

Bradley E. Grose, Mayor  
William "Wes" Nance, Vice Mayor  
I. Douglas Adams, Jr., Council Member  
Robert R. Altice, Council Member  
Matthew S. Hare, Council Member



Vinton Municipal Building  
311 South Pollard Street  
Vinton, VA 24179  
(540) 983-0607

## Vinton Town Council

**Council in the Neighborhood Meeting  
Campbell Memorial Presbyterian Church  
1130 Hardy Road  
Tuesday, January 15, 2013**

### **AGENDA**

Consideration of:

- A. 6:30 p.m. - CONDUCT NEIGHBORHOOD MEETING**
- B. 7:15 p.m. - ROLL CALL AND ESTABLISHMENT OF A QUORUM**
- C. MOMENT OF SILENCE**
- D. PLEDGE OF ALLEGIANCE TO THE U. S. FLAG**
- E. CONSENT AGENDA**
  - 1. Consider approval of minutes for Council Meeting of January 2, 2013.
- F. AWARDS, RECOGNITIONS, PRESENTATIONS**
  - 1. Officer of the Month for December 2012 - Master Police Officer Scott Hurt
- G. CITIZENS' COMMENTS AND PETITIONS** - This section is reserved for comments and questions for issues not listed on the agenda.
- H. TOWN ATTORNEY**
- I. TOWN MANAGER**
- J. MAYOR**
- K. COUNCIL**
  - 1. Financial Reports for October and November, 2012

**L. ADJOURNMENT**

**M. WORK SESSION**

1. Update on \$700,000 CDBG Downtown and Economic Revitalization Grant

**NOTICE OF INTENT TO COMPLY WITH THE AMERICANS WITH DISABILITIES ACT.** Reasonable efforts will be made to provide assistance or special arrangements to qualified individuals with disabilities in order to participate in or attend Town Council meetings. Please call (540) 983-0607 at least 48 hours prior to the meeting date so that proper arrangements may be made.

**NEXT COMMITTEE/TOWN COUNCIL MEETINGS:**

- January 14, 2013 – 5:30 p.m. – **Finance Committee Meeting** – Finance Conference Room
- January 24, 2013 – 6:00 p.m. – **Highway Safety Commission Meeting** – Town Conference Room
- February 5, 2013 – 7:00 p.m. - **Regular Council Meeting** – Council Chambers



## **Town Council Agenda Summary**

### **Meeting Date**

January 15, 2013

### **Department**

Town Clerk

### **Issue**

Consider approval of minutes for the Council Regular Meeting of January 2, 2013

### **Summary**

None

### **Attachments**

January 2, 2013 minutes

### **Recommendations**

Motion to approve minutes

MINUTES OF A REGULAR MEETING OF VINTON TOWN COUNCIL HELD AT 7:00 P.M. ON TUESDAY, JANUARY 2, 2013, IN THE COUNCIL CHAMBERS OF THE VINTON MUNICIPAL BUILDING LOCATED AT 311 SOUTH POLLARD STREET, VINTON, VIRGINIA.

MEMBERS PRESENT:

Bradley E. Grose, Mayor  
William W. Nance, Vice Mayor  
I. Douglas Adams, Jr.  
Robert R. Altice  
Matthew S. Hare

STAFF PRESENT:

Christopher S. Lawrence, Town Manager  
Susan N. Johnson, Town Clerk  
Elizabeth Dillon, Town Attorney  
Ryan Spitzer, Assistant to the Town Manager  
Gary Woodson, Public Works Director  
Joey Hiner, Assistant Public Works Director  
Mary Beth Layman, Special Programs Director

**The Mayor called the regular meeting to order at 7:00 p.m.** The Town Clerk called the roll with Council Member Adams, Council Member Altice, Council Member Hare, Vice Mayor Nance, and Mayor Grose present. After a Moment of Silence, Mr. Adams led the Pledge of Allegiance to the U.S. Flag.

Roll Call

**Mr. Hare made a motion to approve the consent agenda** as presented; the motion was seconded by Vice Mayor Nance and carried by the following vote, with all members voting: Vote 5-0; Yeas (5) – Adams, Altice, Hare, Nance, Grose; Nays (0) - None.

Approved minutes of Council's regular meeting of December 18, 2012

**The next item on the agenda was a presentation on** the Town's 2012 Relay for Life Awards. The presentation was made by Kim Barker, Angie Lewis and Tammy Halliwell, the co-chairs for the 2012 Relay for Life and for 2013. They presented two banner awards, one for reaching the \$100,000 goal and the other for the highest per capita in the State of \$13.00. After comments from Council Members, Angie Lewis announced that the 2013 Relay for Life Event will be on April 19<sup>th</sup> at William Byrd High School. This year's theme is "Step Up to the Plate and Strike Out Cancer". Bootie Chewing, Carolyn and Don Williams were also present.

**The next presentation was the 2012 Vinton First Aid Crew** report by Assistant Chief Wayne Guffey. He commented that the truck was marked up 5,561 out of 5,630 volunteer hours for 98.8%. The Crew responded to 1,093 calls out of 1,431 for 76%, total man hours of 21,835. Mr. Guffey next commented that the crew (career and volunteer) had a total of 2,580 calls dispatched and there are currently 52 members on roll. They received a 50/50 Grant from OEMS for a power

stretcher that cost \$12,427 and the training center held seven classes with a total of 60 students. Classes will start back up in the Spring. After comments from other Council Members, Mr. Hare expressed appreciation for the door-to-door delivery of bottled water by the Volunteer First Aid Crew in June during the storm event.

**During citizen comments, Bootie Chewing expressed** her appreciation for the First Aid Crew and how proud she is of Vinton.

**The next item on the agenda was a Public Hearing** to consider public comments regarding a \$700,000 Community Development and Block grant to revitalize the downtown business district. Ryan Spitzer, Assistant to the Town Manager, gave brief comments. This is the first of two Public Hearings we will have for the Grant. This is a \$700,000 grant from DHCD through CDBG with an overall cost of \$2.1 million, the majority of which is the \$1.2 million the Town and County are using for the library and site acquisition.

The Scope of the project involves gateway improvements on Washington/Pollard and Virginia/Pollard; Farmer's Market area improvements; streetscaping to include plantings and lighting improvements through the core of downtown; parking lot improvements; façade improvements to participating downtown businesses and a revolving loan pool. In the past the Town has used CDBG money for the Downtown Planning Grant.

The Mayor commented that we will be involving our citizens and our business community as we move through this process. The Town Manager confirmed that the Downtown Management Team will be guiding the whole project. There will also be public meetings on the design process.

The Mayor then declared the Public Hearing open at 7:16 p.m. Mary Beth Layman of 1028 Almond Drive, read a statement on behalf of her husband, Randy Layman. He suggested a town-wide wireless high speed internet service with the town putting up the infrastructure and sponsoring a connection web domain. The town could charge a modest monthly price for town residents subscribing via secure IDs, which could extend to individuals and small businesses. Mr. Layman also stated it would be natural to extend this down Route 24 to Bedford County and beyond since a lot of that area has poor access to high speed internet.

Ms. Layman also commented on a new branding that the Roanoke Valley Convention & Visitors Bureau has created entitled "Virginia's Blue Ridge". This branding along with any graphics can be adaptable to events and promotions in

Opened Public Hearing

Vinton and we are free to use them. She commented on the Blue Ridge Parkway and that we need to embrace our closeness to the Parkway and the outdoors. It can be a real asset to our town. Vice Mayor Nance asked where he could go for additional information and the response is to check the RVCVB website. Landon Howard is the Director.

Hearing no further public comments, the Mayor closed the Public Hearing at 7:24 p.m. There were no further comments from Council.

