

**CITY OF LOGAN
RESOLUTION NO. 18-08**

**A RESOLUTION SUPPORTING THE BETTERMENT AND
STRENGTHENING OF LOGAN'S NEIGHBORHOODS**

WHEREAS, Logan City has determined that it is important to devote additional focus and emphasis on the core neighborhoods because, while they help to define the overall charm and character of the City, the housing stock continues to age and is under pressure from changing demographics and increased market pressures; and

WHEREAS, Logan City's Administration has proposed a Neighborhood Improvement Plan to strengthen and improve the residential neighborhoods; and

WHEREAS, Logan City has adopted several ordinances and plans governing development, activities and uses within the core neighborhoods; and

WHEREAS, Logan City has re-instituted the Neighborhood Councils within each of the core neighborhoods to engage and inform residents about their issues and concerns while also informing residents of City policies and programs affecting their neighborhoods; and

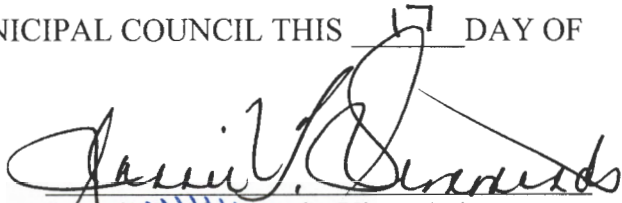
WHEREAS, Logan City's Administration has proposed a Neighborhood Reinvestment Grant Program to facilitate new private investment in single family residential properties in order to improve the City's older housing stock and preserve the existing character; and

WHEREAS, the Council finds the proposed Neighborhood Improvement Plan is a uniform and equitable approach to strengthening the core neighborhoods.


NOW THEREFORE, BE IT RESOLVED THAT THE LOGAN MUNICIPAL COUNCIL, supports the attached Neighborhood Improvement Plan and encourages the City Administration to move forward with its uniform and equitable implementation.

This resolution shall take effect immediately upon its adoption and approval.

PASSED BY THE LOGAN MUNICIPAL COUNCIL THIS 17 DAY OF
April, 2018.


Jeannie F. Simmonds, Vice Chair

ATTEST:


Teresa Harris, City Recorder



Mayor Holly H. Daines

Date: March 15, 2018
Proposal to: City Council
From: Mayor Daines
Re: Neighborhood Improvement Plan

One of my goals as Mayor is to strengthen neighborhoods. I believe we share that goal and would ask council to consider adopting the following neighborhood plan. With the help of staff, we have developed a variety of efforts, listed below, to further that effort. We are certainly open to your additional comments and suggestions as we workshop these varied resolutions.

- I. **Neighborhood Councils** (currently underway; thank you for your support)
Solicit feedback and participation from citizens in solving neighborhood problems.

- II. **Neighborhood Improvement Resolution - (Resolution 18-08, attached)**
 1. **Neighborhood Revitalization Grants**
As our city naturally ages, re-investment is required in neighborhoods to make it attractive for people to stay in, and move to, our older neighborhoods.
 - a. Approve \$1M in RDA funds to provide exterior home improvement grants in neighborhoods
 - b. Eligibility: homeowners who make up to 120% of the median income
 - i. Neighborhood Re-Investment Grant, Program Guiding Principles and Application 2018 (**Attachment A**)
 - ii. Resolution defining low and moderate income (**Resolution 18-09 RDA**)

 2. **Change current complaint-based system of enforcement**
 - a. Hire an intern for Community Development to systematically review each neighborhood and send Request Letters where needed and ask property owners to come into compliance with our code. Move to next step of enforcement where needed.

 3. **Increase fines for over-occupancy**
Proposal to amend Land Development Code (LDC) code enforcement section to allow for a citation of \$250 (formerly \$50) for overoccupancy violation. Citation could be given to all occupants and/or Landlord as appropriate. Planning commission is

currently considering proposed amendments, and they should come to council in May. Start implementing existing fines of \$100 a day as needed (up to \$1,000K) if compliance is not reached within the ten-day limit. **(page 53-12 of LDC, attached)**

4. Require permits and fees for vacant buildings

Consider a new ordinance requiring registration and inspection of vacant buildings. **(Ordinance 18-06, attached)**

- a. If a structure is boarded up and unoccupied, owners will be required to register the building and after six months pay an escalating fee, encouraging them to either keep the structure in reasonable repair, demolish it, or plan for improvements to meet code.

