

I. CALL TO ORDER

II. MINUTES

- a. Consider approving the minutes from the February 4, 2025 meeting.

III. ACTION ITEMS

- a. Consider a request from the Montgomery County Action Council to participate in the Team Kansas membership.
- b. Consider an incentive program for new construction in established neighborhoods.
- c. Consider changes to the Demolition Cost Share Program.

IV. DISCUSSION

- a. Review the Neighborhood Exterior Grant as modified.
- b. Review the Downtown Building Grant as modified.

V. ADJOURNMENT



**REQUEST FOR ECONOMIC DEVELOPMENT
ADVISORY BOARD ACTION
CITY OF INDEPENDENCE
APRIL 1, 2025**

Department Finance

Prepared By

AGENDA ITEM Consider approving the minutes from the February 4, 2025 meeting.

SUMMARY RECOMMENDATION

BACKGROUND

SUGGESTED MOTION

SUPPORTING DOCUMENTS

1. February 4, 2025 EDAB Minutes

Minutes of the Economic Development Advisory Board's February 4, 2025 Meeting

I. Call to Order

Present: Chuck Goad, Jim Kelly, Rod Zinn, Wayne Stephany, Keith Stone

Absent: Jason Curtis, Lori Kelley

II. Minutes

- a. Consider approving the minutes from the January 7, 2025 meeting.

Motion:

**On the motion of Wayne Stephany, seconded by Jim Kelly the Commission
Motion to approve..**

Aye: Chuck Goad, Jim Kelly, Rod Zinn, Wayne Stephany, Keith Stone

Nay: None

III. Action Items

- a. Consider an incentive program for new construction in established neighborhoods.
April presented a new program, Independence Homeownership Development Program (IHDP)

Add bonafide developer exception and definition

Will bring this back at the next meeting

- b. Consider changes to the Neighborhood Exterior Grant Program
**Strike #1, make it one of two requirements & switch the order
CDU code Average Minus - add a link to look this up
Med. home value ~\$100,000 keep
Add located in City Limits
Ineligible Improvements - new home construction**

Motion:

**On the motion of Rod Zinn, seconded by Jim Kelly the Commission I move to
recommend the changes as presented. .**

Aye: Chuck Goad, Jim Kelly, Rod Zinn, Wayne Stephany, Keith Stone

Nay: None

- c. Consider changes to the Downtown Building Grant

**Add sources and uses of funding and attest statement that the above is
accurate to the best of my knowledge.**

Motion:

On the motion of Wayne Stephany, seconded by Jim Kelly the Commission

Minutes of the Economic Development Advisory Board's February 4, 2025 Meeting

Motion to approve as presented..

Aye: Chuck Goad, Jim Kelly, Rod Zinn, Wayne Stephany, Keith Stone

Nay: None

d. Consider changes to the Demolition Cost Share Grant.

Tabled to bring back at the next meeting.

IV. Discussion

V. Adjournment

Motion:

On the motion of Jim Kelly, seconded by Rod Zinn the Commission Motion to adjourn..

Aye: Chuck Goad, Jim Kelly, Rod Zinn, Wayne Stephany, Keith Stone

Nay: None



**REQUEST FOR ECONOMIC DEVELOPMENT
ADVISORY BOARD ACTION
CITY OF INDEPENDENCE
APRIL 1, 2025**

Department Finance

Prepared By Lacey Lies

AGENDA ITEM Consider a request from the Montgomery County Action Council to participate in the Team Kansas membership.

SUMMARY RECOMMENDATION

BACKGROUND From a historical perspective, MCAC signed up at the Tier 2 level in 2024 and again in 2025 (\$2,500 investment for 3 general events/year).

After a successful SEK Day on the Hill event in early February, our local leaders discussed how we can team up as a county to attract the Team Kansas Familiarization Tour in 2026 to our community. This led to further one-on-one discussions with our local city leaders and chambers and has resulted in the following monetary commitments for the duration of 2025:

- **Coffeyville** matched MCAC's \$2,500 investment, which brings us to Tier 3 (\$5,000 total investment for 5 general events). *The city and chamber went in 50/50 for their \$2,500 contribution.*
- **Cherryvale and Caney** are each investing \$1,250 (smaller communities) which gets us a 2nd Tier 2 membership (3 general events). *The City of Cherryvale paid the full \$1,250 and City of Caney is doing the same, although Caney and the Betterment Group have discussed splitting the cost in the future.*

We're asking **Independence** to match our \$2,500 investments, which can be pooled with Caney & Cherryvale's investment to bring the 2nd Tier 2 membership to Tier 3 (5 general events) **OR** we can combine two (2) Tier 3 memberships for a \$10,000 Tier 4 membership, which gets us 2 premium events + 3 general events.

We have the flexibility to join funds and forces for the Tier 4 level **OR** we can have (2) Tier 3 memberships in 2025.

