

Downtown Development Authority (DDA)



Grant Administration Guidelines

Mt. Crested Butte DDA Grant Administration Guidelines

This Mt. Crested Butte Downtown Development Authority (DDA) Grant Administration Guidelines document (“Guidelines”) was promulgated and approved by the DDA Board (the “Board”) to assist the Board and Staff in administering the DDA Grant Program.

This document is intended both to assist the Board and to educate and inform the public and potential applicants concerning DDA grant priorities, objectives and logistics. These Guidelines are not binding legislation and do not require the Board to reach any particular conclusion concerning an individual Grant application. All applications and projects are unique, and the Board ultimately retains the discretion to grant or deny any particular DDA grant application on its particular facts.

Background

DDA Purpose (Source: DDA Plan of Development¹):

“The DDA is established to provide for the public health, safety, prosperity, security, and welfare in order to halt or prevent deterioration of property values or structures within the central business district, to assist in the planning, development, and redevelopment of this district, and that it will be of special benefit to the property within the boundaries of this authority.”

DDA Grant Funding Sources (Source: DDA By-Laws):

“The operations of the authority:

- a. Donations to the authority for the performance of its functions;
- b. Moneys borrowed and to be repaid from other funds received under the authority of Part 8 of Article 25 of Title 31, Colorado Revised Statutes, 1973;
- c. Tax increment funds as defined in Section 31-25-807 (3) if the plan of development as adopted provides for such tax increment funding;
- d. Such other sources as may be approved by the Town Council of the Town of Mt. Crested Butte.”

DDA Grant Funding Authorization (Source: Plan of Development):

The DDA is the recipient of Tax Increment Financing (TIF), which is funding generated by the application of existing property and sales taxes on new development and increased valuation/retail activity within the DDA. In this way, the financial burden of improving properties within the DDA can theoretically be borne by the District itself, decreasing reliance on the general funds of the Town of Mt. Crested Butte. The Plan of Development explain that the theory behind this financing was “to spur new development that would not otherwise occur without the incentives and assistance that the DDA can provide.”

¹ Mt. Crested Butte Downtown Development Plan Authority Plan of Development, approved 10/14/96 by the inaugural DDA Board; approved 11/20/96 by the Mt. Crested Butte Planning Commission; approved 1/7/97 by the Mt. Crested Butte Town Council.

Guiding Principles of Review Criteria (Source: Plan of Development)

“Projects proposed for the district in which the DDA is asked to participate will be evaluated against the following criteria. The Board may revise or add to these criteria:

- I. Promote and support private developments that create a public benefit.
 - A. Participate with developer/builder if:
 1. Their project is highly desirable; and
 2. Their project is consistent with the plans and objectives of the DDA; and
 3. Their project may not be otherwise economically viable.
 - B. Plan and develop public facilities that will enhance and encourage the development of privately sponsored projects.
 - C. Encourage planning and projects which are compatible with its surroundings.
 - D. Encourage diversity of land uses in the district so that the area includes a cross-section of compatible uses.
 - E. Actively solicit and if necessary, provide sites for land uses that are important to the economic vitality of the district.
- II. Design and build a circulation system for pedestrians, bicycles, traffic, and parking to minimize conflicts among the modes of transportation and maximize the convenience of getting into the district.
 - A. Encourage projects to be designed with landscaped walkways protected from traffic and dangerous intersections with areas such as plazas, benches, sidewalk cafes, shops, and other amenities that create an attractive walking, biking, and shopping environment.
 - B. Develop cooperative public/private parking facilities to be strategically located near new private developments, shopping, and the ski resort base area. Encourage underground parking to the extent feasible.
 - C. Work with Mountain Express, the town of Crested Butte, and the town of Mt. Crested Butte to minimize any impacts to the public transportation system from new developments and improve the bus system’s access and circulation when possible.
- III. Improve the diversity and attractiveness of the DDA district.
 - A. Enhance the built environment through landscaping and building façade beautification. Encourage and promote private and public development projects, such as parks, plazas, and landscaping throughout the district.

- B. Encourage activities and services that will attract tourists and area residents by broadening the entertainment, cultural, shopping, and social activities and events that take place in the district. Encourage projects that will promote the image of the district as a place for entertainment, relaxation, culture, and recreation.
- C. Encourage new and established retail and service businesses by providing assistance, including grants and loans for projects with are consistent with the objectives of the DDA and will deliver a clear, public benefit.”

Specific Grant Application Review Criteria (Promulgated by the Board as authorized by the Plan of Development):

1. Grants apply to capital projects only.
The Grant and all matching funds may not be used to pay for maintenance costs, administrative costs (such as salaries associated with administering the Grant, office supplies, telephone, or travel expenses), non-fixed assets (such as maintenance equipment), or any other similar non-capital costs deemed to be ineligible by the Board in the Board’s sole discretion.
2. A grant applicant must be the owner of the subject property or a tenant entitled to possession of the property under a lease term extending at least two (2) years from the date of submission and who provides written evidence of the owner’s consent to the grant and all of its terms.
3. An applicant must provide a majority of the funding for the Project.
4. The Project must provide a clear public benefit, including general public access.
5. A detailed cost budget shall be included in the application.
6. Where applicable the application must demonstrate, to the Board’s satisfaction, the long-term economic viability of the project.
7. Applications shall be publicly reviewed and discussed by the Board during at least two (2) Board meetings prior to making a final decision.
8. Any material modification to the Project after grant approval must be presented for DDA approval. “Material modifications” may include, but are not necessarily limited to, a reduction in the total cost of the Project, a reduction in the size or number of public components to be constructed or changes to the nature of the components to be constructed. All modifications shall be first reviewed and considered by Staff. Staff may grant and approve modifications when the same do not appear to impact the original intent and purpose of the Project. Notwithstanding the foregoing, Staff may refer any proposed modification to the Board, who shall render final decision on the same.

9. A final report will be submitted to the DDA describing the results of the project and actual expenditures within 90 days of the project completion.
10. Disbursement of funds will be made only after the final report has been approved. Progress payments may be approved by the Board upon a showing by the applicant of unusual hardship beyond the applicant's control that renders the Project impossible without progress payments.
11. The applicant is expected to continue use of the Project for the long term.

Currently Identified DDA Priorities² (in Alphabetical Order; Source: Plan of Development):

Affordable housing
Architectural design
Assistance to condominium associations for facade improvements
Assistance to existing businesses for expansion/redevelopment
Bicycle circulation
Diversity of retail businesses
Fire protection
Landscaping of public and private property
Parking
Parks
Pedestrian circulation/sidewalks
Public Art
Recreation center
Skating rink
Snow removal/snow storage
Special events/festivals
Utility expansion/improvements
Vehicular circulation

² DDA priorities may be amended by the Board. In 1996, the Board considered the results of a citizen survey in developing these priorities.