Public Hearing Closed

**The next item on the agenda was a Public Hearing to consider public comments regarding Main Street Improvements from Railroad Avenue to West Lee Avenue as a Community Improvement Grant, said project located in the 100 year floodplain.** Mr. Spitzer referred to the floodplain map showing a portion of the Farmer's Market (the very corner) and the intersection of Washington/Pollard in FEMA Zone X. Because it is in the 100 to 500 year flood zone, we have to hold this Public Hearing to allow citizens to give comments on the town potentially putting structures in the floodplain. However, the town is not looking at putting up any new structures in this area, but looking at repaving the intersection due to traffic loop work and we are not looking at touching the portion of Farmer's Market parking lot that is in the floodplain. The map states that there is a .2% chance of flooding in any given year. Mr. Spitzer indicated he had received comments from the US Army Corps of Engineers on this project who regulate floodplains for FEMA and they did not have any issues with our proceeding with this project.

The Mayor then declared the Public Hearing open at 7:26 p.m. Hearing no public comments, the Mayor closed the Public Hearing at 7:27 p.m.

Public Hearing opened; Public Hearing closed

Mr. Hare reiterated that even though part of the Farmer's Market is in the floodplain since we are not doing anything with that portion, it does not matter. The Town Manager responded that it is the tip of two parking spaces and we are not putting any structures in the area. We can pave parking lots and add trees, but not put up any new structures. Even if we were putting up a new light post, we can avoid that area. Mr. Hare asked about the Washington/Pollard intersection being in the floodplain and Mr. Spitzer responded it was only the parking lot of the Vinton Motors.

**The next item on the agenda was to consider adoption of a Resolution authorizing appropriating \$21,016 for the balance of the cost for adding Alternate "F" Line to the Glade-Tinker Creek Wastewater Interceptor Replacement –**

Phase II Project. Gary Woodson, Public Works Director, made comments regarding the addition of the Alternate "F" Line. This line is south of the original project which is 336 linear foot of 24 inch plastic pipe. The contractor has made offer to complete this part for \$175,000 with no change orders. We were anticipating change orders regarding the rock, but they agreed to not submit any. The town will put a manhole in around Cedar. Then the additional 400 linear feet of 12 inch pipe which is Alternates G & H can be done in-house in about two months at a cost of around \$11,000. This will complete the entire project under budget.

Mr. Hare asked if Alternates G & H are in the Midway area and the response was it is across the street from Midway, near Gearhart Park. Mr. Adams asked what neighborhoods feed into these lines and the response was a section of Midway and the next manhole up is another connection to Midway. Mr. Woodson commented that there is 60 feet of deteriorated pipe in this area that needs to be repaired. Vice Mayor Nance commented that not only is it a necessary project but because we have the contractor on sight we probably will not get it done any cheaper. Mr. Woodson responded that our engineering firm is also going to handle Alternate F with no additional charge to the town.

Vice Mayor Nance then summarized that we are using all of the money remaining from the 2007 E Bonds, maxing out the loan from VML and then reallocating \$21,015.59 from this year's budget on costs that we are confident we will be saving through wastewater because of the lack of rain. We are not spending any new money, but redistributing money that has already been earmarked for expenditure. The Town Manager commented we are using all of the bridge loan and it will have to be attached to the bond that we get for the upgrades at the Wastewater Treatment Plan. This also means that the rates will need to be adjusted to compensate for this new debt.

The Mayor asked if this project would put us in great shape for that part of town and the response was yes. It will specifically address inflow and infiltration issues which have been most of the problem. Mr. Hare asked would the crews not be able to do while they are working on this project. The response was snow removal, if needed, other maintenance items around the facility such as tree trimming, etc. Mr. Hare asked if there is anything more that we might be missing and the response was that this project will be completely build out as designed.

Mr. Woodson then commented that we have paid Anderson & Associates \$120,000 for this project from the beginning, including the redesign and they are not charging

us for the Alternate F. Mr. Hare asked if that cost was in the total and the response was that Anderson was already paid for the design which would be added on top of the total construction cost. The Mayor then commented that a \$1 million investment is a lot, but it is an investment that most citizens do not even realize the benefits they receive.

**Vice Mayor Nance made a motion to adopt the Resolution as presented; the motion was seconded by Mr. Hare and carried by the following roll call vote, with all members voting: Vote 5-0; Yeas (5) – Adams, Altice, Hare, Nance, Grose; Nays (0) - None.**

**The Town Manager commented that the Regional Pound Agreement has been approved by all localities and is being circulated for signatures. The Executive Director position has been advertised and is on each of the four locality's websites. He also indicated that he is the town representative on the selection committee for the design team of the new library and will be involved in interviews at the War Memorial in two weeks.**

**The Mayor commented about community pride and the willingness of staff and citizens to go beyond what is required for the Town. Comments were made about the CDBG Grant and what excitement that holds for the Town and everyone was wished a Happy New Year. The Mayor also reminded everyone that the next meeting is a Council in the Neighborhood meeting at Campbell Memorial Presbyterian Church.**

**Mr. Adams moved that the meeting be adjourned, the motion was seconded by Mr. Altice and carried by the following vote, with all members voting: Vote 5-0; Yeas (5) – Adams, Altice, Hare, Nance, Grose; Nays (0) – None. The regular meeting was adjourned at 8:00 p.m.**

Adopted Resolution No. 2003 authorizing appropriating \$21,016 for the balance of the cost for adding Alternate "F" Line to the Glade-Tinker Creek Wastewater Interceptor Replacement – Phase II Project

APPROVED:

\_\_\_\_\_  
Bradley E. Grose, Mayor

ATTEST:

\_\_\_\_\_  
Susan N. Johnson, Town Clerk



## **Town Council Agenda Summary**

### **Meeting Date**

January 15, 2013

### **Department**

Police

### **Issue**

Officer of the Month for December 2012 – Master Police Officer Scott Hurt

### **Summary**

Master Police Officer Scott Hurt was selected as Officer of the Month for December. He will be recognized at the meeting.

### **Attachments**

Memo from Chief Cook

### **Recommendations**

Read Memo



## Vinton Police Department

311 SOUTH POLLARD STREET  
VINTON, VIRGINIA 24179

PHONE (540) 983-0617  
FAX (540) 983-0624

**BENJAMIN L. COOK**  
CHIEF OF POLICE

**A State Accredited Agency**

To: Scott Hurt, Master Police Officer

From: Benjamin L. Cook, Chief of Police *BLC*

Date: January 4, 2013

Subject: Officer of the Month – December 2012

Congratulations! You have been nominated and selected as Officer of the Month for December, 2012.

On December 31, 2012, you were in a local convenience store, off-duty, when the store clerk yelled for a man to stop who was running from the store. Realizing that the person had just stolen a carton of beer, you began to pursue him on foot. During the chase the suspect threw the carton of beer, striking you in the chest. You continued the pursuit and apprehended the suspect and held him until on-duty officers arrived to assist. While waiting on backup officers, and after identifying yourself as a police officer, the suspect bit you on the hand and continued to resist detention. On-duty officers arrived quickly and took the suspect into custody who was charged with theft and assault on a police officer.

Your quick actions led to the apprehension and arrest of the suspect. In addition, because you were off-duty, you did not have the typical equipment and protection that you would normally have available to you which increased the risk to your personal safety. Your action is commendable and shows the dedication that you have to the community and to your law enforcement career. Going above and beyond the call of duty is something to be proud of and you are well deserving of this recognition. Keep up the good work!



## **Town Council Agenda Summary**

### **Meeting Date**

January 15, 2013

### **Department**

Finance/Treasurer

### **Issue**

Financial Reports for October and November 2012

### **Summary**

The Financial Reports for the period ending October 31, 2012 and November 30, 2012 have been placed in the Town's Dropbox.

The Finance Committee is meeting on Monday, January 14, 2013 at 5:30 pm to discuss the report and will make a presentation of the report to Council during the Council Comment Section of the Regular Meeting on January 15, 2013.