The benefit of pooling all funds for the \$10,000 Tier 4 level is attending premium events (see sheet for premium vs. general event descriptions).

The benefit of separating into two (2) Tier 3 memberships is we can attend twice as many events (10 general events) or two representatives from Montgomery County can attend the same 5 events.

A single membership allows us to have 1 representative attend general and premium events, but I'll point out that all of us can attend the annual "Membership Events" like the various

receptions at Cedar Crest in Topeka (great networking opportunity with our peers, our Governor and Lieutenant Governor).

SUGGESTED MOTION

SUPPORTING DOCUMENTS

1. Team Kansas Membership Guide 2025



Join the Best Team in Kansas

Team Kansas is a unique organization committed to showcasing the best of Kansas to the world. Our mission is to attract businesses, site selectors, industry leaders, and partners by sharing Kansas's strengths on a national and global scale. Through unparalleled events, strategic connections, and dynamic partnerships, we build relationships that bring investment, jobs, and opportunity to every corner of the state.

Kansas has firmly established itself as a leader in economic development from coast to coast. As the state continues to grow and position itself as the best place to do business, the value of a membership to Team Kansas grows. By joining today, you'll unlock exclusive benefits and connections that set your business or community apart. Members gain access to national and international site selectors at events specifically designed to explore emerging opportunities in economic development.

Kansas's success is no coincidence—with four consecutive Gold Shovel Awards from Area Development magazine and back-to-back Governor's Cups, the state is now recognized as a national powerhouse. Since the start of the Kelly administration in 2019, Kansas has attracted more than \$21 billion in committed private sector investment to the state. This historic milestone has resulted in commitments to create or retain more than 70,000 jobs with 1,362 successful projects in 87 of Kansas' 105 counties.

Team Kansas events for 2025 expand on what we've achieved in previous years and represent a bold new direction. From site visits and trade missions to high-impact events hosted right here in Kansas, these opportunities are designed to connect you with top leaders and decision-makers from across industries. Together, with collaborations involving companies, universities, economic development organizations, and the Department of Commerce, we deliver a unified approach to economic growth.

Help showcase our historic and record-breaking success and be part of the state's leading initiative to guide the Kansas economy to even greater heights. With Team Kansas, you'll join a powerful network working to bring new jobs, investment, and economic prosperity to the state.

Now is the time to join a winning team with unparalleled access, influence, and opportunity. Together, we'll build the future of Kansas—bigger, bolder, and better.

Members are invited to join us throughout the year for exclusive gatherings that connect you directly with site selectors, industry leaders, and state officials—both within Kansas and across the country.

While the exact details will be unveiled soon, here's a preview of the types of events you can expect in 2025. These high-level experiences provide a powerful platform to grow your network, gain insights, and contribute to the future of Kansas.



01. Exclusive Site Selector Events

Get direct access to national and international site selectors at intimate gatherings designed to build relationships and explore new business opportunities. Whether over dinner or in private meetings, these interactions allow members to present their businesses, learn about economic development trends, and discover what decision-makers are seeking in future site locations.

02. Kansas Familiarization Tours

Showcase the best of what Kansas has to offer by participating in tours with key decision-makers and site consultants. These exclusive tours highlight Kansas's competitive advantages—from infrastructure and workforce to innovation hubs and growth sectors—while providing members with unique opportunities to make connections that drive investment into the state.

03. Regional and National Networking Opportunities

Throughout the year, join us for high-profile networking events hosted both in Kansas and in key markets around the U.S. These events are designed to strengthen relationships with regional partners, site selectors, and economic developers, positioning Kansas as a premier destination for business. Past events have included meet-and-greets at major sporting events, strategic dinners in business hubs like Dallas and Los Angeles, and site consultant gatherings in cities like Indianapolis.

04. Global Business Development Initiatives

Expand your horizons by participating in international trade missions and outreach opportunities. Members will engage with global partners and investors to promote Kansas's products, services, and economic potential. These events are an opportunity to build relationships that open doors to new markets and attract international businesses to the state.

05. Collaborative Events with Key State Leaders

Team Kansas events offer members unique access to state leadership, including the Governor, Lt. Governor, and the Department of Commerce. Through small-group strategy sessions, executive briefings, and exclusive gatherings like the annual membership meeting at the Governor's Mansion, members gain insights into the latest developments impacting Kansas's economy and have opportunities to shape strategic initiatives.



Join the Team

TEAM KANSAS

Name

Address

City

Zip

Email

Tier Choice

Tier 1 \$1,000 annual pledge allows participation in one general event.

Tier 2 \$2,500 annual pledge allows participation in three general events.

Tier 3 \$5,000 annual pledge allows participation in five general events.

