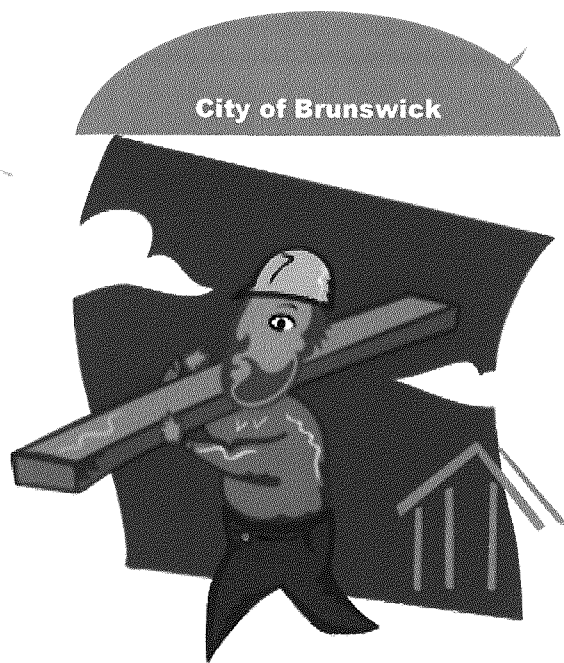
ADMINISTRATIVE RECOMMENDATION:

James D. Hill

City Manager

3-26-18

Date



Historic Stabilization Loan Application

Goal: The Historic Stabilization Loan will support the continued preservation of Brunswick's significant structures. Structures must be in imminent danger of collapse or loss of integrity in order to be eligible for the loan.

The Historic Stabilization Loan program is a joint project of the City of Brunswick, Brunswick Historic Preservation Board and the Brunswick Downtown Development Authority.

City of Brunswick
PO Box 550
Brunswick, GA 31521
Phone: 912-267-5500

Brunswick DDA
PO Box 684
Brunswick, GA 31521
Phone: 912-265-4032
Fax: 912-265-8181



General:

1. Loans are dependant on funding availability and will not exceed 30% of stabilization costs.
2. Buildings must be contributing historic commercial structures located in the following Enterprise Zones: Central Business District (downtown), Norwich Street.
3. Applications must be submitted and approved prior to starting work.
4. Building must be in imminent danger of collapse or loss of integrity.
5. The stabilization must be part of a larger restoration / rehabilitation project.
6. All loans are discretionary
7. Loan repayment will be forgiven based on compliance with rehabilitation / restoration plan & timetable.

Eligible Costs:

1. Work required for stabilization of the structure.

Ineligible Costs:

1. Documentation / inspection fees
2. Interior finish work
3. Work on structures not in imminent danger
4. Purchase of property

Definitions:

Commercial Structure: A building located in a commercial zone district with an original commercial use and building type in its historic resource survey report.

Contributing Structure: "A building within a historic district that contributes to the historic character of the district." A list of contributing structures is available at the Downtown Development Authority or Historic Preservation Board offices.

Imminent Danger: A structure which is at risk of collapse and must be secured for public safety. Evidence of Imminent Danger must be provided by a structural engineer or the City of Brunswick Building Department.

Project Progress: Progress on the project is evidenced by regular requests for inspections and evidence (pictures, contractor payments) that work is proceeding according to the approved timeline.

Application Criteria:

1. Applicant must submit evidence of imminent danger from a professional structural engineer licensed by the state of Georgia.
2. Applicants will need to submit a rehabilitation / restoration plan for the structure.
3. Applicant must submit a timeline for the rehabilitation / restoration project.
4. Must provide "before" photographs
5. A copy of the Georgia Historic Resources Survey report must be submitted with the application.

Payment:

1. Loan funds will be available in arrears on receipt of proof of payment for completed stabilization work.
2. Loan funds will be paid after stabilization work is verified by the Downtown Development Authority, Brunswick Historic Preservation Board and Brunswick Building Inspector.
3. Loan funds will be paid in one installment.
4. Loan checks will be made payable to the applicant.
5. Loan reimbursement must be claimed within 6 weeks of payment for completion of the work.

General Loan Conditions:

1. The stabilization loan will require a security deed to be placed on the property.

2. Repayment of the loan will be required if an applicant is found to have made a fraudulent application, or if, within a period of three years from the funding of the loan, the recipient cannot show progress on the restoration / rehabilitation project.

3. Loan repayment will be forgiven when the recipient fully complies with the approved rehabilitation / restoration plan as outlined in the timetable.

Process:

1. Complete the attached application and submit to the Brunswick Historic Preservation Board.

2. The Brunswick Historic Preservation Board and Brunswick Downtown Development Authority Board will review the application and make recommendation to approve or deny the loan.