5. Provide assistance for low and moderate income homeowners

Direct homeowners where needed with above mentioned grants, as well as making them aware of programs through BRAG, and the City to assist those that meet low and moderate income guidelines

- i. Logan City Housing Rehabilitation grants
- ii. BRAG Energy Efficiency/Weatherization grants
- iii. Neighborhood Housing Solutions (NHS) Home Rehabilitation Program
- iv. HSP Own in Logan Downpayment Assistance Program

6. Approve the use of RDA funds for demolition on condemned buildings

After exhausting all other remedies, use RDA funds on a case by case basis to demolish buildings which have been condemned for life safety issues, and lien the property.



NEIGHBORHOOD RE-INVESTMENT GRANT

Program Guiding Principles

STATEMENT OF PURPOSE – REVITALIZING LOGAN'S NEIGHBORHOODS ONE HOUSE AT A TIME

The City of Logan Neighborhood Re-investment Grant (NRG) program is a competitive grant program for eligible homeowners to help fund exterior renovations of single family residential structures. The purpose of the NRG program is to facilitate private investment in single family residential properties throughout *targeted* areas of Logan in order to improve the City's older housing stock and preserve the character of our existing neighborhoods. Logan City is hoping to facilitate new private investment in 100 – 200 homes throughout the core neighborhoods under this program.

PROGRAM ELIGIBILITY

Eligibility for this grant program is based on property location (Area of Eligibility), household income (Income Eligibility), and availability of grant funds.

AREA OF ELIGIBILITY

This grant program generally targets the core neighborhoods of Logan City based on the age of the residential structure and the overall condition of the neighborhood. This program targets single family residential structures constructed prior to 1970.

INCOME ELIGIBILITY

Homeowners with a combined total household income that is equal to or less than 120% of Logan's Annual Median Income are eligible to apply for the NRG program. The allowable income threshold varies based on the number of people living in the house.

# People	Allowable Household Income	# People	Allowable Household Income
1	Up to \$56,857	4	Up to \$81,224
2	Up to \$64,980	5	Up to \$87,722
3	Up to \$73,201	6	Up to \$94,220

OCCUPANCY

Properties receiving NRG funds must be exclusively owner-occupied, single family dwellings affixed to a permanent foundation. Properties with multi-family units or rentals are not eligible under this program. Projects involving the deconstruction of multi-family units resulting in an owner-occupied single-family residence may apply for an NRG grant and may be eligible under this program.

QUALIFYING PROJECTS

The NRG program will fund exterior improvements on eligible single family residential dwellings including painting, siding, soffits, fascia, trim, gutters, roofs, doors, windows, walkways, porches, new landscaping, restoration work, unit deconstruction work, residential additions, etc. Grant funds may be used to fund contractors employed to do the work, or in some cases, may fund materials with the homeowner providing the necessary labor.

GRANT AMOUNTS

The maximum award amounts shall not exceed \$10,000 per residential property. Actual grant amounts will vary based on the value of any proposed work and amount of owner match. An eligible property may apply for multiple grants over multiple years; however, the total cumulative amount awarded per property shall not exceed \$10,000.

REPAYMENT REQUIREMENTS

This is a grant program which means that if specific stipulations are met, the total amount of the grant will be forgiven. The grant stipulations are (1) the homeowner shall remain in the home for at least five (5) years beyond the completion of the grant funded work, (2) the home shall remain as an owner occupied, single-family dwelling and shall adhere to all applicable occupancy limitations, and (3) the overall property shall be maintained. If any of these conditions cease to exist, or the home is sold within five (5) years of project completion, the grant shall be repaid to Logan City within 60 days of notice by the City or upon sale of the home.