 **Tier 4** \$10,000 pledge allows participation in two premium event plus three general events.

 **Tier 5** \$15,000 annual pledge allows participation in two premium events plus four general events.

Please submit this document along with payment to:

Team Kansas
PO Box 5435
Topeka, KS 66605

Premium Events

Tier 4 and Tier 5 Members

🌾 April 19

Sporting KC at San Jose Earthquakes
San Francisco Bay Area/ Silicon Valley

🌾 May 11-14

Select USA
Washington, DC

🌾 May 19-20

ICSC
Las Vegas, NV

🌾 June 19

Royals vs Rangers
Dallas, TX

🌾 July 2025

Porsche Driving Experience
Atlanta, GA

Domestic Events

June 2025

Texas Site Selectors Luncheon
Austin, TX

July 2025

SoCal Site Selectors Evening Event
Los Angeles, CA

October

Chicago Site Selectors Dinner
Chicago, IL

October

American Royale BBQ w/ Site Consultants
Indianapolis, IN

October 18-22

IAMC Fall 2025
Indianapolis, IN

November 18

Kansas vs Duke
Madison Square Garden - NY

Membership Events

Included for all membership tiers

May 2025

Cedar Crest Reception
Topeka

November 2025

Cedar Crest Holiday Party
Topeka

October 2025

KU Endowment Suite
Lawrence



Familiarization Tour

July 25-August 3

Dodge City Fam Tour Experience
Dodge City Days

International Events

September 7-9

Midwest US-Japan Association Conference
Osaka World Expo
Osaka, Japan



Market Discovery

Smaller market events with in-house luncheon & presentation to an accounting or site selection firm limit to 2-3 TK members as first time doing this as a test in that market.

Nashville, TN

Minneapolis, MN

Based on your Team Kansas participation level, you are eligible to sign up for the corresponding number of events. Please prioritize the top events you are interested in participating in by placing a 1, 2, 3, etc. in the box next to the event. Each event has a limited number of community spots available.

We will do our best to accommodate your preferred event, however we need to ensure each event has sufficient community participation. If we do have an opening for an event, Commerce will contact Team Kansas members to determine interest in the open slot for the event.



**REQUEST FOR ECONOMIC DEVELOPMENT
ADVISORY BOARD ACTION
CITY OF INDEPENDENCE
APRIL 1, 2025**

Department Finance

Prepared By April Nutt

AGENDA ITEM Consider an incentive program for new construction in established neighborhoods.

SUMMARY RECOMMENDATION

BACKGROUND Independence Homeownership Development Program (IHDP); Supporting Growth, Strengthening Community

The **Independence Homeownership Development Program (IHDP)** is an initiative by the **City of Independence, Kansas**, designed to encourage residential growth and enhance community development. This program offers a **\$5,000 financial incentive** for the construction of new, single-family, owner-occupied homes within designated areas of the city.

SUGGESTED MOTION

SUPPORTING DOCUMENTS

1. IHDP Draft Revision 03262025

Independence Homeownership Development Program (IHDP)

Supporting Growth, Strengthening Community

The **Independence Homeownership Development Program (IHDP)** is an initiative by the **City of Independence, Kansas**, designed to encourage residential growth and enhance community development. This program offers a **\$5,000 financial incentive** for the construction of new, single-family, owner-occupied homes within designated areas of the city.

Eligibility Requirements

To qualify for the **IHDP**, applicants must meet the following criteria:

- ✓ The home must be **newly constructed (building permit issued within the previous 18 months), single-family, and owner-occupied.**
 - ✓ The property must be **awarded a Certificate of Occupancy.**
 - ✓ **Mobile homes do not qualify.**
 - ✓ **Development must be within the eligible designated location** (*see map for designated area*).
 - ✓ All construction must comply with **Independence's Zoning Regulations and Building Codes.**
 - ✓ **Proof must be provided that all property taxes (personal and business) are current.**
 - ✓ **All city bills must be current for all properties under the applicant's name or ownership.**
-

Application Process

Applicants **may apply upon receipt of a Certificate of Occupancy** and must submit the following documentation:

- ✂ **Copy of the Building Permit**
- ✂ **Proof of Ownership**
- ✂ **Completed Form W-9**
- ✂ **Final Inspection Report**
- ✂ **Verification of current property tax payments (personal and business)**
- ✂ **Proof that all city accounts associated with the applicant are current**
- ✂ **Certificate of Occupancy**

Bona Fide Developers and builders may apply once the home is **fully constructed and ready for sale.**

Definition – Bona Fide Developer:

A bona fide developer is an individual or entity actively engaged in real estate development with the intent to construct, improve, or rehabilitate residential, commercial, industrial, or mixed-use properties for sale or lease. The developer must demonstrate a track record of similar projects or provide a business plan that shows both the intent and ability to complete the proposed project. This definition ensures the developer is genuinely engaged in substantial property development—not merely holding or transferring property.