### **Attachments**

Reports in Financial folder in Dropbox

### **Recommendations**

Motion to approve the Financial Reports



## **Town Council Agenda Summary**

### **Meeting Date**

January 15, 2013

### **Department**

Administration

### **Issue**

Work Session - Update on \$700,000 CDBG Downtown and Economic Revitalization Grant

### **Summary**

A presentation will be made of where the CDBG stands today and the timeline for project and grant approval. It will review the proposed budget, projects that will be undertaken as well as the two programs that the Town will have to administer as part of the CDBG. The two programs are a revolving loan fund and a façade improvement program. Also, staff can discuss our conversations with Beverley Coleman, DHCD Town Representative, on the status of the Downtown Grant. This will be Council's chance to ask questions about the project. This should be an informal two way conversation about the project.

There will be a second Public Hearing for the public at the February 5, 2013 Council Meeting and then Council will have to vote to accept and sign the contract with DHCD at the February 19, 2013 or the March 5, 2013 Council Meeting depending on when the Department of Historic Review provides the Town with their findings.

### **Attachments**

PowerPoint Presentation  
Draft of Revolving Loan Program  
Draft of Façade Guidelines  
Draft of Downtown Revitalization Management Plan  
Draft of Project Budget

### **Recommendations**

No action required

# TOWN OF VINTON DOWNTOWN BUSINESS DISTRICT REVITALIZATION PROJECT

Project Management  
Team Meeting  
January 10<sup>th</sup>, 2013



# AGENDA

- Overview
- Management Plan
- Budget
- 5 Areas



# PROJECT MANAGEMENT TEAM

- Important to have a strong and involved Team
- Meet monthly throughout duration of grant
- Project Management Plan
  - > Dates
  - > How funds will be paid
  - > Benchmarks
  - > How everyone will stay informed
- Role of Committee
  - > Keep Grant/Town on Track
  - > Evaluate Results and assessment of work
  - > Help with design characteristics
  - > Resolving Grievances
  - > Façade and Revolving Loan
- Augmented by a group of interested businesses – help get their sentiments

# BUDGET

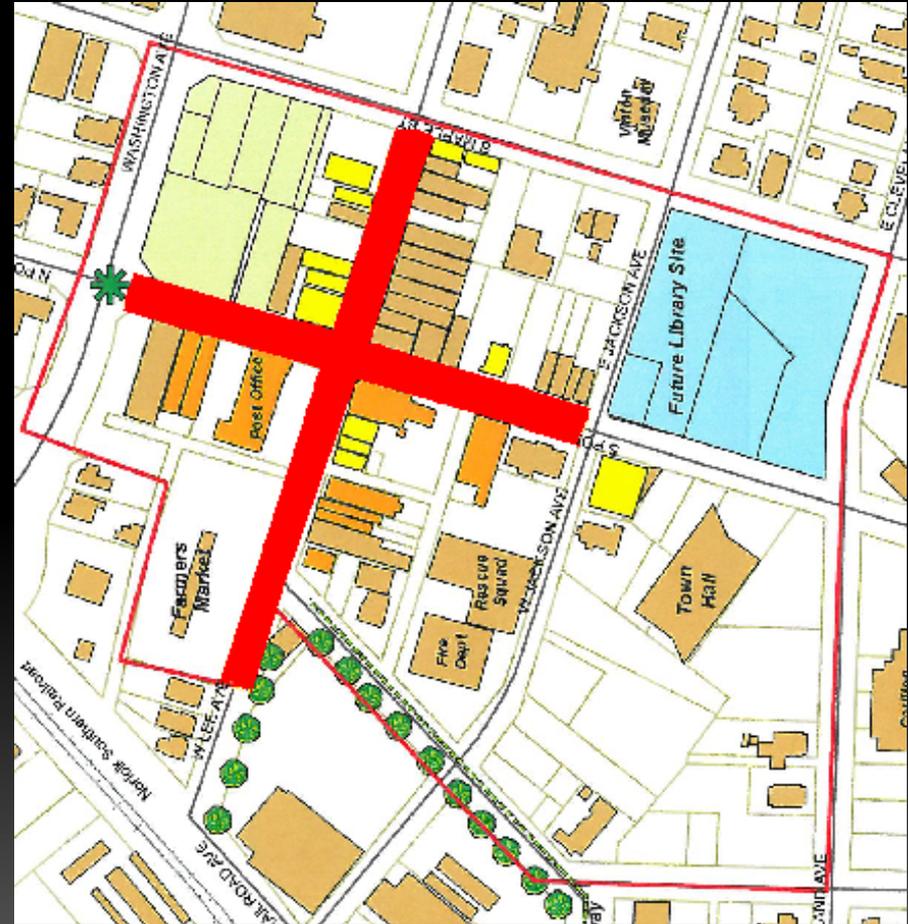
- ◎ Overall - ~\$2,161,311
  - > Some projects have already been completed
- ◎ Grant - \$700,000
- ◎ Other: \$1,417,772
  - > Library - \$1,255,000
  - > Town/County/Business – \$176,772
- ◎ Administration - \$40,000

# STREETSCAPING

\$269,010

\$20,000 Town

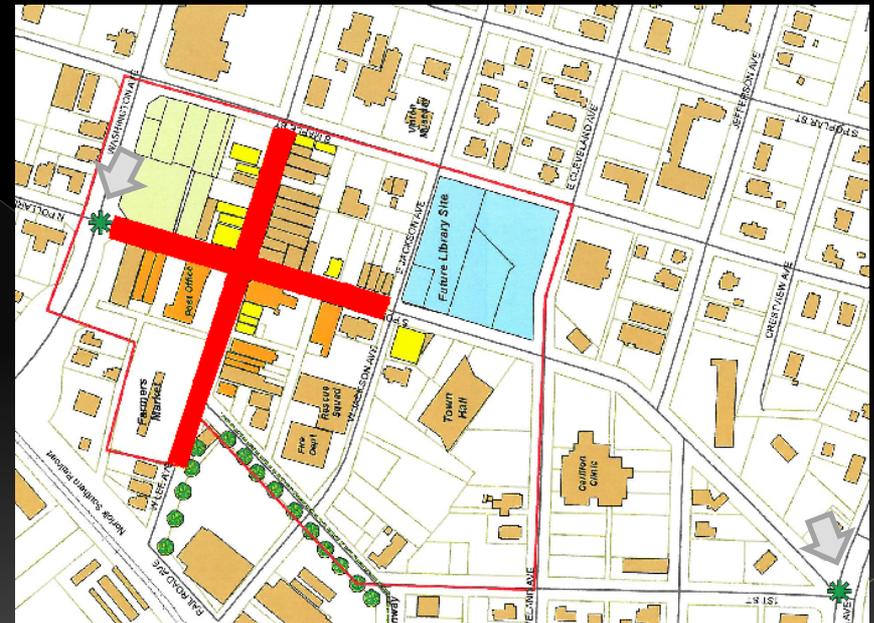
- Lights
- Wayfinding
- Plantings
- Rehabilitation of site for parking or some other use