MATCH REQUIREMENTS

The NRG program requires a minimum cash match depending upon the proposed work. Certain types of activities have a greater positive impact on the neighboring properties, so the match requirements may be different for different types of work. The match requirement is expressed as a 1 to 1 match, meaning for every dollar the homeowner spends on a project, the City will match that with one dollar, a 2 to 1 match means for every two dollars the homeowner spends on a project, the City will match that with one dollar, and so on. Following are the minimum match requirements based on the type of project to be undertaken:

Project Category	Homeowner Contribution	City Contribution
New Paint	.5	1
New Siding and Trim	1	1
New Doors/Windows	1 - 3	1
New Front Landscaping (sod, trees, plants)	1 - 2	1
New Additions	1 - 3	1
New Walkway, Driveway, etc.	1.5	1
New Facia, Soffits, Gutters	2	1
New Fencing	4	1
New Porch	2	1
New Roof	5	1
Other	Varies	

TYPE OF MATCH

Generally, the anticipated form of match for this grant is either “cash” towards a specific project, e.g., owner puts in \$1,000.00 and the City puts in \$1,000.00 towards a window replacement project bid at \$2,000.00; or the “value” of an entirely different project on the house, e.g., value of a porch project (labor and materials) is used as a match for a grant for new siding provided the projects are occurring at the same time under the same permit. Sweat equity will not be considered in the valuation of a match.

Interior remodel work may be considered in the calculation of a match if the project is deemed to contribute towards the continued livability and viability of the structure, and is not just “typical” maintenance types of activities like painting, carpet replacement, etc. (entire kitchen remodel versus interior paint).

LIEN

A lien on the property for the full NRG award amount will be filed with the Cache County Recorder's office. The property must remain owner-occupied by the original applicant for five (5) years from the date of project completion in order to avoid repayment of the full NRG grant award. This lien will be removed after five (5) years if all grant stipulations have been met.

BIDS REQUIRED

Bids from two licensed contractors are required and shall be broken down by labor, materials, and equipment for easy comparison. If the application is for materials only, detailed cost estimates from two retailers are required.

APPLICATION REQUIREMENTS

An application packet for the Neighborhood Re-investment Grant shall include **all** of the following information at time of submittal:

- Complete NRG application form.
- Personal financial declaration for each person in the household over 18 years of age.
- Copy of a signed 1040 tax return for the most recent tax year for every person in the household over 18 years of age.
- 60 days of pay stubs for all sources of income for every person in the household over 18 years of age.
- 60 days of bank statements for checking, savings and/or investment accounts for every person in the household over 18 years of age.
- Proof of home ownership.
- Copy of current mortgage statement (if applicable).
- A copy of current homeowner's insurance statement & policy.
- A detailed project description, including applicable drawings and photos.
- Two contractor bids (broken down by labor, materials, equipment), or two retailer bids (materials only).

BUILDING PERMITS

Certain projects may require permits from Logan City while the City may waive the building permit fees associated with most projects funded under this grant program.

APPLICATION EVALUATION PROCESS

Project applications will be evaluated by the Logan City NRG Committee based on the homeowner's income, project scope, project cost, proposed match, a demonstration of the owner's commitment to long term maintenance of the improvements, and how well the proposed project furthers the goal of improving the neighborhood. It is important to note that just making an application and qualifying based on income does not guarantee a grant will be awarded for just any project. The NRG Committee reserves the right to reject any application that does not meet the goals of this grant program. The NRG Committee will be selected by the Mayor and will meet on as needed basis to review NRG applications.



NEIGHBORHOOD RE-INVESTMENT GRANT

Program Guide and Application 2018

2018 PROGRAM GUIDE AND APPLICATION

The City of Logan Neighborhood Re-investment Grant (NRG) program offers grants to eligible homeowners to help renovate the exterior of their homes. The purpose of the NRG program is to facilitate private investment in residential properties throughout Logan to improve the City's housing stock and broader residential neighborhoods.

PROGRAM ELIGIBILITY

Eligibility for this grant program is based on household income (Income Eligibility) and property location (Area of Eligibility).

AREA OF ELIGIBILITY

This grant program targets many areas of Logan City and is based on the age and condition of the neighborhood. This grant program targets single family residential structures built prior to 1970.

INCOME ELIGIBILITY

Applicants with a combined total household income that is equal to or less than 120% of Logan's Annual Median Income are eligible to apply for the NRG program. The allowable income threshold varies based on the number of people living in the house. For example, if your family of four has an income less than \$81,722 you would be eligible to apply for this grant. Verification of household income is required as part of the grant review process.

