

City of Rocky Mount Administrative Policy

Policy: Roof Replacement and Repair Grant

Section:	Administrative	Policy No. II.43
Prepared By:	Kevin Harris Downtown Development Manager	
Approved By:	City Council	
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SECTION 1. Purpose

In 1980, over 200 of the commercial buildings in central city area of the City of Rocky Mount were placed on the National Register of Historic Places. This was done in recognition of the unique character of the downtown area where most of the buildings were constructed in the early 1900's.

Yet, during the 1980's, the downtown area changed when the three major retail stores (Belk-Tyler, J.C. Penney, and Sears) relocated to Wesleyan Boulevard. This resulted in reduced shopping traffic, increasing vacancies, reduced tax valuation for downtown, and a growing perception of a deteriorating downtown.

The City Council established the Central City Revitalization Panel (CCRP) in 200 for the purpose of initiating plans and programs that would encourage business development downtown and preserve the buildings in the downtown area. Upon the recommendation of the CCRP, the City Council adopted the subject policy, and others, as community development programs of assistance and financing intended to create an incentive for owners to invest in and preserve and restore the existing buildings downtown in order to maintain the unique historic character of the central city and create a vibrant and economically sustainable downtown Rocky Mount.

SECTION 2. Roles and Responsibilities

2.1 The program will be administered by the following City staff members:

- a. The Downtown Development Manager will serve as the primary contact for questions, concerns, application intake and program promotion; and
- b. The Downtown Development Manager will review and prepare recommendations for approval by the Community and Business Development Director; and
- c. An Assistant City Manager will review the recommendation and provide formal approval or disapproval of the application
- d. The Downtown Development Manager will facilitate grant compliance with awarded recipients, including review of documentation for projects completed and preparing grant submittals for reimbursement; and
- e. Development Services shall inspect work requiring permit for satisfactory completion and ensure compliance with the Building Code.

SECTION 3. Roof Replacement and Repair Program Guidelines

Commercial properties located within the Central City Business District, or Downtown Core located within the boundary streets of Franklin St., Goldleaf St, Atlantic Ave. and Raleigh Blvd. (collectively the "District") are eligible to participate in the Roof Replacement and Repair Program. In addition to properties located within the District, properties abutting either side of a boundary street are also eligible to participate in the RRRG Program. This policy confirms the longstanding interpretation of City Staff. (see attached map).

3.1 Eligible Project Improvements:

Types of projects which may be funded are limited to the replacement or repair of the roofing cover and system. A roof is defined as the entire roofing system to include the gutter and downspout drainage system. This does not include under the sidewalk evacuation system. Requests for severely damaged roofs, as well as those in conjunction with complete building renovation will be prioritized. A roof which covers 2 or more separate buildings which are joined only by the roof and a walkway, driveway or other predominately open space between the buildings constitutes 2 or

more roofs, one for each separate building, each of which is eligible for a separate roof grant.

SECTION 4. Application Process for Financial Incentives

Subject to the availability of funding, incentives will match that of the applicant 50%, up to a maximum of \$20,000.00 per roof system.

- Grant will be awarded on a reimbursement basis.
- All roofing repairs must be completed and inspected prior to reimbursement
 - Upon satisfactory completion of all work required (including proper debris removal), City Inspection staff will inspect the work and approve final payment. If the inspection is not satisfactory, the applicant/contractor will be notified in writing to correct any unsatisfactory items.
 - Any work done prior to the approval of a grant application is not eligible for funding.

4.1 Funding Eligibility Exclusions:

The focus of the program is to encourage the development of properties for commercial use. The City of Rocky Mount cannot consider every request. Therefore, the following are not eligible for funding:

- Religious organizations for sectarian purposes (church, bible study, etc.)
- Organizations that discriminate on the basis of race, culture, gender, sexual orientation, age or religion
- Political activities
- Non-conforming uses

SECTION 5: Application Process

All applicants must be the legal owner of the property.

Applicants will complete the required application and include the following:

