



CITY OF ELOY

**THE CITY OF ELOY
DOWNTOWN ADVISORY COMMISSION MEETING
Wednesday, May 1, 2019, 3:00 PM
City Hall Community Room
595 North C Street
Eloy, Arizona 85131**

AGENDA

- I. Call to Order**
- II. Roll Call**
- III. Call to the Public**
- IV. Motion to approve the March 6, 2019 meeting minutes of the Downtown Advisory Commission**
 - A. Copy of Draft Meeting Minutes
- V. Old Business: Possible discussion and/or action on the following:**
 - A. Update on the Main Street Arcade Renovation Program
 - B. Confirm Preparations for the May 3rd Vacant Building Tour
- VI. New Business: Possible discussion and/or action on the following:**
 - A. Review the application criteria for the Façade Grant Rehabilitation Program
- VII. Communications:**
 - A. Upcoming Move of the Chamber of Commerce
 - B. Council Acceptance of the Eloy Transit Feasibility Study
- VIII. Good of the Order**
- IX. Motion to Adjourn**

POSTED BY MONDAY, APRIL 29, 2019, BY 5 P.M. AT ELOY CITY HALL, ELOY POST OFFICE, TROY THOMAS COMMUNITY CENTER, TOLTEC COMMUNITY/SENIOR CENTER AND CITY WEBSITE: www.loyaz.gov

A handwritten signature in cursive script that reads "Mary Myers". The signature is written in black ink and extends to the right with a long horizontal flourish. Below the signature is a solid horizontal line.

Mary Myers, CMC
City Clerk

INDIVIDUALS WITH SPECIAL ACCESSIBILITY NEEDS MAY CONTACT LORENA LaSALDE-RIOS, ADA COORDINATOR FOR THE CITY OF ELOY AT 520-466-9201 OR 520-466-7455 (TDD). IF POSSIBLE, SUCH REQUESTS SHOULD BE MADE 72 HOURS IN ADVANCE. ONE OR MORE MEMBERS OF THE COUNCIL AND/OR STAFF MAY PARTICIPATE BY TELEPHONIC OR VIDEO MEANS.

**MEETING MINUTES OF
THE CITY OF ELOY
DOWNTOWN ADVISORY COMMISSION
Regular Meeting
Wednesday, March 6, 2019
3:00 PM
ELOY CHAMBER OF COMMERCE**

I. CALL TO ORDER

Chairperson Varela called the meeting to order at 3:03 p.m.

II. ROLL CALL

Members Present:

- Mark Benner
- Allen J. Crawford
- Isabel Morales
- Ralph Varela

Members Absent:

- **Dick Myers** (excused)
- **Betty Peterson** (excused)
- **Allen Crawford** (excused)
- Ex-Officio Joel G. Belloc, Mayor
(excused)

Staff/Others Present:

- Jon Vlaming, Community Development Director
- Jeff Fairman, Economic Development Specialist
- Dan Snyder, City Council member
- Scott Cloran, Property Owner

III. CALL TO THE PUBLIC

Chair Varela identified if any of the public was here. Member Benner called on Mr. Cloran, who is rehabilitating a building in the Downtown. Mr. Cloran summarized the improvements he has made.

IV. MOTION TO APPROVE THE FEBRUARY 20, 2019 MEETING MINUTES OF THE DOWNTOWN ADVISORY COMMISSION.

Member Benner made a motion to approve the January 20, 2019 meeting minutes as presented. Member Crawford seconded the motion. The motion was approved with a vote 4-0.

V. OLD BUSINESS: POSSIBLE DISCUSSION AND/OR ACTION ON THE FOLLOWING.

A. UPDATE ON THE BUILDING AND URBAN DESIGN REFINEMENTS TO THE MAIN STREET ARCADE RENOVATION PROJECT. – Mr. Vlaming introduced Mr. Matthew Trzebiatowski from Blank Studio. Mr. Trzebiatowski provided a powerpoint of the updated refinements to the façade improvements and the landscape approach. He was asked several questions and provided answers.

B. UPDATE ON THE UPCOMING CHAMBER MOVE TO THE SUNLAND VISITOR SITE. – Chairperson Varela indicated (subject to the Eloy Community Services Department completing the Museum trim work and painting) that the move would occur around May 3, 2019.

VI. NEW BUSINESS: POSSIBLE DISCUSSION AND/OR ACTION ON THE FOLLOWING:

A. VACANT BUILDING TOUR SPRING 2019 – Chair Varela called on Mr. Vlaming. Mr. Vlaming reconfirmed that the tour would occur on May the 3rd at 9 am. We will set up in the CORR building parking lot.