3. The City of Brunswick Finance Committee will review the application and make recommendation to approve or deny the loan.

4. The City Commission will review the application, along with board recommendations and vote to approve or deny the loan. The commission may approve the loan as recommended or may make modifications.

5. The applicant will receive written notice of the loan approval or denial. If denied, a reason will be stated.

6. Once approval is granted, the applicant may proceed with the stabilization work.

7. Upon completion of the stabilization phase, the applicant submits proof of payment to contractor.

8. The work will be inspected and approved by:

- A. Historic Preservation Board
- B. Downtown Development Authority
- C. Building Inspector
- D. City Planner

9. A security deed will be recorded prior to reimbursement.

Resources:

City of Brunswick Building Inspector
601 Gloucester Street
912-279-2656

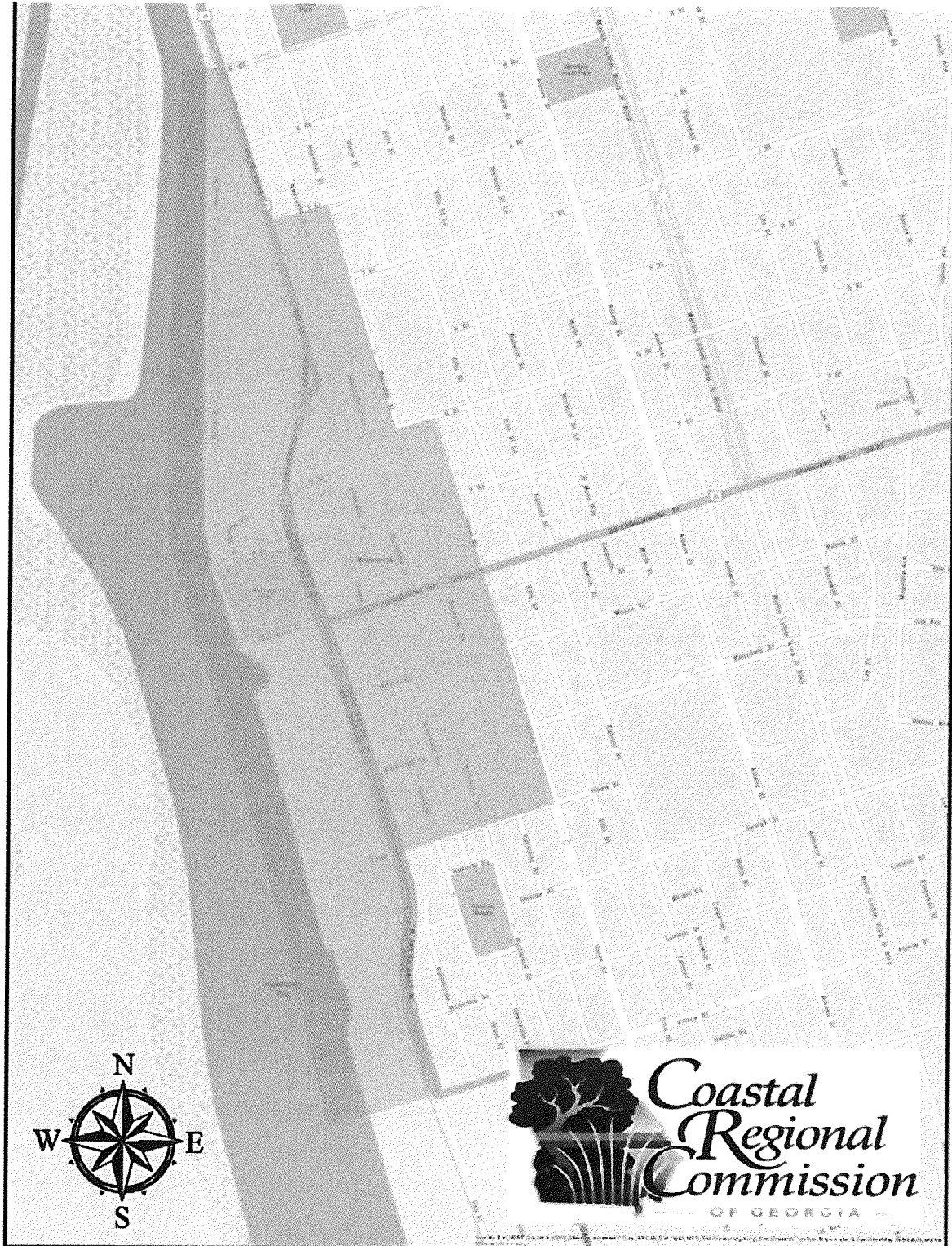
City of Brunswick Engineering Department
601 Gloucester Street, 2nd floor
912-267-5540