# People	Allowable household income
1	Up to \$56,857
2	Up to \$64,980
3	Up to \$73,201
4	Up to \$81,224
5	Up to \$87,722

OCCUPANCY

Properties receiving NRG funds must be exclusively owner-occupied, single family dwellings affixed to a permanent foundation. Properties with multi-family units or rentals are not eligible under this program; however, projects involving the deconstruction of multi-family units resulting in an owner-occupied single-family residence may be eligible under this program.

QUALIFYING PROJECTS

The NRG program is intended to fund exterior improvements on single family residential dwellings. Projects include painting, siding, soffits, fascia, trim, gutters, roofs, doors, windows, walkways, porches, new landscaping, etc. Grant funds may be used to fund materials and/or professional expertise.

GRANT AMOUNTS

The maximum grant award shall not exceed \$10,000 per residential property. A homeowner can apply for multiple grants; however, the cumulative amount of grants awarded shall not exceed \$10,000 per residential property.

REPAYMENT REQUIREMENTS

This is a grant program which means that if specific stipulations are met, the total amount of the grant will be forgiven. The grant stipulations are (1) the homeowner shall remain in the home for at least five (5) years beyond the completion of the grant funded work, (2) the home shall remain as an owner occupied, single-family dwelling and shall adhere to all applicable occupancy limitations, and (3) the overall property shall be maintained. If any of these conditions cease to exist, or the home is sold within five (5) years of project completion, the grant shall be repaid to Logan City within 60 days of notice by the City or upon sale of the home.

MATCH REQUIREMENTS

The NRG program requires a minimum cash match depending upon the proposed work. Certain types of activities have a greater positive impact on the neighboring properties, so the match requirements may be different for different types of work. The match requirement is expressed as a 1 to 1 match, meaning for every dollar the homeowner spends on a project, the City will match that with one dollar, a 2 to 1 match means for every two dollars the homeowner spends on a project, the City will match that with one dollar, and so on. Following are the minimum match requirements based on type of work performed:

Project Category	Homeowner Contribution	City NRG Match
New Paint	.5	1
New Siding and Trim	1	1
New Doors/Windows	1 - 3	1
New Landscaping	1 - 2	1
New Additions	1 - 3	1
New walk/driveway	1.5	1
New Facia/soffits	2	1
New Fencing	4	1
New Porch	2	1
New Roof	5	1
Other	Varies	

TYPE OF MATCH

Generally, the anticipated form of match for this grant is either “cash” towards a specific project, e.g., owner puts in \$1,000.00 and the City puts in \$1,000.00 towards a window replacement project bid at \$2,000.00; or the “value” of an entirely different project on the house, e.g., value of a porch project (labor and materials) is used as a match for a grant for new siding provided the projects are occurring at the same time under the same permit. Sweat equity will not be considered in the valuation of a match.

Interior remodel work may be considered in the calculation of a match if the project is deemed to contribute towards the continued livability and viability of the structure, and is not just “typical” maintenance types of activities like painting, carpet replacement, etc. (entire kitchen remodel versus interior paint).

LIEN

A lien on the property for the full NRG award amount will be filed with the Cache County Recorder's office. The property must remain owner-occupied by the original applicant for five (5) years from the date of project completion in order to avoid repayment of the full NRG grant award. This lien will be removed after seven years if all grant stipulations have been met.

BIDS REQUIRED

As part of a complete application, you are required to provide bids from two licensed contractors or two retailers (if the application is for materials only). Bids should be broken down by labor, materials, and equipment for easy comparison. Every attempt should be made to utilize contractors and retailers based in Logan.

APPLICATION REQUIREMENTS

An application packet for the Neighborhood Re-investment Grant shall include **all** of the following information at time of submittal:

- Complete NRG application form.
- Personal financial declaration for each person in the household over 18 years of age.
- Copy of a signed 1040 tax return for the most recent tax year for every person in the household over 18 years of age.
- 60 days of pay stubs for all sources of income for every person in the household over 18 years of age.
- 60 days of bank statements for checking, savings and/or investment accounts for every person in the household over 18 years of age.
- Proof of home ownership.
- Copy of current mortgage statement (if applicable).
- A copy of current homeowner's insurance statement & policy.
- A detailed project description, including applicable drawings and photos.
- Two contractor bids (broken down by labor, materials, equipment), or two retailer bids (materials only).