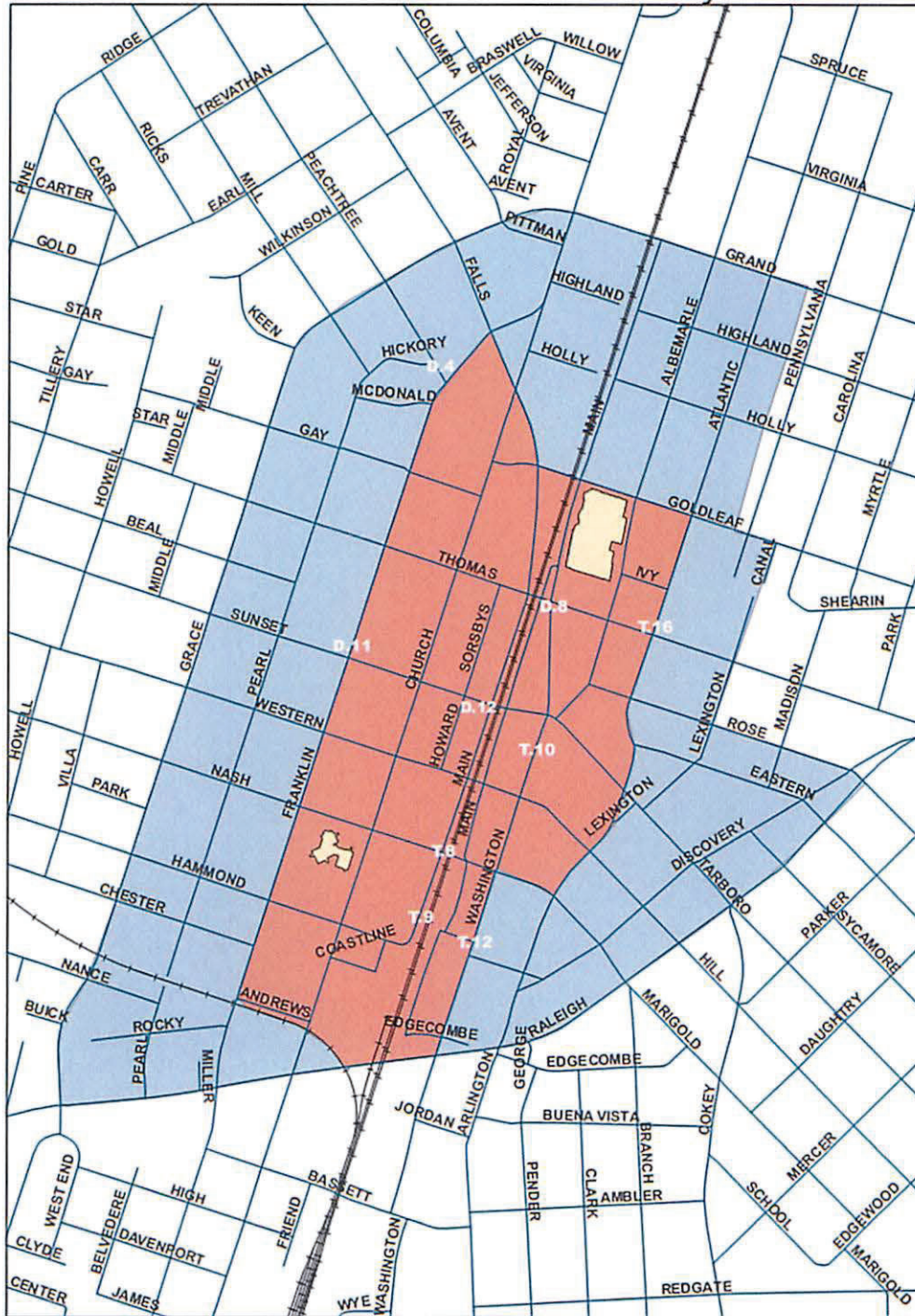
- Organizational documents detailing owners/partners/officers or members if applicable
- Satisfactory description of proposed
- Minimum two bids from licensed roofing contractor
- Proof that all property taxes and any assessments are paid
- Copy of Deed reflecting applicant as property owner
- A completed W-9 for reimbursement purposes

- 5.1 The Central city Revitalization Panel Serve will serve as an appeal board for applicants who wish to appeal an application denial or make a complaint regarding the process or treatment;




Persons applying for the Roof Repair and Replacement Grant will have ten (10) business days to appeal the denial decision of staff to the Central City Revitalization Panel. Notice of the appeal must be submitted in writing to Community and Business Development with specific basis for the appeal. The Central City Revitalization Panel will hear the appeal at their next regularly scheduled meeting. Upon completion of the hearing, the CCRP shall provide a final decision on the appeal within five (5) business days. The decision of the CCRP shall be final.

The City of Rocky Mount Downtown Development Department in conjunction with any other City Department reserves the right to reject any incomplete or unclear application. All projects receiving all or partial funding maybe made public. The City of Rocky Mount does not discriminate on the basis of race, color, sex, religion, marital status, disability, age, sexual orientation, or national origin. For additional information regarding requirements or eligibility call 252-972-1101.

CRM - Downtown Boundary



Legend

-  Event Center and City Hall
 Downtown Core
 Downtown Boundary