B. UPDATE ON THE DUSTBOWL THEATRE DELIBERATIONS. Mr. Vlaming identified that the Council was still deliberating on this topic.

C. REVIEW OF THE MAIN STREET AND FRONTIER STREET FAÇADE IMPROVEMENT GRANT PROGRAM.–Chair Varela tabled this discussion.

VII. COMMUNICATIONS:

A. UPDATE ON CITY HALL PROJECT – Chair Varela called on Mr. Vlaming. Mr. Vlaming communicated that the Staff is busy organizing and packing for the move to the new City Hall. The first day at the new City Hall will be on March 18th.

B. UPDATE ON REGIONAL ECONOMIC DEVELOPMENT STRATEGIC PLAN

–
Chair Varela called on Mr. Fairman. Mr. Fairman provided a summary overview of the work accomplished so far. The consultant has been working diligently and conducted numerous interviews and conducted a Strength, Weakness, Opportunity and Threat analysis of the City. She and her team have also been identifying and assessing key shovel ready sites and analyzing the components of the downtown that can assist economic development. She is now starting to work on preliminary “strategies” for the plan itself.

VIII. GOOD OF THE ORDER –No comments expressed due to the shortness of time.

IX. MOTION TO ADJOURN-Chair Varela asked for a motion to adjourn. Member Benner made a motion to adjourn. Commissioner Morales seconded the motion. The motion to adjourn passed 4-0 and the meeting adjourned at 4:12 p.m.

**CITY OF ELOY
REQUEST FOR COMMISSION ACTION**

Agenda Item: V.A.

Date: 5/1/2019

Date submitted:
4/26/2019

Action: Other

Subject: Update on the Main Street
Arcade Renovation Program

Date requested:
5/1/2019

TO: Downtown Advisory Commission

FROM:

RECOMMENDATION:

DISCUSSION:

FISCAL IMPACT:

**CITY OF ELOY
REQUEST FOR COMMISSION ACTION**

Agenda Item: **V.B.**

Date: **5/1/2019**

Date submitted:
4/26/2019

Action: Other

Subject: Confirm Preparations for the
May 3rd Vacant Building Tour

Date requested:
5/1/2019

TO: Downtown Advisory Commission

FROM:

RECOMMENDATION:

DISCUSSION:

FISCAL IMPACT:

**CITY OF ELOY
REQUEST FOR COMMISSION ACTION**

Agenda Item: **VI.A.**

Date: **5/1/2019**

Date submitted:
4/26/2019

Action: Other

Subject: Review the application
criteria for the Façade Grant
Rehabilitation Program

Date requested:
5/1/2019

TO: Downtown Advisory Commission

FROM:

RECOMMENDATION:

DISCUSSION:

FISCAL IMPACT:

CITY OF ELOY
MAIN STREET AND FRONTIER STREET FACADE IMPROVEMENT
GRANT PROGRAM

I. PURPOSE

The Main Street and Frontier Street Façade Improvement Grant Program promotes the revitalization of existing commercial buildings by providing financial assistance to property and/or business owners for allowable improvements. The program pertains to existing buildings fronting on both sides of Main Street between Frontier Street and 11th Street and existing buildings fronting the north side of West Frontier to the east of Washington Street and to the west of Tryon Avenue. The grant awards are intended to directly and indirectly update and improve the building exterior façade(s) that face(s) Main Street and Frontier Street. Such improvements will enhance the aesthetics and marketability of the Downtown, economically revive the community's primary downtown corridors and promote commerce.

II. GUIDELINES FOR FINANCIAL ASSISTANCE

Owners of commercial buildings or businesses on Main Street, between Frontier and 11th Streets and owners of commercial buildings or businesses on the north side of Frontier Street to the east of Washington Street and to the west of Tryon Avenue, are eligible for grant assistance from the City of Eloy to upgrade or rehabilitate their building façade(s). Financial assistance provided by the City is available on a one-time-only basis per building. However, additional applications for the same building may be made and submitted for consideration at the discretion of the City Manager. Assistance will only be available to those projects that meet these guidelines:

- Owners of buildings with multiple tenants can only receive one rebate per building.
- Applications are considered in the order that they are received, up to the amount of currently available funding.
- Applications that cannot be funded will be held at the Community Development Department and reassessed when and if funding is made available.