Please note that an incomplete submittal will not be accepted. Failure to provide **all** of the required information will result in a rejection of the application.

BUILDING PERMITS

Certain projects may require permits from Logan City. This will be determined by the scope of the project. The City will generally waive the building permit fees associated with most projects funded under this grant program.

APPLICATION EVALUATION

Due to limited funds, not all eligible applications will be approved. Projects applications will be evaluated by the Logan City NRG Committee based on the homeowner's income, project scope, project cost, proposed match, a demonstration of the owner's commitment to long term maintenance of the improvements, and how well the proposed project furthers the goal of improving the neighborhood.

Neighborhood Re-investment Grant

Program Guide - 2018

If you have questions or need additional information about this grant program, please contact Mike DeSimone at (435) 716-9022 or mike.desimone@loganutah.org. You can also visit the City's website at www.loganutah.org or at the following link:

http://www.loganutah.org/government/departments/community_development/housing_assistance_programs.php

Submit the complete application and all supporting documentation to:

Mike DeSimone
Logan City
Community Development Department
290 North 100 West
Logan, Utah 84321.

APPLICATION

SECTION I: APPLICANT

1. Applicant Name: (Must be the Property Owner)		2. Phone:	
3. E-mail:			
4. Project Address:		5. Year Built:	
6. Secondary Contact: (Name, relationship, address, phone, e-mail)			

SECTION II: PROJECT

1. Project description	
2. Project Cost	\$
3. Funding Request	\$
4. Match Amount	\$
5. Contractor Information	

SECTION III: HOUSEHOLD INCOME ELIGIBILITY

1. Income Eligibility: (Based on the number of people in household, circle which income range describes your total household income)	# of people in household	1	2	3	4	5			
	Income Range A (Eligible)	Up to \$56,857	Up to \$64,980	Up to \$73,201	Up to \$81,224	Up to \$87,722			
	Income Range B (Ineligible)	\$56,858+	\$64,981+	\$73,202+	\$81,225+	\$87,723+			

2. Household Occupants	Name	Age	Name	Age

SECTION V: REQUIRED APPLICATION MATERIALS

NOTE: PLEASE ENSURE THAT ALL SOCIAL SECURITY NUMBERS, ACCOUNT NUMBERS, AND ANY PERSONAL IDENTIFIERS WHICH MAY POSE AN IDENTITY SECURITY RISK ARE REMOVED.

- Complete application form.
- Personal financial declaration for each person in household over 18 years old.
- 1040 tax return for the most recent tax year for every person in household over 18 years old.
- 60 days of pay stubs for all sources of income for every person in household over 18 years old.
- 60 days of bank statements for checking/savings accounts.
- Proof of ownership.
- Current homeowner's insurance (flood insurance if in a 100-year floodplain).
- Project description information, including applicable floor plans and pictures.
- Three contractor bids (broken down by labor, materials, equipment), or two retailer bids (materials only).

SECTION VI: CERTIFICATIONS

I certify that: (initial all certifications)

	I own the project property, I presently reside there, the property is not occupied by any person renting or leasing, and that I have no reason to anticipate it being rented or leased.
	The information on this form and accompanying application materials is verifiable and accurate to the best of my knowledge.
	I will permit a lien to be filed on the project property should I receive NRG funding. The lien dictates that I will reimburse the NRG award in full upon sale, transfer, rental, or death before the completion of applicable time frame.
	I understand and accept that application funding approval is subject to approval, which is based upon many variables, such as applicant eligibility, property eligibility, availability of funding, program budget, and neighborhood impact.
	I understand and accept that proposed projects are subject to consent from multiple state and federal agencies and, as such, significant delays which are out of the control of the City of Logan may delay the ability to commence the project.
	I will permit pictures of and other detailed information about my project to be published or otherwise shared for purposes related to the NRG program, RDA, and the City of Logan.
	The attainment of a City of Logan building permit is required prior to the commencement of any work.
	I will complete a project closeout form at the completion of the project as a condition of NRG funding.
	I hereby agree to indemnify and hold harmless the City of Logan, their agents, employees, successors from liability and responsibility of any loss, damage and expense that may arise from the applied-for project at any time.

Applicant Signature:		Date	
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Submit the complete application and all supporting documents to:

Attn: Mike Desimone
 City of Logan
 290 North 100 West
 Logan, UT 84321

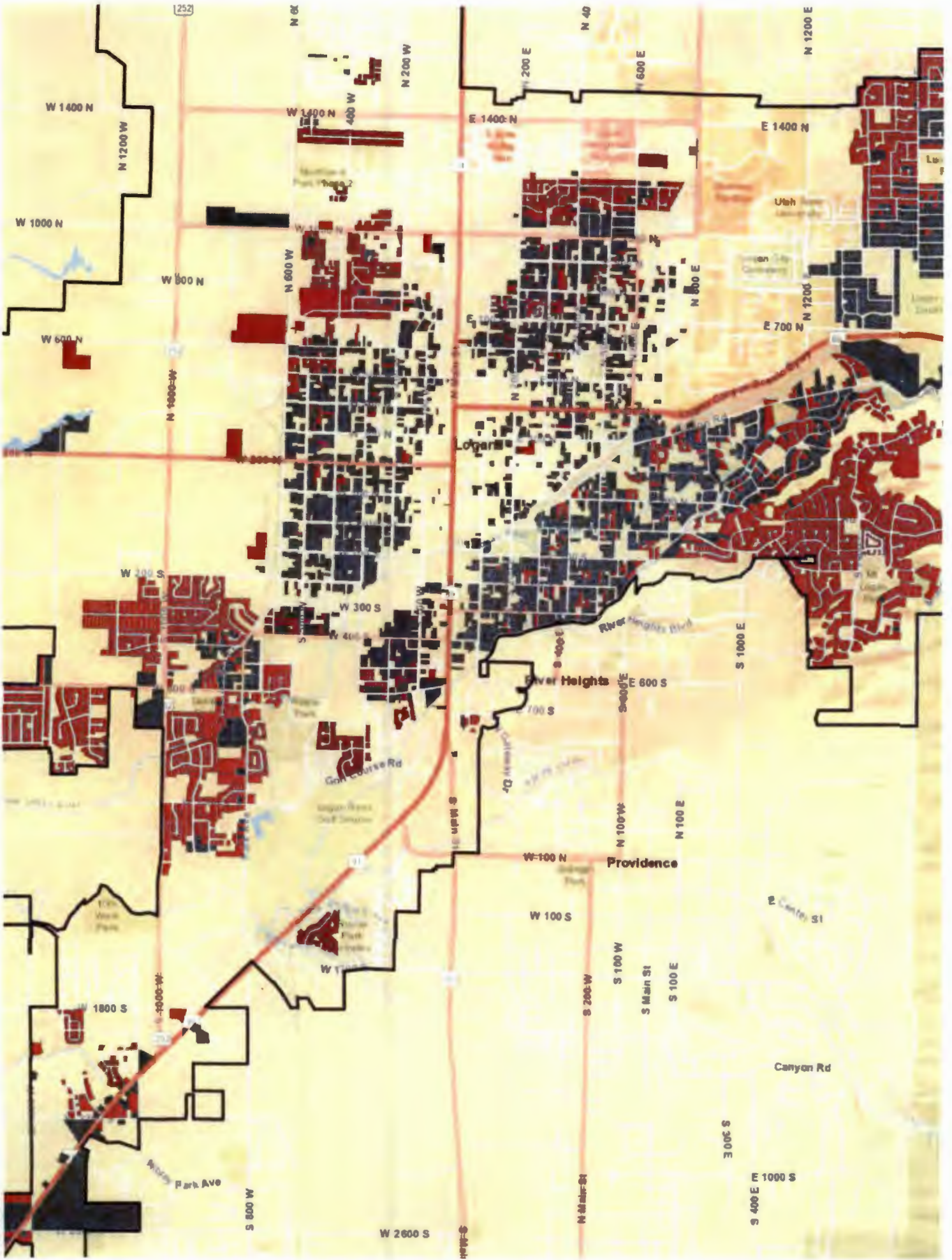
Office Use Only	Submit Date	Award Approval Date	Award Payment Date

PERSONAL FINANCIAL DECLARATION

- A Personal Financial Declaration must be completed for **each household member over the age of 18**.
- If all accounts, assets, and liabilities are jointly held, Logan City will accept multiple names on one declaration.
- Household member over the age of 18 with no assets or liabilities must submit a declaration. Logan City reserves the right to request verification of the information.

Name		Last 4 digits of SSN:	
List all sources of income within the last 60 days:		Total Annual Income:	

ASSETS		LIABILITIES	
Category	Value	Category	Value
Total cash & cash equivalents , including but not limited to, cash on hand, checking/savings accounts, money markets, certificates, etc.	\$	Short-term credit , including but not limited to, credit cards, loans from family or friends, home line of credit, etc.	\$
Investment accounts , including but not limited to, stocks, mutual funds, bonds, etc.	\$	Loans and Mortgages	
Property		• Primary Residence	\$
• Primary Residence	\$	• Secondary Residence	\$
• Secondary Residence	\$	• Rental Property	\$
• Rental Property	\$	• Investment Property	\$
• Investment Property	\$	• Vehicle 1	\$
• Vehicle 1	\$	• Vehicle 2	\$
• Vehicle 2	\$	• Recreational Vehicle(s)	\$
• Recreational Vehicle(s)	\$	• Student Loans	\$
• Other	\$	• Business Loans	\$
• Other	\$	• Other	\$
Other Assets , including but not limited to, loans to family/friends, life insurance cash value, jewelry, precious metals, antiques, collectable, etc.	\$	Other Liabilities	\$
Total Assets	\$	Total Liabilities	\$
		NET WORTH	
		Total Net Worth (assets – liabilities)	\$



17.6053: Administrative Enforcement

- B. The civil fee for each violation listed on the administrative citation shall be fifty dollars (\$50) if paid within ten (10) days of service, excepting that the civil fee for a violation of over-occupancy of a residential dwelling unit shall be two hundred fifty dollars (\$250) if paid within ten (10) days of service.
- C. Civil fees shall be doubled if paid after ten (10) days.
- D. Payment of any civil fee shall not excuse a failure to correct a violation or any reoccurrence of the violation, nor shall it bar further enforcement action by the City.
- E. Civil fees shall be paid to the City of Logan.

Part V. Costs and Fees**§17.6053.450. Purpose**

- A. The Logan Municipal Council finds that the costs incurred by enforcement officials and other City personnel to correct violations should be recovered from the responsible person.
- B. The Logan Municipal Council further finds that the assessment of costs is an appropriate method to recover expenses incurred for actual costs of abating violations, re-inspection fees, filing fees, attorney fees, hearing examiner fees, title search, and any additional actual costs incurred by the City for each individual case. The assessment and collection of costs shall not preclude the imposition of any judicial fees or fines for violations of the Logan Municipal Code or applicable state codes.

§17.6053.460. Assessment of Costs

- A. Whenever actual costs are incurred by the City to enforce the Logan Municipal Code and applicable state codes, such costs shall be assessed against the responsible person.
- B. The Director shall serve the responsible person with a notice of itemized bill for costs.
- C. The responsible person shall have a right to an administrative enforcement hearing. A request for such hearing shall be in writing and shall be filed within ten (10) days from the date of service of the notice of itemized bill for costs. Failure to request an administrative enforcement hearing as provided shall constitute a waiver to an administrative enforcement hearing and a waiver of the right to appeal.

§17.6053.470. Failure to Timely Pay Costs

The failure of any person to pay assessed costs by the deadline specified in an invoice shall result in a late fee calculated at the rate of one and one-half percent (1½%) per month.

§17.6053.480. Administrative Cost Fund

Administrative costs and fees collected pursuant to this Title shall be deposited in a fund, as established by the City, for the enhancement of the City's code enforcement efforts and to reimburse City departments for costs associated with the administration of this Title. Fees and costs deposited in this fund shall be allocated pursuant to the City's budget process and as authorized by applicable law.

§17.6053.490. Allocation of Civil Fees

Civil fees collected pursuant to this Title shall be deposited in the Logan City general fund. Civil fees deposited in the general fund may be allocated pursuant to the City's budget process and as authorized by applicable law.