Program Guidelines

- The program supports the construction of **4 homes per year**.
 - Incentives are granted on a **first-come, first-served basis**.
 - Program funding and continuation are subject to **annual commission approval and budget availability**.
-

How to Apply

Applications are available at:

 **Independence Housing Authority or Assistant City Manager – City Hall**
 **120 North 6th Independence, KS City Hall**

For more information, please contact **April Nutt (620) 332-2536** or apriln@independenceks.gov.

 **View the map of designated eligible locations** [Map Link].

The **Independence Homeownership Development Program (IHDP)** is an excellent opportunity to invest in **Independence, Kansas**, and contribute to the city's long-term growth. Take advantage of this incentive and help build a stronger community!



**REQUEST FOR ECONOMIC DEVELOPMENT
ADVISORY BOARD ACTION
CITY OF INDEPENDENCE
APRIL 1, 2025**

Department Finance

Prepared By Lacey Lies

AGENDA ITEM Consider changes to the Demolition Cost Share Program.

SUMMARY RECOMMENDATION

BACKGROUND At first glance, removing homes may seem at odds with the City of Independence's top priority—increasing housing opportunities. However, the demolition of homes plays a crucial role in revitalizing neighborhoods by eliminating unsafe, blighted structures and making room for new, higher-quality housing and community investments. Blighted properties, which often sit vacant and deteriorating, reduce property values, attract crime, and discourage future development. By assisting property owners with demolition costs, the City is actively working to remove these barriers to growth and create opportunities for new homes, green spaces, and redevelopment projects that better serve residents. This initiative does more than just clear out deteriorated buildings—it helps restore community pride, increase public safety, and encourage investment in Independence's neighborhoods. A well-maintained environment attracts homebuyers, businesses, and developers, ultimately leading to more housing options and a stronger local economy.

Pros:

- Eliminates Blight & Improves Safety – Removes unsafe, abandoned, and deteriorating structures that attract crime, pests, and fire hazards.
- Encourages Investment & Redevelopment – Cleared lots can be repurposed for new housing, green space, or community projects, increasing property values and neighborhood appeal.
- Enhances Neighborhood Aesthetics & Property Values – Eliminating blighted properties improves curb appeal and encourages homeownership and business investment.
- Supports Low-Income Homeowners – Provides financial relief for those who may not have the means to remove dangerous structures, preventing financial hardship.
- Reduces Code Enforcement Burden – The City spends fewer resources issuing code violations and handling complaints regarding dilapidated structures.

Cons:

- Potentially Rewards Negligence – Property owners who allowed homes to deteriorate receive financial assistance while still retaining land ownership, which some see as an unfair benefit.
- Limited Funding & High Demand – The City may not have sufficient resources to fund all eligible demolitions, leaving some properties blighted.

- No Guarantee of Redevelopment – There is no mechanism ensuring that once a structure is removed, the land will be used for new housing or productive purposes.
- Administrative Burden – The program requires staff time for application review, inspections, and reimbursement processing, which may strain City resources.
- Possible Misuse of Funds – Some property owners may take advantage of the program to avoid personal financial responsibility for neglected properties.

Potential Revisions to Improve the Program

1. Implement a Property Redevelopment Requirement
 - Require property owners to submit a redevelopment plan before receiving demolition assistance. This could include building a new home, selling to a developer, or converting to community use within a set timeframe.
2. Ownership Transfer Incentives
 - Provide greater incentives for property owners willing to sell vacant lots to the City, a land bank, or a qualified developer rather than retaining ownership post-demolition.
 - The City could offer a higher reimbursement rate for demolition if the property is sold for redevelopment.
3. Sliding Scale for Reimbursement
 - Instead of a flat 50% or 100% reimbursement, tie the level of City funding to property history and maintenance records.
 - Example:
 - Full reimbursement for long-term owners with financial hardship.
 - Lower reimbursement (25-50%) for owners with repeated code violations.
4. Priority-Based Demolition
 - Establish a ranking system for approving demolition funding, prioritizing:
 - Properties in high-visibility or high-growth areas
 - Structures posing immediate safety hazards
 - Vacant lots with redevelopment interest
5. Land Use Agreements
 - If a property owner retains ownership, require a binding agreement that the vacant lot will be maintained and not left in a neglected state post-demolition.
 - Consider a right-of-first-refusal clause, allowing the City or a land bank to purchase the property at fair market value if it remains undeveloped for a set period.
6. Public-Private Partnerships
 - Work with local developers, nonprofits, and community organizations to match vacant lots with redevelopment projects, such as affordable housing or green space initiatives. By making these changes, the City can retain the benefits of blight removal while ensuring responsible land use, preventing program abuse, and aligning better with housing development goals.

SUGGESTED MOTION

SUPPORTING DOCUMENTS

1. Demolition Cost Share Grant



CITY OF INDEPENDENCE DEMOLITION COST SHARE PROGRAM

SECTION 1. GENERAL PROVISIONS

1.1 Purpose

The purpose of the program is to assist property owners with demolition cost of blighted structures in Independence.