City of Brunswick Planning Department
601 Gloucester Street, 2nd floor
912-267-5502
912-267-5527

Brunswick Historic Preservation Board
601 Gloucester Street, 2nd floor
912-267-5527

Brunswick Downtown Development Authority
1229 Newcastle Street
912-265-4032

CBD (Central Business District) Enterprise Zone Area



Norwich Street South Enterprise Zone Area



CITY OF BRUNSWICK

601 Gloucester Street * Post Office Box 550 * Brunswick * Georgia * 31520-0550 * (912) 267-5500 * Fax (912) 267-5549

Cornell L. Harvey, Mayor
Felicia M. Harris, Mayor Pro Tem
John A. Cason III, Commissioner
Vincent T. Williams, Commissioner
Julie T. Martin, Commissioner

City Attorney
Brian D. Corry

City Manager
James D. Drumm

Historic Stabilization Loan Application

This application for a **Historic Stabilization Loan** is limited to contributing structures that are in imminent danger located in the following Enterprise Zones: Central Business District (downtown) and Norwich Street South. This program is a forgivable loan intended to assist property owners in the restoration / rehabilitation of contributing structures in danger of being lost.

Applicant Name: _____

Mailing Address: _____

Phone: _____ FAX: _____

Building Name (if known): _____

Building Address: _____

Start date: _____ Completion date: _____

Contractor: _____ Building Use: _____

Project Description: Please complete the following as fully as possible (use additional pages as required)

What will the Loan will be used for: _____

Has an application for a Certificate of Appropriateness been submitted? ☐ Yes ☐ No

CHECK LIST

Please attach the following required documentation

- ___ Evidence of imminent danger
- ___ Completed application form, signed and dated
- ___ Rehabilitation / Restoration Plan
- ___ Timeline for completion of Rehabilitation / Restoration of the structure
- ___ Estimates for stabilization work
- ___ Copy of Historic Resource survey report
- ___ Photographs detailing current condition of the structure

All information must be received by the Brunswick Historic Preservation Board office by 5:00 pm the second Friday of the month. Applications may be dropped off at: City Hall · 601 Gloucester Street · Brunswick, GA or Mailed to: Brunswick Historic Preservation Board · PO Box 550 · Brunswick, GA 31521. The board secretary may be reached at 912-267-5527

Incomplete applications will not be considered.

Applications received after the deadline will be held until the next review session. Loans are reviewed at the regular Historic Preservation Board meeting (the first Monday of each month), regular DDA Board meeting (the second Friday of each month) and Finance Committee meeting.

I declare that the information contained within this application is to the best of my knowledge accurate and complete in all respects and I accept that any funds paid will become immediately repayable in the event of any material inaccuracy or submission of false information. I accept that there is no right of appeal.

I declare that I am aware that receipt of the loan will be dependent on the successful recording of a security deed.

I acknowledge that the security deed will be released once I have completed the project as outlined in this application.

I have read and accept the terms and conditions relating to the payment of financial assistance and I acknowledge the circumstances in which the financial assistance may be reclaimed.

Signature of Applicant:_____Date:_____

Recommendation from Historic Preservation Board:

Approved:_____Amount:_____Authorized Signature:_____

Denied:_____Reason:_____Authorized Signature:_____

Recommendation from Downtown Development Authority Board:

Approved:_____Amount:_____Authorized Signature:_____

Denied:_____Reason:_____Authorized Signature:_____

Recommendation from Finance Committee:

Approved:_____Amount:_____Authorized Signature:_____

Denied:_____Reason:_____Authorized Signature:_____

GEORGIA HISTORIC RESOURCES SURVEY FORM

For use with GNAHRGIS

Resource #:

Photograph #:

Latitude/Longitude:

QUAD:

1. Resource category (circle choice):

District

Building

Site

Structure

Landscape Feature

Object

2. Basic Resource Information

a. Resource Name (historic name, if known):

b. Address

3. Registration status and Government Preservation Activity

a. GA/National Register status

b. Government preservation activity

4. Use

a. original:

b. subsequent:

c. current:

5. Date of Construction:

6. **Architectural Style** (could be a "high style" example or simply have "elements" of a style):

7. **Type** (could be building type, site type, structure type, or object type):

8. **Floor Plan** (original)

a. rooms across:

b. rooms deep:

9. **Plan Shape:**

10. Number of Stories:

11. Façade Symmetry and Front Door

a. Is front façade:

Symmetrical or Asymmetrical

b. Number of front doors:

1 2 3

c. Doorway descriptors:

Fanlight, Double door, Sidelights, Simple, Transom lights

12. **Roof**

a. **Roof Material:**

c. **Eaves & Cornices:**

b. **Roof Type:**

d. **Dormers:**