# GATEWAY IMPROVEMENTS

\$69,136

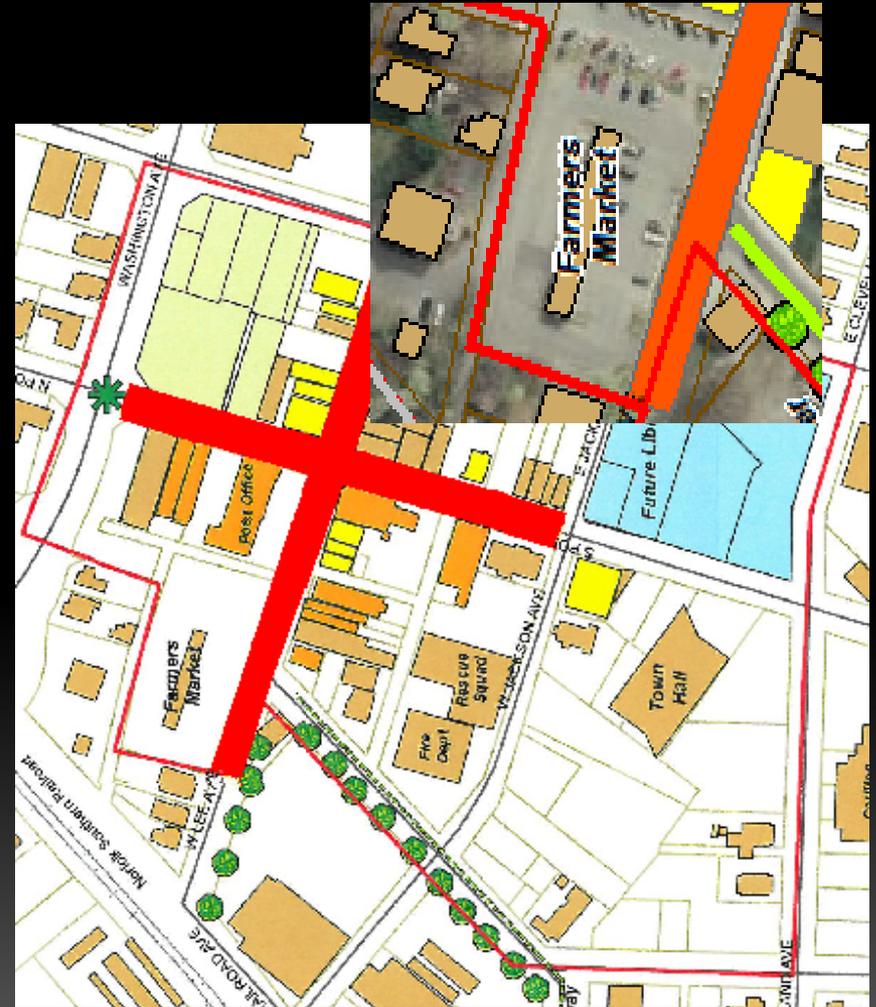
- Washington/Pollard
- Virginia/Pollard



# FARMER'S MARKET

\$119,016

- More Inviting
  - › Landscaping
  - › Lighting
  - › Parking Areas



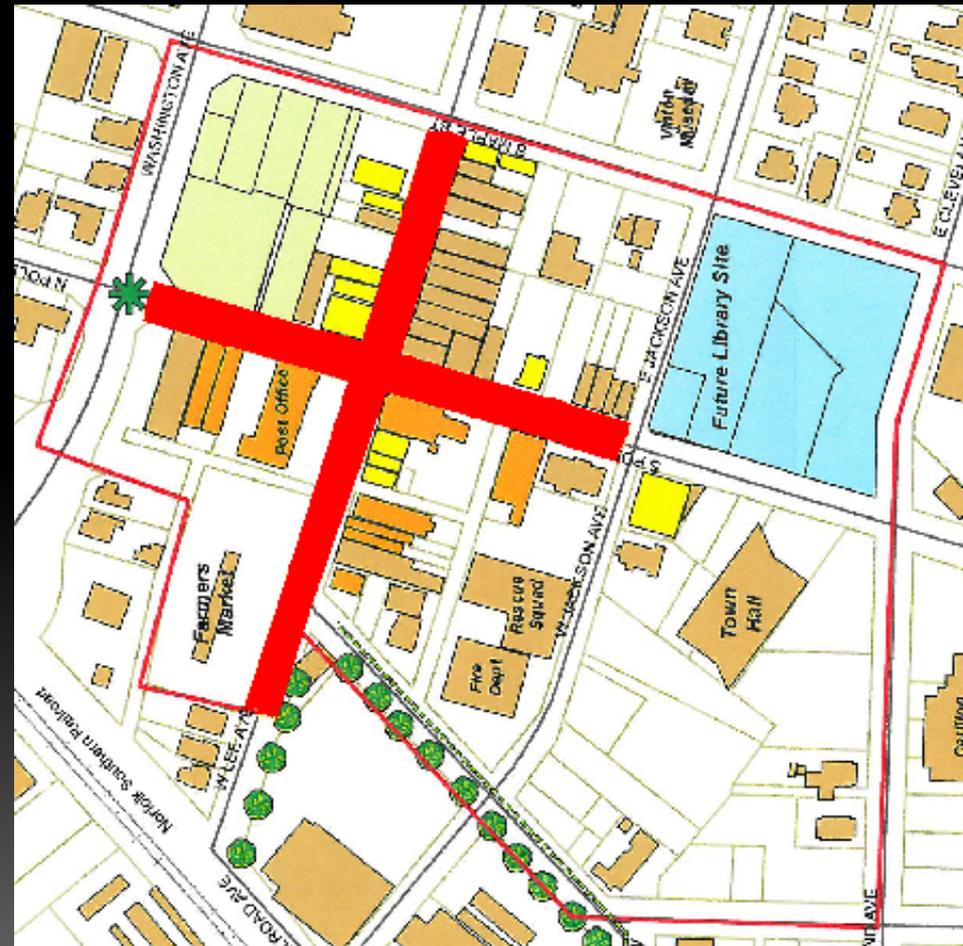
# FAÇADE

\$208,809

\$87,838 – Grant

\$101,372 – Other

- Improvements – 11
- Completed – 3
- Administered by Committee of Team
- Guidelines
  - › Use approved arch.
  - › Approved by team
  - › 50/50 match



# BUSINESS DEVELOPMENT

\$124,600

- ◎ Branding
- ◎ Revolving Loan Program
  - > 5 members with Team having final say
  - > \$100,000 → create 1 job for every \$25,000
  - > 51% must be LMI
- ◎ Downtown Guide

# PRECONTRACT DEADLINE

- ◎ February 8<sup>th</sup>, 2013
  - > Floodplain Notifications
  - > DHR/ERR
  - > 504 Compliances
  - > Public Hearings
  - > Anti-displacement Plan
  - > Contractor Solicitations
  - > Approved method to advance fair housing
  - > Approved Budget, Management Plan, Façade Program, and Revolving Loan Program

# MOVING FORWARD

- ◉ We all have a stake in this
- ◉ Business Owners need to bring up ideas, but also need to advocate downtown
- ◉ Next Meetings
  - > Focused
  - > 2<sup>nd</sup> Tuesday of each month at 9

**IT TAKES A COMMUNITY TO CHAMPION  
A DOWNTOWN.**

**QUESTIONS OR OBSERVATIONS**

# DRAFT DOCUMENT



*Office of Economic Development  
Revolving Loan Program*

*(Plan and Administrative Program Manual)*

*311 SOUTH POLLARD STREET  
VINTON, VA 24719  
[www.vintonva.gov](http://www.vintonva.gov)  
(540)343-1508*



*Office of Economic Development  
Revolving Loan Program*

The Town of Vinton provides low-interest loans to qualifying for-profit businesses undertaking certain types of projects designed primarily to create or retain jobs within the. The loans, which generally range from a minimum of \$10,000 to a maximum of \$50,000, may be used to purchase real property, fixtures, machinery, and equipment. The loans may also be used for working capital and to remodel existing buildings. Loan terms vary from a maximum of 10 years for fixed-asset financing to a maximum of 5 years for non-fixed asset financing. The Town of Vinton's loans are designed to leverage private investment and equity. Borrowers are required to contribute a minimum of 10% of the total project cost, with the CDBG grant monies funding the remaining balance of the loan. All Town of Vinton loans must be secured by adequate collateral. Personal guarantees and key man life insurance may be required. Borrowers must obtain all business licenses required by the Town of Vinton and must be current on all taxes owed to the Town of Vinton prior to loan closing. Borrowers will generally be expected to create or retain one FTE job for every \$25,000 in loan proceeds within two years of loan closing. To apply for a loan from the Town of Vinton, please complete the following application. Return the fully completed application and all required attachments, along with a \$75 non-refundable application fee to the address listed below. Additional information may be required after initial review of the application. Loan applications will be submitted to the Town of Vinton Loan Review Committee for review and approval on a monthly basis.

## ADMINISTRATOR

Town of Vinton, Virginia

## AREA OF OPERATION

Downtown Economic and Revitalization Program area: This area is bordered by Washington Avenue, South Maple Street, West Cleveland Avenue, 1<sup>st</sup> Street, Walnut Avenue and West Lee Avenue to include the Farmer's Market.



## PURPOSE

To create and retain jobs in the Town of Vinton by stimulating new private investment by offering financing which may be subordinated to conventional bank financing.

## TYPE OF FINANCING

Revolving Loan Fund for working capital and fixed asset loan.

## ELIGIBILITY

The applicant must be a Vinton small business, property owner, or have a current or pending lease, or sales contract for an eligible site in the Town of Vinton Central Business District. A small business as defined is a business which is at least 51% independently owned and controlled by one or more individuals who are U.S. citizens or legal resident aliens, and together with affiliates, has 50 or fewer employees, or average annual gross receipts of \$1 million or less averaged over the previous three years. Loans will not be granted to applicants operating a home based business.

## AMOUNT

Minimum generally \$10,000

Maximum generally \$50,000

Maximum of \$25,000 of loan amount per each job created or retained.

## USES

- Land acquisition: Including engineering, legal, grading, testing, site mapping and related costs associated with acquisition, plan and site preparation.
- Building acquisition: Acquisition, construction and rehabilitation of buildings
- Purchase of machinery and equipment
- Working Capital: Limited to 30 percent of total loan portfolio.

## TERMS

- Machinery and equipment -- Up to five (5) years
- Land and facilities -- Maximum of seven (7) years
- Operating Capital -- Up to five (5) years

## INTEREST RATE

The interest rate will be established by the Loan Review Committee based on the Prime Rate as reflected in the Wall Street Journal. However, the interest rate for the loan programs will be fixed for the duration of the loan. At the discretion of the Loan Review Committee, the interest rate may vary to reflect the risk and the economic or community benefits of the specific project. In no event, however, shall the rate be less than 50 basis points below the prime interest rate.

## APPLICATION PROCESS

Application forms and instructions may be obtained from the Vinton Economic Development office at the address below. The applicant must present a valid business license from the Town of Vinton at the time of application. A revolving Loan Review committee comprised of loan financial and economic development professionals reviews the completed form and makes recommendations as to the final approval.

## LOAN SELECTION AND APPROVAL PROCESS

1) The Project Manager will be responsible for ensuring that all applications are fully completed, signed and forwarded to the Loan Review Committee with recommendations. The Loan Review Committee is comprised of the Vinton Town Manager, Vinton Treasurer/Finance Director, one representative of the Vinton Town Council and two representatives of banks located within the Town of Vinton.

2) At every regular meeting and prior to any action taken on the RLF applications, the Loan Review Committee will review the current financial condition of the Program Fund. The Project

Manager will provide information on the total value and liquidity of the Fund assets and total liabilities. This information shall be derived from periodic financial reports.

3) If the amount of the loan request exceeds available funds, the Economic Development Director shall assign a numerical ranking or preference ranking to each application based upon the characteristics of the applicant. In instances where funds are limited, priority preference shall be given to minority-owned business applicants and/or business employing LMI individuals.

4) The Loan Review Committee, at its regular meeting, will act on every loan application received by the Project Manager, subsequent to the previous meeting, by either denying or approving the application. If there is no motion to approve or no second to the motion to approve, then the application shall be taken to be denied. The Committee shall also stipulate the interest rate and the terms of the loan. If any applications are approved, the Committee will instruct the Project Manager to prepare information to be presented to the full Committee for approval or denial.

5) If any applications are approved by the Committee, the Project Manager will forward present the application to the Project Management Team for final approval.

#### COSTS AND FEES

1) Application Fee - a fee of \$75 will be paid by each applicant at the time of submission of the application to the Town.

#### ELIGIBLE COSTS

1) Land and associated costs necessary to its acquisition and preparation.

2) Building and associated costs necessary to acquire, construct and/or rehabilitate.

3) Equipment and associated costs necessary for the acquisition and installation of machinery and equipment.

4) Other costs contributing to the value of project's fixed assets, such as sales and use taxes and interest on interim construction financing.

5) Adequate and appropriate contingency reserve.

6) Working capital (including inventory- Loan requests for working capital will be viewed on a case-by-case basis and will generally be subject to higher underwriting standards than a loan request to fund the above items.)

7) Infrastructure costs.

8) Reasonable relocation costs, except where prohibited by Loan Requirements.

## LOAN REQUIREMENTS

Prior to disbursement of funds, the Economic Development Director will require the Borrower to provide assurances as detailed in the Plan and;

- 1) The proposed project(s) is located within the CDBG Project area of the Town of Vinton, Virginia.
- 2) No Revolving Loan Fund proceeds will be used to assist a business to relocate from one labor area to another.
- 3) Uses of Revolving Loan Funds will be consistent with the economic development plan of the town.
- 4) The project will provide more than a temporary alleviation of unemployment or under-employment within the area of project impact.
- 5) Barring exceptional circumstances, the minimum loan amount will be \$10,000 and the maximum will be \$50,000.
- 6) Projects involving construction shall be in compliance with state and local codes and regulation.

## LOAN CONDITIONS

In making loans, the Loan Review Committee shall apply the following conditions:

### A. General

- 1) Financial assistance may not be extended if total financing is otherwise available from private lenders or other agencies on terms which, at the opinion of the Loan Review Committee, will permit the accomplishment of the project. However, applicants are encouraged to maximize the participation of other private sources for project financing.
- 2) There is reasonable assurance of repayment of the loan, giving full consideration to special impacts of the objectives of the Program.
- 3) Security shall be required as is determined necessary by the loan counsel.
- 4) The Loan Review Committee will normally require personal guarantees of the borrower(s) and/or principal(s), as may be necessary to properly secure the loan.
- 5) The Applicant will be required to comply with the stated reporting requirements. (See attached forms.)
- 6) If applicant ceases doing business or relocates its principal place of business outside the limits of the Town of Vinton, the Loan Review Committee, at its option upon 30 days prior written

notice, may declare the entire principal balance of the Note and all accrued interest together with all applicable fees, costs and charges, if any, immediately due and payable.

#### B. Loan Terms

- 1) The term of a fixed asset loan shall ordinarily be not greater than the weighted average useful life of the fixed asset(s) of the project; however, in no case may a fixed asset loan be made for a term of more than ten years.
- 2) The term of a full working capital loan or a loan where a majority of the proceeds are used for working capital shall not exceed five years.
- 3) Except at the discretion of the Loan Review Committee, the maximum loan-to-project costs shall not exceed 90% and generally no more than 30% of the loan proceeds shall be used for working capital.

#### SECURITY REQUIREMENTS

- 1) Security shall be required generally in the form of liens against real estate and machinery and equipment, and/or the direct assignment of awarded Grants and/or the assignment of awarded government contracts and/or other security the Authority deems appropriate.
- 2) Normally each loan shall require personal guarantees of the borrower(s), principal(s), and/or their spouses as may be necessary to properly secure the loan.
- 3) Adequate insurance coverage of the collateral shall also be required.
- 4) If a business is leasing a building or a portion thereof, a landlord's lien waiver shall be required at the time of closing unless waived by the Loan Review Committee at its sole discretion.



**REVOLVING LOAN FUND APPLICATION**

The Company must meet the attached Program criteria before they can be considered eligible for a “Town of Vinton Revolving Funds Program” Loan. All information on this application must be completed to the satisfaction of the Town of Vinton Economic Development Office, or it will not be considered complete. Once it is complete, the request will be processed according to the attached steps. A non-refundable application fee of \$25.00 is required at time of application filing. A commitment fee equal to one percent (1%) of the loan amount, less the paid application fee, will be due and payable on or before the loan closing.

**THE COMPANY:**

Company Legal Name: \_\_\_\_\_

Federal ID Number: \_\_\_\_\_ SIC Code: \_\_\_\_\_

Address: \_\_\_\_\_

Phone Number: \_\_\_\_\_ Fax: \_\_\_\_\_

Legal Counsel: \_\_\_\_\_

Address: \_\_\_\_\_

Phone: \_\_\_\_\_ Fax: \_\_\_\_\_

Accountant: \_\_\_\_\_

Address: \_\_\_\_\_

Phone: \_\_\_\_\_ Fax: \_\_\_\_\_

**BUSINESS FORM:**

( ) Corporation State: \_\_\_\_\_ Year Incorporated: \_\_\_\_\_

( ) Partnership State: \_\_\_\_\_ Year Incorporated: \_\_\_\_\_

( ) Sole Proprietorship Yrs. Established: \_\_\_\_\_

## **PRINCIPALS:**

- a.** Attach as “Schedule A” – Prepare a schedule with the names, addresses and business affiliations and percentage of ownership of all principals (officers, directors, shareholders or partners with ownership of 5% or more) and their relationship to the Company.
- b.** Attach as “Schedule B” – Prepare a schedule with the resumes of the principals and officers including name, address, phone number, date of birth, business experience, education position in the Company, employment history, length of association with Company, salary and other compensation and outside directorships.
- c.** Is the Company presently in any litigation, which would have a material effect on the Company’s financial solvency? ( ) Yes ( ) No (if yes, provide details.)
- d.** Has the Company or any of the management of the Company or its affiliates, or any other concern with which such management has been connected, ever been involved in bankruptcy, creditor’s right’s or receivership proceedings or sought protection for creditors?  
( ) Yes ( ) No (if yes, furnish details.)
- e.** Have the management or principal stockholders of the Company ever been charged with or convicted of any felony, or misdemeanor other than minor traffic offenses, or been in the management of or stockholders in any firm or corporation convicted of any felony? (This information will only be used for the purpose of evaluating the business reputation of the Company and its principals, as required by law.)  
( ) Yes ( ) No (if yes, furnish details.)

## **BUSINESS HISTORY**

- a.** Attach as “Schedule C” – Attach a narrative history of the Company and a description of its method of operations. For businesses in operation less than two years, a copy of the applicant’s resume which details work experience. Also, a copy of a business plan that shows an understanding of the structure, operations, management and the unique problems and trends of the business.

This narrative should include, but not be limited to, the items listed below. In particular, the narrative should include a discussion of any significant developments in the Company’s background which may be reflected in the financial statements submitted with this application.

- ◆ Present number of employees (full and part-time)
- ◆ Products, relative sales, volumes of each and contributions to profitability (%)
- ◆ Types of customers, major accounts, particularly those accounting for more than 10% of sales, with contact, telephone number and description of products.
- ◆ Areas and methods of distribution, market share.
- ◆ Principal competitors

- ◆ Principal suppliers, particularly those accounting for 20% or more of basic requirements for operations, with contact, telephone number, and description of products supplied, discussion of supply problems experienced or anticipated and how they have been/will be dealt with.
- ◆ Discussion of work stoppages or labor disputes and how resolved.
- ◆ Research and Development programs, importance to Company.
- ◆ Dependence on energy sources.
- ◆ Location, size, and operations of Company's present facilities.

## **BUSINESS RELATIONSHIPS:**

**a.** Attach as "Schedule D" – Attach a list of the names and addresses of all concerns, if any, that may be regarded as parent companies, subsidiaries or affiliates of the Company or related Company (as defined in Section 267, 107, and 1562A of the Internal Revenue Code of 1954 as amended) including concerns in which the Company, or any of its principals, as indicated above, holds an interest greater than 5%.

Indicate the nature of the relationship, the amount of ownership, and the trade or other relationship with the organization listed. If "none", so state.

## **PROJECT:**

Project Objectives – Attach as "Schedule E"

- a.** What are the specific reasons for project. Include: production, sales, earnings and employment objectives. (Specify number of employees in first and second year following completion of the project, with rationale for why the positions will be created.)
- b.** Will this project result in expansion of the Company's markets, geographically or to other types of buyers? Describe.
- c.** Will this project result in marked changes in the way in which the Company now operates as described in Schedule C? Explain.

Project Description – Attach as "Schedule F"

- a.** Include address and a complete narrative physical description of the project and its location. Include discussion of or attach the following:
  - ◆ Plot plan, showing existing/proposed improvements, easements, etc. (i.e. with dimensions)
  - ◆ Description of land improvements/status of sewers, water, etc. (i.e. to be made)
  - ◆ Description of neighborhood, including zoning, available utilities, transportation.
  - ◆ Plans and specifications for construction/renovation (specify size of building)
  - ◆ Construction/occupancy schedule

- ◆ Complete description of machinery and equipment (if part of the project), its use in Company’s operations, useful life of each unit. Certain items, e.g. office furniture and equipment, etc. which will not be financed.
- ◆ State the name of the entity to own the project. If other than Occupant Company, describe relationship, including names of principals and percentages of ownership of entity owning project.

Have any funds been expended to date on the project for which this application is made?  
 Yes     No

**a.** If yes, please attach schedule showing details of such disbursements (date, purpose, payee, etc.)

**b.** Does the Company plan to occupy 100% of the Project?  Yes     No

If no, explain: \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

Set forth in the details of the project costs and the seniority of liens and how and from what source the proposed project is to be financed. Attach the following to the section titled “Project Costs and Financing”.

**a.** Copies of executive contracts of sale of real estate – contingent upon Fund financing. Contract must be in effect at the time of loan approval.

**b.** Contractor’s estimate for construction or renovation. (on letterhead and signed)

**c.** List of machinery and equipment to be acquired and itemized suppliers’ estimates or quotations. (on letterhead and signed)

**FINANCIAL INFORMATION:**

Include with this application for the Company and affiliates or subsidiaries with which the Company has trade or other relationships as outlined in “Schedule D” hereof the following schedules.

**a.** “Schedule G” – Typed profit and loss statements and balance sheets for the last three (3) fiscal years prepared by a Certified Public Accountant (CPA).

If CPA statements are unaudited, statements must be accompanied by a sworn certification by an officer of the Company, that such financial information reflects the true and accurate condition of the Company’s finances. The applicant should prepare a spread sheet of each of the financial statements for the three year period.

If the most recent statement is more than four months old at the time of the application provide typed interim statements in form similar to the annual statements. Attach statements covering the same period for the immediate prior year.

In the event historical statements have not been prepared by a CPA, tax returns must be submitted.

Annual and interim statements must include or be accompanied by separate expense schedules for Cost of Goods Sold, Selling and General Administrative Expenses, including:

- ◆ Depreciation and amortization expenses on standard depreciable terms
- ◆ Officers salaries and all other salaries
- ◆ Dividends

**b. “Schedule H”** Type projected income statement and balance sheet for three years (statement must include, as separate line items, projected interest and depreciation expenses associated with the proposed project), commencing with the end of the most recent fiscal year, in the same form and including the same items indicated above.

Include a projection of capital expenditures for the period, purpose and how proposed to be financed. (attach narrative explaining rationale used)

**c. “Schedule I”** Projected cash flow statements, by quarters, for the first year of operation in the project. (attach narrative explaining rationale used)

**d. “Schedule J”** Detail of each outstanding debt at the date of the current statement, including:

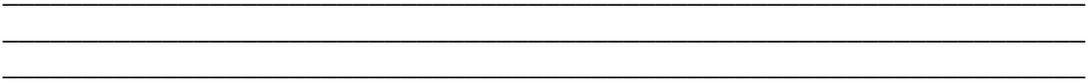
- ◆ Installment loans
- ◆ Officer or shareholder loans
- ◆ Notes and mortgages payable
- ◆ Capitalized leases

For each outstanding debt show original amount, date incurred, to whom payable, present balance, interest rate, maturity date, monthly payment, security, and whether current or delinquent. The applicant must provide a sworn notarized statement that these are the only outstanding debts.

**e.** Projected realty taxes for the first year of operation in the project; a brief explanation of any tax abatement programs expected to be used.

**f. Attach as “Schedule K”** Signed personal financial statements for each proprietor, partner, officer and stockholder with 20% or more ownership of the Company. (Those holding less than 20% may be required to submit statements at a later date if considered necessary following review of application.)

**g.** Provide bank references (including account number and the name and phone number of the bank official handling the account.)



**h.** The Fund may require additional security in the form of Collateral Mortgages or Security Interests. Please list below any additional collateral available for such security (not including personal residences)

	Cost	Net Book Value (Cost less Depreciation)	Present Liens & Mortgage Balances
<b>Land &amp; Building</b>	_____	_____	_____
<b>Machinery &amp; Equipment</b>	_____	_____	_____
<b>Other</b>	_____	_____	_____

**EMPLOYEE INFORMATION:**

1. Does the Company warrant it is in compliance to the best of its knowledge, with all federal and state laws dealing with equal employment opportunity and the hiring of illegal aliens?  
 Yes     No

2. Employment Projections at the end of:

Title of Position	Salary Range	Current		1 <sup>st</sup> Year		2 <sup>nd</sup> Year	
		No.	%	No.	%	No.	%
_____	_____	_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____	_____	_____
_____	_____	_____	100	_____	100	_____	100

**ENVIRONMENTAL WARRANTIES:**

The Company represents and warrants as follows:

The Company is not in violation of, and has complied with and shall continue to comply with all applicable environmental and land use laws. The Company is not currently under investigation by the Virginia Department of Environmental Quality and/or the United States Environmental Protection Agency. The Company is not currently operating under an Order on Consent with either agency. The Company represents that after diligent review, it is not aware of any situation that would, with the passage of time or otherwise, give rise to any liability under any law for the protection of the environment.

## PROJECT COST AND FINANCING

### PROJECT COST

Realty Cost	Amount
◆ Acquisition of real property	_____
◆ Construction of new building	_____
◆ Renovation of existing building	_____
◆ Expansion of existing building	_____
◆ Miscellaneous (specify)	_____
<div style="text-align: right; margin-right: 50px;">Total Realty Cost</div> <div style="text-align: right;">\$ _____</div>	

Machinery & Equipment Cost	
◆ Acquisition of machinery & equipment	_____
◆ Installation	_____

Miscellaneous (specify) _____	_____
Total Machinery & Equipment	_____
Total Project Cost	_____

### Realty Financing:

Order of Lien Preference	Name of Participant	Amount	% of Total	Interest Rate	Term
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____
Totals			100%		

### Machinery & Equipment Financing:

Lien Preference	Participant	Amount	% of Total	Interest Rate	Term
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____
Totals			100%		

Total Project Cost \$ \_\_\_\_\_  
 Total Fund Financing Request \$ \_\_\_\_\_

Additional Financing Requirements and Attachments

1. The Fund may require a 10% cash equity contribution to the total project cost.
2. The Fund may require other lenders to be a part of the total financing package.
3. If other lending institutions or parties are involved the Fund requires commitment letters of contingency commitment of project financing from them.
4. The Fund reserves the right to set its own loan rate, terms and conditions.
5. The applicant shall incur all legal and accounting costs associated with preparing this application, and any loan agreement costs whereby these services are needed or required by the applicant.

Applicant, Execution, Verification and Contents Thereof

- a. Every application for financial assistance from the Fund shall be in writing and shall be executed and verified by the Company.

Authorized Signatures:

I understand that the Fund reserves the right to independently verify any or all of the information supplied herein, and may refuse to approve the application should any of the information provided prove to be false or misleading.

Dated: \_\_\_\_\_  
\_\_\_\_\_  
President / Occupant

\_\_\_\_\_ being duly sworn, deposes, and says: That s/he is the President of \_\_\_\_\_ the Project Occupant (the Company) described in the foregoing application: that s/he has read the foregoing application and knows the contents thereof; that the same is true to his/her own knowledge except as to matters therein stated to be alleged upon information and belief, and as to those matters s/he is in compliance with and all federal and state legislation dealing with equal employment opportunity and the hiring of illegal aliens; and that the execution of this application has been duly authorized by the board of directors of the Company.

\_\_\_\_\_  
Notary Public

Sworn to before me this \_\_\_\_ day of \_\_\_\_\_, 20\_\_

# DRAFT DOCUMENT

## Town of Vinton Downtown Façade Grant Program

### Program Description

This project will provide grants of fifty percent (50%) to assist small businesses along designated areas in the Town of Vinton with building façade and other general property improvements undertaken in accordance with established design guidelines. This area is based on the Community Development Block Grant (CDBG) proposal accepted by the Department of Housing and Community Development (DHCD). The design guidelines address architecture, signage, landscaping, walls, lighting, veneers, awnings, etc.

### Location

To be eligible for a Façade Improvement Program reimbursement grant, a building must be used in whole or in part for commercial purposes and must be located within the target area. The target area coincides with the area bordered by Washington Avenue, Maple Street, East/West Cleveland Avenue, 1<sup>st</sup> Street and Walnut Avenue West Lee Street, and Railroad Avenue. This only includes properties that are within the interior of the boundary of this area.



### Funding Amounts

Property Owners - 50% reimbursement of qualified expenditures base upon

CDBG Cost Audit.

Merchants - 50% reimbursement of qualified expenditures based upon CDBG Cost Audit

**Program Procedures**

All exterior improvements shall conform to the Town of Vinton Commercial Façade Design Guidelines and the applicable ordinances for the Town of Vinton. Interior improvements are not eligible. Exterior improvements to the backs or sides of buildings are eligible, subject to review by the Advisory Committee.

**I. Architectural Design Services and Procedures**

- A. Applicants meet with the Town’s CDBG Manager to review the program guidelines.
- B. Property owner must consult and use the Town’s approved CDBG architectural/construct firm(s).
- C. The applicant shall prepare preliminary façade elevations illustrating proposed renovations including signage, color, and materials in conformance with all commercial façade design guidelines and standards. This submittal should be simply prepared, clear and descriptive showing by drawing or narrative the work to be done. Proposal should include working drawings, photographs of the building or storefront, color and material palettes of the proposed project.
- D. As part of the presentation, preliminary costs estimates should be included. A Written contractor’s bids for work must be included. The total amount (budget plus contingency) of the grant requested cannot exceed the amount presented in the CDBG adopted budget.
- E. Consultation meeting is arranged between the property owner and Project Planner. Discussion will address the buildings architectural style, structural recommendations, significance, and conformance with the Town of Vinton Design Guidelines and Town zoning requirements.