1.2 Eligibility

All property owners meeting the following criteria will be eligible to participate in the Cost Share Program for qualified demolition of blighted structures upon available funding.

1. Property must be located within the City of Independence.
2. Property must be vacant, and all utilities should be disconnected and removed.
3. The Property Real estate taxes must be paid and current.
4. City utility bills must be current on all properties in the applicant's name or ownership.
5. Demolition must be completed within 90 days of approval.

1.3 Self-imposed Constraints

Failure of a property owner to participate in the Cost Share Program in no way relieves the property owner to make required repairs. The failure to participate in the Cost Share Program may be due to lack of interest by the property owner or lack of available City funds.

SECTION 2. PROGRAM REQUIREMENTS

2.1 Application

The property owner must fill out the Demolition Cost Share Program Application and return it to City Hall with all requested documentation for review by the City Clerk's office prior to work commencing.

2.2 Notice of Eligibility

The City Clerk's office will notify the applicant of the approved funding.

2.3 Contracting a Licensed Contractor

The applicant must contract with a licensed Contractor in the City of Independence for the demolition of said property.

2.4 Permits

A Demolition permit or inspection report sheet will be issued by the City Building Department. Any fees for issuance of such permit will be waived.

2.5 Inspections

During demolition of any property, the City Building Inspector must complete an inspection. Multiple inspections may be required. The City Building Inspector must sign off on a completed inspection, attesting that satisfactory work was performed. If such inspection is not completed, the City will not reimburse the cost until corrective action is taken.

2.6 Request for Reimbursement

After the acceptance of the work, the applicant must submit a signed statement and receipts for the labor and material cost of the qualified demolition. A payment will then be issued in the amount of the City's share naming the property owner as payee if proof of payment is provided. If no proof of payment is provided, the City will issue a check to the licensed Contractor. Requests for reimbursement must be submitted within 90 days of the application approval date.

SECTION 3. PAYMENT LIMITS

3.1 General

Property owners qualifying as low-income will be eligible for 100% reimbursement of the applicant's cash expenditure for labor and materials related to demolition, up to \$6,000 per property in a 12-month period.

Property owners that do not meet the low-income requirements will be eligible for 50% reimbursement of the applicant's cash expenditure for labor and materials related to demolition, up to \$3,000 per property in 12-month period.

3.2 Qualified Low-Income Requirements

To qualify as a low-income, the applicant must show proof that they meet one of the following criteria:

1. Applicant qualifies as low-income using the thresholds set by the U.S. Department of HUD for the state of Kansas in Montgomery County.
2. Applicant's immediate family participates in the free lunch program in area schools.
3. Applicant qualified in the previous tax year for IRS tax programs which identify low income, such as the Earned Income Tax Credit.
4. Applicant qualifies for other recognized State or Federal programs which identifies the applicant as meeting low-income criteria.

APPLICATION FOR PARTICIPATION IN DEMOLITION COST SHARE PROGRAM

**This application must be completed by the property owner and returned to:
City Hall, 811 W. Laurel Street, prior to work commencing.**

1. Address of property: _____
Independence, Kansas 67301
2. Name on record with the City Water Department for above property: _____
3. Property owner's name: _____ Phone: _____
4. Address of property owner: _____
5. Do you meet any of the following criteria? **If so, please provide supporting documentation.**
 - 5a Immediate family participates in the free lunch program in area schools. [] YES [] NO
 - 5b Qualified in previous tax year for IRS tax programs which identify low-income, such as the Earned Income Tax Credit. [] YES [] NO
 - 5c Qualifies for other recognized State or Federal programs which identify low-income criteria. [] YES [] NO

If you do not meet any of the criteria in (5) above, but believe you qualify as low-income, please fill out page 2 of this application.

I attest that all information provided is complete, accurate, and true.

Signature of Applicant

Date

Signature of Spouse

Date

APPLICATION FOR PARTICIPATION IN DEMOLITION COST SHARE PROGRAM

Please complete this section only if you marked "NO" to questions 5a-5c on page one of this application,
but believe you should qualify for the additional low-income assistance.

1. List all person(s), including yourself, who reside in the property owner's household, whether related or not:

Name	Date of Birth	Soc. Sec. #	Relationship
			SELF

2. Annual Household Income for previous 12 month period. \$ _____
Please include all household income. **Supporting documentation must be provided.**

3. List all sources of income for the household.

Source (Name of Employer/Agency)	Name of Recipient	Monthly Amount Received

I attest that all information provided is complete, accurate, and true.

Signature of Applicant

Date

Signature of Spouse

Date



**REQUEST FOR ECONOMIC DEVELOPMENT
ADVISORY BOARD ACTION
CITY OF INDEPENDENCE
APRIL 1, 2025**

Department Finance

Prepared By

AGENDA ITEM Review the Neighborhood Exterior Grant as modified.