Applications are reviewed by the Downtown Advisory Commission (DAC). A simple majority vote in the affirmative will allow the application to be forwarded to the City Manager for his/her review and approval. The City Manager may then present the application with his/her recommendation for approval to the City Council. Final approval is decided by a simple majority vote of the City Council. The grant funds awarded by the City may be applied toward the applicable percentage of the following costs:

- a. Architectural design/construction
- b. Landscape design/construction
- c. Canopies or awnings
- d. Signage
- e. Life safety
- f. Accessibility
- g. Exterior Lighting
- h. Roofing

- i. Windows
- j. Weatherization
- k. Electrical panel up-grades
- l. Structural Wall Improvements

Types of assistance available

1. **Building Façade Rehabilitation** is a one-time, one-half rebate of up to \$10,000 for renovation activities when completing façade work only.
2. **Full Renovation Program** is a one-time, one-half rebate up to \$20,000 when addressing a minimum of four (4) of the following categories:
 - a. Architectural design/construction
 - b. Landscape design/construction
 - c. Canopies or awnings
 - d. Signage
 - e. Life safety
 - f. Accessibility
 - g. Exterior Lighting
 - h. Roofing
 - i. Windows
 - j. Weatherization
 - k. Electrical panel up-grades
 - l. Structural Wall Improvements
 - m. Demolition

III. HOW TO APPLY

1. The building or business owner(s) shall complete the application, available at the Community Development Department and the Office of the City Manager and submit it to the Community Development Department, who shall review it and deem it complete.
2. The Owner will then schedule an interview with the Director of the Community Development Department to review the application.
3. The Community Development staff will provide a copy of the application and comments to the Downtown Advisory Commission, stating that the project qualifies for the grant, qualifies for the grant with conditions, or does not qualify for the grant. The Downtown Advisory Commission will review and consider the application. It will transmit its recommendation to the City Manager for his/her review. The City Manager will provide his/her recommendation for approval, approval with conditions, or denial by the City Council. The City Council will consider the item and render its decision, which shall be final.
4. Projects requesting grant compensation for architectural/landscape design services are to be reviewed with the designer, City staff and business/property owner. The Owner shall obtain all appropriate approvals and pay any fees (i.e. site plan, building permit, sign permit, etc.) prior to any construction taking place.

5. It is incumbent on the grant applicant to provide proof of property ownership, project financing and professional design assistance to the Downtown Advisory Commission.
6. Upon approval of the City Council, the grant contract documents may be distributed for review and mutual execution.
7. The City will make its payout of the prior approved grant award at project completion, as deemed by the City. All construction payouts, approvals and waivers of lien are to be reviewed and approved by City staff prior to City payout. In the event that budgeted and appropriated amounts have been depleted, the Owner will be given priority in the following fiscal year.

IV. CONFORMANCE AND ARBITRATION

A. The City of Eloy and its Downtown Advisory Commission will review all design submittals and have input into the final appearance of building facades. The review of the Commission is not binding, but it will serve as the design review agent for the City of Eloy. In addition to design review, each project will be reviewed by City staff for building code compliance. The City Council will decide if the project is approved or disapproved. If approved, or approved with conditions, the project is eligible for City grant assistance. If disapproved, the project is ineligible for grant assistance.

B. If the recommendation of the Downtown Advisory Commission differs from that of City staff, the City Manager will disapprove the project. In this event, the applicant will have the ability to submit its application to the Planning and Zoning Commission. The submittal must be made within thirty (30) calendar days of the date of the DAC decision. If submitted within 30 days, the Planning and Zoning Commission will consider whether the project is eligible for assistance from the City and it will make its recommendation for approval, approval with conditions or denial to the City Council. The decision of the City Council is final.



Application for the Main Street and Frontier Street Façade Improvement Grant Program

Name of Property/Business Owner: _____

Daytime Phone: _____ Email: _____

Owner Address: _____

Pinal County Assessor Parcel Number (APN) of Property to be improved: _____

Please provide a brief description of the project and improvements (drawings, cost estimates and other supporting documentation should be submitted with this application):

Type of Assistance Requested:

- Building Façade Rehabilitation (33-1/3 percent up to \$10,000)
- Full Renovation Program (50 percent up to \$20,000)

Architect/Landscape Architect (if applicable): _____

Contractor/Registrar of Contractor's (ROC) Number _____

Address: _____

Phone: _____ Email: _____

Contractor: _____

Registrar of Contractor's (ROC) Number _____

Address: _____

Phone: _____ Email: _____

Date of Application: _____

Signature of Applicant(s): _____

(FOR OFFICE USE ONLY)		
Accepted By:	Date Accepted:	CASE NO: