



Redevelopment Agency Guidelines for Sign Replacement Program

A. Purpose

As downtown Mesquite and corridor areas continue to be redeveloped, its image must be given special attention. As part of the overall Redevelopment Agency (RDA) strategy, funds may be provided to eligible businesses or property owners to upgrade existing or replace old, unsightly, or nonconforming signs of all types. When design guidelines were adopted for the downtown, many signs were to be discontinued in favor of other more tasteful signs. Some of the old signs have continued to age and must be replaced to continue the trend of beautifying the City of Mesquite. The program gives priority funding to redevelopment parcels within the Downtown Central Business District.

B. Program Definition

The RDA administers the Sign Replacement Program through the Planning and Redevelopment Department. This program provides financial participation for eligible improvements agreed upon by the RDA and the Applicant (the property owner and/or tenant). Please refer to Mesquite Municipal Code Section 1-10-11.

The RDA will consider financial participation for eligible projects in amounts up to \$15,000.

This program operates on a reimbursement basis and the Applicant is responsible for all payments due to professionals, City departments and contractors for approved work performed. RDA staff will verify actual costs incurred by the Grantee(s) (the property owner and/or tenant) prior to reimbursement.

The Program Grant Agreement identifies the conditions, covenants and responsibilities for the Grant, and is entered into by all applicants and the RDA. RDA grant funds do not have to be paid back by the Applicant, as long as the agreement terms are met. The general program, qualifications, guidelines and conditions are described below.

C. Program Eligibility

1. Applicant

Applicant must be the property owner(s) or tenant(s) of a program eligible building. A signed and notarized Property Owner and Applicant Affidavit form must be submitted with the application for financial assistance consideration. In case of a corporation or partnership, a copy of the executed corporate resolution

or bylaws of the section verifying signature authorization or a power of attorney must be submitted with the application.

2. Financial Assistance

The Sign Replacement financial assistance is subject to Grant funding availability. The RDA will evaluate and act upon all Façade Rehabilitation Grants at its sole discretion. The Planning and Redevelopment Director (Zoning Official) may approve or deny financial assistance for funding up to \$15,000.

- a) Projects within the Downtown Central Business District may receive Grants up to seventy-five (75) percent (%) of eligible project costs actually incurred.
- b) All other projects may receive Grants up to fifty (50) percent (%) of eligible project costs actually incurred.
- c) Total reimbursement eligibility up to \$10,000 per storefront/sign for non-owner occupied businesses, and \$15,000 per storefront/sign for owner-occupied businesses.

D. General Process

1. If desired, the Applicant may request a pre-application conference with staff to review conceptual design and cost estimate.
2. Application submittal. The Applicant shall submit a complete and signed application with the required program documentation to avoid any delays in financial consideration.
3. RDA staff shall perform an inspection of the property to determine that the Applicant request for financial participation includes eligible improvements.
4. Some projects may require development application review, such as a conditional use permit. Such review may be processed concurrently.
5. Plans shall be reviewed and approved by the Architectural Review Committee for properties located in the Central Business District.
6. Upon approval of the Applicant's request for financial participation, a specified amount will be authorized. The project must commence (issuance of building permit) within one (1) year, or the application will be null and void.
7. If an application is not approved by RDA staff, the basis for denial shall be provided in writing within fifteen (15) working days of the request.
8. If lien releases are not provided, proof of payment must be submitted (for example: cancelled checks or a notarized statement).
9. Eligible improvements will be reimbursed within 30 days of the final sign inspection, on the condition that receipts and documentation of expenses have been submitted and verified.

E. Eligible Projects

1. Eligible signs may include:
 - a) Eligible projects must be located within the Redevelopment Area boundaries, or receive specific approval from the Redevelopment Agency Board after a finding of public benefit to the Redevelopment Area or the

neighborhood in which the Redevelopment Area is located. Please refer to Nevada Revised Statutes (NRS) 279.486.

- b) As a matter of public policy, the Mesquite City Council has limited current projects to the Urban Corridor Sector South of US Interstate 15 (refer to attached Redevelopment Map).
- c) Any new building/sign constructed within the last five (5) years is not eligible for financial assistance.
- d) Properties affected by unresolved code enforcement issues or actions will not be eligible for participation under this program, unless the proposed project will bring the property into compliance or the property is brought into compliance prior to application submittal.

F. Eligible Improvements/Expenses

1. Eligible improvements/expenses may include:
 - a) Sign Removal Costs (for non-conforming or weathered signs).
 - b) Building Permit, Inspection Fees, other City of Mesquite fees.
 - c) New Sign/Graphic Design.
 - d) Sign Construction and Installation.
2. The RDA and other appropriate City Departments must approve all improvements. Improvements must comply with all City building codes, architectural standards, and sign standards.
3. The Applicant is not to begin any improvements to the property before the Grant Agreement is approved, signed and executed by the RDA. Construction, renovation or painting costs incurred prior to the execution of the Grant will not be eligible for reimbursement.
4. Projects within the Central Business District must comply with the adopted Design Standards and be approved by the Architectural Review Committee.

G. Design and Preliminary Cost Estimate

1. Conceptual design and preliminary cost estimate are reimbursable program costs.
2. Applicant's conceptual design and cost estimate must be approved by the RDA, prior to Grant commitment and construction.
3. All working drawings and corresponding City permits will be the applicant's sole responsibility.
4. The preparation of detailed drawings is an eligible cost under this program.

H. Bidding/Construction/Permits/Disbursement of Funds

1. All contractors must be registered and bonded by the State of Nevada and licensed to perform work with the City of Mesquite.
 - a) Construction contracts will be between the applicant and contractor. The contractor must obtain all required permits prior to commencing construction.
 - b) For Grants in excess of \$5,000, upon completion of improvements, applicant(s) will provide a Certificate of Insurance evidencing property

coverage for “improvements” in an amount not less than the value of the improvements. The Certificate of Insurance must be submitted within thirty (30) days of the Certificate of Occupancy, and prior to reimbursement of funds.

- c) All sign improvements shall be designed to upgrade the aesthetic appearance of the Applicants’ property.
- d) The applicant(s) must sign off on all work completed on his/her behalf, and for which he/she is requesting RDA reimbursement. A tenant(s) must provide written approval from property owner(s) approval for all improvements.

2. Grant funds will be disbursed upon:

- a) Inspection and approval of completed improvements.
- b) Receipt and review of all invoices for improvements.
- c) Receipt of copies of acceptable (at the RDA’s sole discretion) lien releases from all applicable contractors. If lien releases are not provided proof of payment must be submitted (for example, cancelled check or notarized statement).

J. Review Criteria

Proposed projects will be evaluated using the one or more of the following criteria:

1. Improves a property that is underutilized, deteriorated or does not meet code standards.
2. Incorporates quality design, upgrades the aesthetic appearance, enhances the image of the area, and is compatible with neighboring buildings and the RDA as a whole. Projects within the Downtown Central Business District (CBD) must comply with the adopted Design Standards.
3. Consistent with the goals and objectives of the Redevelopment Plan, the Mesquite Master Plan, and the Vision Poster.
4. Higher priority will be given to proposals in the CBD.
5. Reinforces historic or cultural buildings or activities.
6. Protects and enhances existing businesses and economic development.
7. Readiness of Applicant to proceed, within budget and in a reasonable time frame, and to account for expenditure of funds according to program requirements.



K. Maintenance Obligation

1. Applicant(s) shall maintain the sign in good condition and in accordance with local and State building codes.
2. Conditions that constitute a failure to maintain the sign in good condition include, but are not limited to: broken sign panels, cabinets, lighting, missing or broken letters, faded colors, failure to remove an obsolete sign, or any other condition that detracts from the appearance of the sign(s) and/or building.
3. Failure to maintain exterior building facades that have been awarded grant monies for a period of five (5) years will result in ineligibility for future financial incentives to that individual or corporation, and may be subject to code enforcement.

L. Appeal to Redevelopment Agency Board

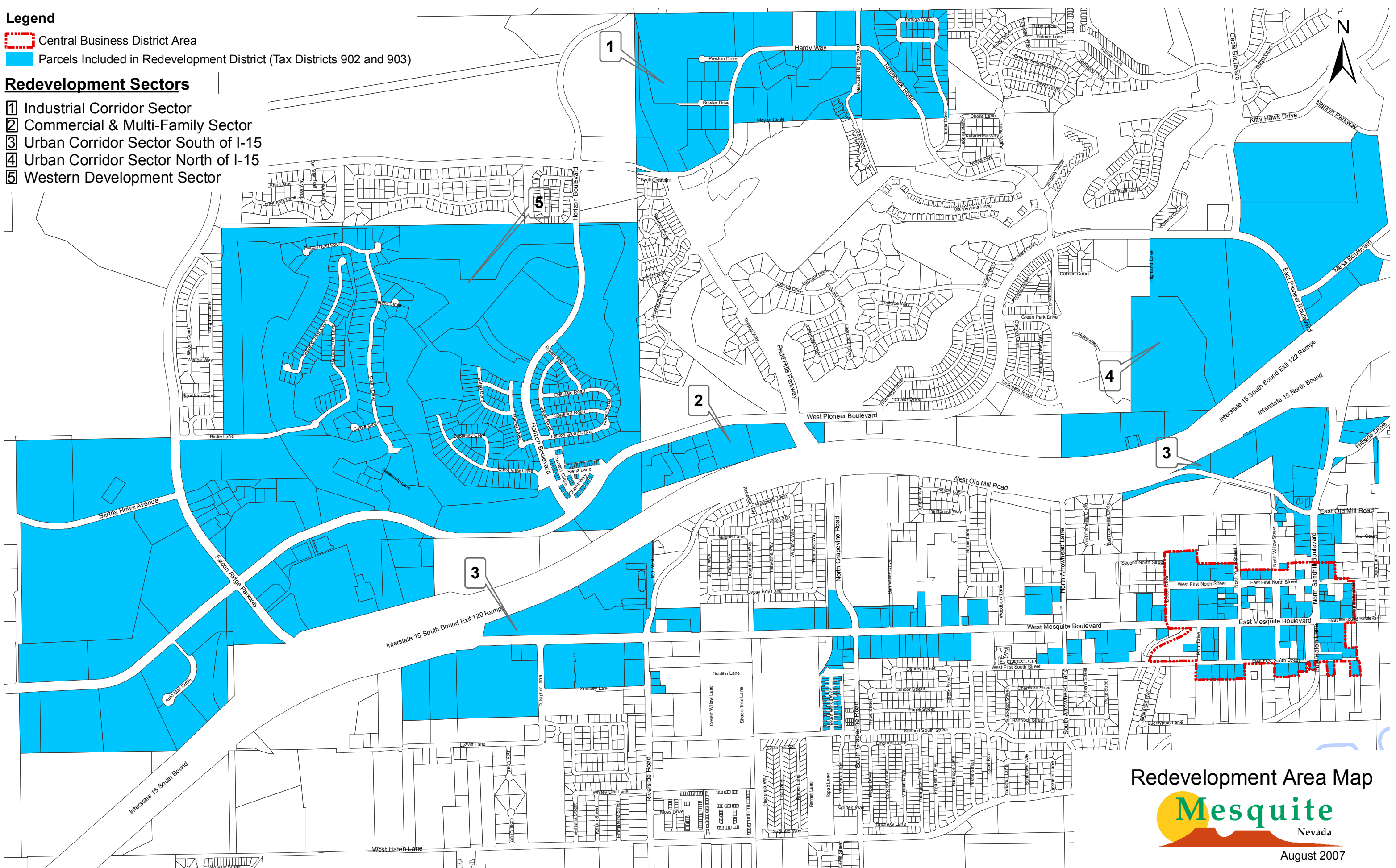
Any aggrieved person, including the applicant(s) may appeal the administrative decision made by the Planning and Redevelopment Director or Zoning Official's recommendation for financial assistance to the Redevelopment Agency Board. A written notice of appeal must be submitted within fifteen (15) days after the date of the final administrative decision. The Redevelopment Agency Board may affirm, modify or reverse the administrative decision (see Mesquite Municipal Code Section 9-4-9 B).

Legend

-  Central Business District Area
-  Parcels Included in Redevelopment District (Tax Districts 902 and 903)

Redevelopment Sectors

- 1** Industrial Corridor Sector
- 2** Commercial & Multi-Family Sector
- 3** Urban Corridor Sector South of I-15
- 4** Urban Corridor Sector North of I-15
- 5** Western Development Sector



Redevelopment Area Map



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