SUMMARY RECOMMENDATION

BACKGROUND

SUGGESTED MOTION

SUPPORTING DOCUMENTS

1. Neighborhood Exterior Grant Program and Application-03.25.25



Independence Neighborhood Exterior Grant Program

This program administered by the City of Independence in conjunction with the Independence Housing Authority helps homeowners in the City of Independence reinvest in their properties and improve neighborhoods. Two (2) or more neighboring homeowners must submit co-applications to participate. The City of Independence will reimburse each co-applicant a portion of the actual costs of improvements to their homes.

The program begins March 1st and runs until program funding is exhausted.

Homeowner Investment	Reimbursement (50%)
\$1,000 (minimum per co-applicant)	\$500
\$5,000	\$2,500
\$10,000+	\$5,000 (maximum per co-applicant)

Eligibility

To take part in the Neighborhood Exterior Grant Reimbursement Program a property cannot be located in a flood plain and must meet one of two requirements: 1) Your property must have a Condition, Desirability, and Utility (CDU) rating of Average Minus or below by Montgomery County or 2) your property must be valued at \$100,000 or less by Montgomery County records.

To learn more about your home's CDU rating and value, visit the Montgomery County public parcel search page at <https://montgomery.kansasgov.com/parcel/>

Eligibility - Continued

To qualify to participate in the Neighborhood Exterior Grant Program, applicants must meet the following:

- Non-apartment residential properties (A.D.U.'s, duplexes and triplexes are eligible).
- **Applicant must have a partnering neighbor within line of sight of as a co-applicant. No single property applications will be accepted.**
- The property's real estate taxes must be paid and current.
- City utility bills must be current on all properties in the applicant's name or ownership.
- You must provide proof of adequate property insurance on the property.
- The improvements must meet Independence city code and applicable building codes.
- The improvement must not be paid for using an insurance settlement or other governmental funding.
- A minimum of \$1,000 in eligible improvements is required per co-applicant.
- Previous improvements may not be considered for reimbursement.
- Minimum exterior inspection requirements must be met. If an applicant fails an item at inspection, said item must be corrected prior to application approval or must be addressed within proposed improvements (see Inspection document for details).
- Each structure containing a dwelling qualifies for an individual application if they have their own 911 address and separate utilities.

Eligible Improvements include:

- Façade restoration
- Exterior painting or siding
- Masonry
- Window and door repair or replacement
- Awnings
- Gutters
- Exterior lighting or electrical work
- Building additions
- Front porch repair
- Roofs
- Driveway repair or installation
- Landscaping (limited to 20% of the total project if not related to integral components of the structural integrity)
- Tree removal (limited to 20% of the total project if not related to integral components of the structural integrity)
- Garage (attached or detached)
- Carport
- Accessory Dwelling Unit (ADU) – Must be occupied as an active rental in compliance with City Code for five years after receiving the grant or funds must be repaid

Ineligible Improvements include:

- Work completed prior to grant approval
- Fences
- Decks
- Patios
- Play equipment
- Lawn care or maintenance
- Swimming pools or spas
- Playhouse
- Workshop
- Storage Shed
- Pool House
- Greenhouse
- New home construction
- Detached Rec Room, Den, Craft/Hobby Room, Office, or any other detached structure not specifically listed as being eligible

Note, the City reserves the right to determine if a proposed improvement meets program requirements.

How to Apply and Program Process

- The City will start accepting applications on March 1st at 8 a.m.
- Grant money will be distributed on a first come, first served basis until all funding is appropriated.
- Applications can be emailed to davidc@independences.gov or received at City Hall, 120 N. 6th St., Independence, KS, 67301. Attn: Neighborhood Exterior Grant Program
- Applicants will be notified within **30** business days of completed application. An application is not considered complete until both co-applicant applications are received.
- **Work may not begin until the grant approval date. Any prior work will not be considered in the**

project cost.

- Projects must start within 120 days of approval. Extensions may be granted with written approval prior to the 120-day deadline.
- Projects must be completed within 120 days of the start date. Extensions may be granted with written approval prior to the 120-day deadline.
- Contractor(s) utilized to perform improvements must have a current Independence Occupational license, and if appropriate, professional license.
- All participating rentals must have a landlord license.
- Must pass a minimum exterior inspection.
- This program will only reimburse the labor costs of the labor provided by a third-party contractor.
- All receipts (labor and material) must be submitted at the same time.
- City staff will perform a post-project inspection to verify project completion and compliance.
- Limited to \$5,000 in Neighborhood Exterior Grant monies per property per 5 years.



Independence Neighborhood Exterior Grant Program Application

To be completed by the applicant:

Owner of Record (must be applicant): _____

Phone: _____ Email: _____

Mailing Address: _____ Property Address: _____

Property Type: ☐ Single-Family Residential ☐ Multi-Family Residential
 ☐ Owner-Occupied ☐ Rental Property

Description of Proposed Improvements:

Anticipated Project Start Date: __/__/__ Estimated Total Cost of Improvements: \$_____

Anticipated Project Completion Date: __/__/__

Co-Applicant: _____ Property Address: _____

Co-Applicant: _____ Property Address: _____

Co-Applicant: _____ Property Address: _____

Required supplemental documentation:

☐ Copy of current homeowner's insurance policy

☐ Paid Property Tax Receipt ☐ Bids/Quotes/Estimates to support estimated project cost

By signing below, I understand the project must begin after an approval letter has been received and within 120 days of the application approval date. If outside of the applicable timeframe, reimbursement may not occur. I certify that to the best of my knowledge all the information that I provide is truthful and factual. I understand that this is a City program, and all application and project information may be subject to Kansas open records laws. I understand that by participating in the Neighborhood Exterior Grant Program, I give my consent for City staff to enter my property to make inspections related to the program and that photos taken of my property can be used in City promotional materials. Monies granted through this program will be reported on IRS Form 1099-G.

Signature of applicant (owner): _____

Date: __/__/__

SSN: _____

Applications may be emailed to: davidc@independenceks.gov or sent to:
City Hall, 120 N. 6th St., Independence, KS, 67301. Attn: Neighborhood Exterior Grant Program

FOR CITY OFFICE USE BELOW

___ Appropriate Property Type

___ CDU Rating (must be Average minus or under per County records)

___ Property Value (must be \$100,000 or less per County records)

___ Property is not located in the flood plain

___ Rental License Current (if applicable)

___ Eligible Co-Applicant Co-Applicant Name: _____ Address: _____

___ Improvements are Eligible for Grant

___ Estimated Improvements over \$1,000 (supporting documents substantiating cost also received)

___ Real Estate Taxes Current

___ City Bills Current

___ Copy of Homeowner's Insurance Received

___ Before Pictures Taken

___ Funding Available

___ Building Permit Required (Yes/No)

___ Building Permit Issued Permit No. _____

Initial Inspection of Property/Project: ___/___/___ See Attached Inspection Sheet

Application Approval Date: ___/___/___ Approved By: _____

Project Check – 120 Days: ___/___/___ Checked By: _____ Date: ___/___/___

Project Check – Ext. Date: ___/___/___ Checked By: _____ Date: ___/___/___

Project Completion Date: ___/___/___ Reviewed By: _____

Program Close-Out Documentation

___ After Pictures Taken

___ Improvements Meet City Code and Building Requirements

___ Payment Submitted to Accounts Payable (50% of eligible receipts, up to \$5,000)

 Date: _____ Amount: \$ _____ By: _____

 Account 025-010-80510 Property Address: _____

 Payee: _____ SSN/TIN: _____



**REQUEST FOR ECONOMIC DEVELOPMENT
ADVISORY BOARD ACTION
CITY OF INDEPENDENCE
APRIL 1, 2025**

Department Finance

Prepared By

AGENDA ITEM Review the Downtown Building Grant as modified.

SUMMARY RECOMMENDATION

BACKGROUND

SUGGESTED MOTION

SUPPORTING DOCUMENTS

1. Downtown Building Grant_3.25.25



INDEPENDENCE DOWNTOWN BUILDING GRANT

The Downtown Independence Building Grant Program is established for the sole purpose of aiding in the preservation of the structural integrity of existing commercial buildings located within the Central Business District of the City of Independence to maintain the economic stability of the Central Business District. This grant provides a 25% reimbursement for eligible expenses with a maximum funding of \$25,000 per building.

Neighborhood Revitalization District

To take part in the Downtown Independence Building Grant Reimbursement Program, a property must be in a Neighborhood Revitalization District.

Eligibility

To qualify to participate in the Downtown Independence Building Grant Program, applicants must meet the following:

- The property must be located within the designated Central Business District
- Applicant must provide proof of ownership
- The property's real estate taxes must be paid and current.
- City utility bills must be current on all properties in the applicants name or ownership.
- Applicant must provide proof of adequate property insurance on the property
- The improvements must meet Independence city code and applicable building codes.
- The improvement match must not be paid for using an insurance settlement.
- Minimum exterior inspection requirements must be met. If an applicant fails an item at inspection, said item must be corrected prior to application approval or must be addressed within proposed improvements (see Inspection document for details).

Eligible Improvements/costs include:

- Electrical upgrade to include breaker box, wiring and receptacles.
- Electrical Meter Service and disconnect upgrades
- Plumbing service line replacement and interior plumbing
- Fire Sprinkler installation (does not cover design and plan development)
- Façade restoration (tuckpointing)
- Masonry
- Window and exterior door repair or replacement (condition warrants need, cosmetic improvements are not reimbursable)
- Gutters



- Exterior electrical work related to service entrance code compliance or safety
- Roofs (condition warrants need, cosmetic improvements are not reimbursable)
- Footings and foundation
- Flooring structural systems (not floor coverings or underlayment)
- Load bearing or structurally necessary walls, partitions, or other vertical support
- Ceiling structure support, roof and/or ceiling – roof supports or other horizontal structures
- Actual material and installation costs

Ineligible Improvements/costs include:

- Cosmetic improvements where condition does not directly contribute to the need of the improvement
- Restructuring or remodeling
- Exterior painting
- Contractor profit and overhead, bond and insurance costs
- Sweat equity
- Design and inspection costs
- Any work completed prior to final application approval

Note, the City reserves the right to determine if a proposed improvement meets program requirements.

How to Apply and Program Process/Compliance

- The City will accept applications on an ongoing basis, emailed to davidc@independenceks.gov or received at City Hall, 120 N. 6th St., Independence, KS, 67301. Attn: Downtown Building Grant Application
- Grant money will be distributed on a first come, first served basis until all funding is appropriated.
- Upon receipt of application, City Staff will contact the applicant for review of the application and proposed work.
- Buildings will require a minimum exterior inspection; all building codes, ordinance and other applicable regulations for the Central Business District must be met. A written report will be provided to the review committees.
- After a complete application is received, a 45-day review period will commence for review by the following committees. Each committee shall provide a written recommendation after review.
 - Grant Program Committee
 - City Manager



- Assistant City Manager – Chair
- Director of Finance
- Housing Authority Director (non-voting)
- Economic Development Advisory Board Representative (non-voting)
- Building Inspector (non-voting)
- Main Street Director (non-voting)
- Independence Historic Preservation & Resource Commission
- Following approval from abovementioned review committees, applications will go before the Commission for final approval at the next regular commission meeting
- A scope and timeline of work must be submitted to the Building Department within 90 days of notification of approval
- Projects must be completed within 6 months after a building permit is issued. One 6-month extension may be granted with written approval prior to the initial 6-month deadline.
- Contractor(s) utilized to perform improvements must have a current Independence Occupational license, and if appropriate professional license.
- City staff will perform a monthly review of the project and provide written/photographic documentation.
- City staff shall have the right of entry with 24-hour notice, or immediately if imminent danger is present
- All building codes and ordinances will be adhered to during the duration of the project.
- Applicant will provide documentation from a structural engineer that certifies any work relating to the structural integrity of the building was properly completed.
- The applicant shall be responsible for all safety conditions and compliance with all federal, state, and local laws.
- Any design/scope changes after initial approval must be submitted to the Building Inspector and go through the committee review.
- Failure to obtain approval for the change order could make changes ineligible for funding.



INDEPENDENCE DOWNTOWN BUILDING GRANT APPLICATION

To be completed by the applicant:

Owner of Record (must be applicant): _____

Phone: _____

Email: _____

Property Address: _____

Mailing Address: _____

Description of Proposed Improvements:

Estimated Total Cost of Improvements: \$ _____

Estimated Cost of Eligible Improvements: \$ _____

Grant Funding Requested: \$ _____

Anticipated Project Start Date: ____/____/____
____/____/____

Anticipated Project Completion Date:

Required Supplemental Documentation Checklist:

- ☐ Detailed breakdown of estimated project expenses, including non-eligible work
- ☐ Bids/Quotes/Estimates to support estimated project cost
- ☐ Architectural/Engineer stamped drawings and/or Contractor drawings with description of work
- ☐ Contact Information for lending institution, if financed by a loan
- ☐ Copy of current insurance policy
- ☐ Property Tax Statement
- ☐ Proof of Property Tax Payment/Good Standing



Architect / Engineer / Contractor Information:

Service: _____ Contact: _____

Phone: _____ Email: _____

Business Name: _____ City License #: _____

Service: _____ Contact: _____

Phone: _____ Email: _____

Business Name: _____ City License #: _____

Service: _____ Contact: _____

Phone: _____ Email: _____

Business Name: _____ City License #: _____

By agreeing to participate in this program, the applicant or their architects, engineers, contractors, or others will not seek to hold the City or their agents, employees, officers, and/or Commissioners liable for any property damage, personal injury, or other loss related in any way to the Independence Downtown Building Grant Program.

By signing below, I agree to participate in the program as outlined, to provide all required information and verifications of work, and to maintain the property and improvements, including but not limited to, promptly removing graffiti, sweeping, and shoveling in front of the property. I certify that to the best of my knowledge, all the information provided is truthful and factual. I understand that by participating in this program, I give my consent for City staff to enter my property to make inspections related to the program and that photos taken of my property can be used in City promotional materials. Monies granted through this program will be reported on IRS Form 1099-G.

Signature of applicant (owner): _____ Date: ____/____/____

Entity Tax Identification Number or Social Security Number: _____



Applications may be emailed to davidc@independenceks.gov or sent to:
City Hall, 120 N. 6th St., Independence, KS 67301, Attn: Downtown Building Grant