**II. Project Plan Review and Rebate Procedures**

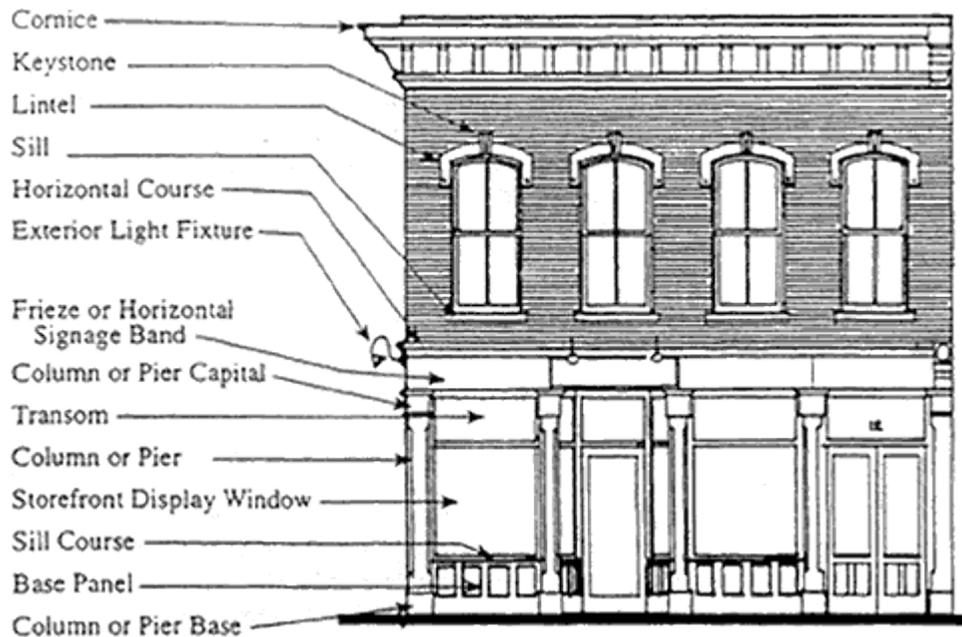
- A. Project Planner shall review the application and determine if proposed improvements conform to the Design Guidelines. If application is approved, staff will direct the applicant to commence work.
- B. An approved project packet must include: 1) signature by Town; 2) any written conditions of approval; 3) the amount of eligible grant funds available

once all work is performed satisfactorily. Work cannot begin until the project has been approved by the Town.

- C. Final plans and specifications shall be submitted to the Planning Department for issuance of a building permit. All new signage shall require issuance of a sign permit by the planning department.
- D. Changes to the originally approved design shall require re-approval by the Town and in most cases re-approval by the Planning Department. **Failure to have alterations, revision or changes approved in advance by the Planning Department will result in the termination of the Agreement and forfeiture of the grant funds.** Project Planner will make periodic informal inspection of work to assure compliance with approved design and conformance with Design Guidelines.
- E. For reimbursement, once work is completed, applicant shall submit to the Town detailed cost documentation, which may include canceled checks, paid invoices, or payroll reports.
- F. Project Planner will make a final on-site inspection to confirm improvement compliance. If all work has been completed in compliance with the improvement plans and the required building permits have been finalized, the Town will process a request to the IDA for payment to disburse reimbursement funds in accordance with the approved application.

## Design Guidelines

### Anatomy of a Building Facade



### Storefront Design and Display

- Most facades consist of an architectural framework designed to identify individual storefronts. Each storefront should respect this architectural framework and not extend beyond it.
- Storefronts' design should be in keeping with a building's overall design. Storefront elements -- such as windows, entrances, and signage -- provide clarity and lend interest to facades. It is important that the distinction between individual storefronts, the entire building facade, and adjacent properties be maintained.
- Individual storefronts should be clearly defined by architectural elements, such as pillars, piers, or separations of glass.
- A horizontal band at the top of each storefront can serve as an appropriate location for business signage.
- Storefront windows should be consistent in height and design with storefront doors to create a cohesive appearance.
- Storefront windows should not be completely obscured with display cases that prevent customers and pedestrians from seeing inside.
- Storefront windows should display products or services, local business logos, hours of operation, and/or public service messages. Displays in both retail and non-retail storefront windows that add color, texture, information, and/or visual activity to the pedestrian experience are encouraged.

- "Transparent" storefronts are not necessary for some businesses, such as professional offices. Nevertheless, even for such businesses it is preferable to maintain the size of original storefront windows. Proprietors can provide attractive window displays or install blinds. This solution contributes to the vitality of the streetscape and is more flexible for future changes than permanently blocking windows.

### **Sign Guidelines**

Shoppers use signs mainly to identify the names and locations of businesses but signs can also convey an image as well as a direct message. Restrained and tasteful signs suggest a high-quality business. A jumble of oversized and competing signs- even on a single downtown façade- can confuse the customer. With signs, bigger is not always better.

- Wall signs shall not exceed the height of the building cornice.  
On street façade signs and display ads shall not exceed 10% of each main floor façade area
- Wall signs should be flush-mounted or painted directly upon the flat surface of the building.
- Wall signs should be placed in traditional locations in order to fit within architectural features for example:
  - Above transoms
  - On cornice fascia boards
  - Below cornices
- Brackets for projecting signs should be located under a second floor windowsill or a maximum of 15 feet from the street level.
- Projecting signs shall be no larger than 12 square feet in area.
- The use of sign symbols, logos, and cutouts, particularly in projecting signs is encouraged.
- Symbolic and historic three-dimensional signs such as barber shop poles and appropriately-sized projecting signs are encouraged. Signage should have the capability of being lit in the evening, although the source of light must not be visible to motorists or pedestrians.
- Signage permanently painted on glass is encouraged when up to 10% of glass area.
- When more than two businesses occupy the same building, identifying signs should be grouped together in single panel. Similar letterforms and backgrounds to make up a directory should also be used.
- Sign materials should be compatible with materials used in the building. Painted wood and metal are particularly encouraged because these materials convey durability. Individual letters affixed directly to a sign frieze may be used.
- Signs shall be directly or indirectly illuminated, or shall have separately backlit letters. Internally illuminated signs are strongly discouraged.
- Neon signs shall be used in building interiors only. The use of neon on the building exteriors is strongly discouraged.
- Spot lighting to draw attention to sign and architectural details is encouraged.
- Light spillage on adjacent properties is strongly discouraged.

- Signs based upon designs, materials or features in use earlier or later than the construction date of the building, are discouraged.

### **Awnings, Canopies and Marquees**

- Awnings, canopies and marquees provide a secondary location for signage. They add color and interest to building storefronts and facades and can be used to emphasize display windows and entrances. They also serve to protect pedestrians and display windows from the sun and rain.
- Awnings, canopies and marquees consistent with local character and building type are encouraged.
- Awnings should reflect the overall facade organization of a building. Awnings should be located within the building elements which frame storefronts.
- Important architectural details should not be concealed by awnings, canopies or marquees.
- Awnings on a multiple-storefront building should be consistent in character, scale, and location, but need not be identical.
- Awning shapes should relate to the shape of the facade's architectural elements.
- The use of traditionally shaped awnings is encouraged, when appropriate.
- Creative or unusually-shaped awnings should be designed with considerable care.
- If possible, top edges of awning shall be mounted to align with the top of the transom or with the framing above the main display window.
- Fabric awnings are encouraged. Canvas and fire-resistant acrylic are preferred awning materials. The use of vinyl or plastic as awning materials is discouraged.
- The use of awning valances for signs is encouraged.
- Retractable or operable awnings are not encouraged.
- Long expanses of awning should be broken into segments that reflect the door or window openings beneath them.

### **Roofs and Parapets**

- Rooflines should mimic the separate yet complementary rhythm of historic buildings.
- Flat roofs (slightly sloped to drain) are preferred with parapets that articulate the rhythm of the buildings. Parapets should be embellished with brick detailing and stepped or sloped to achieve a visually interesting yet harmonious sequence along the building façade.
- Sloped roofs are not allowed unless the roof form is concealed by a parapet or false front. Exceptions may be granted if the sloped roof is used on top of a multi-story building to help reduce the overall height of the façade and define the residential character of the upper floors.

### **Doors and Entrances**

- Primary entrances should be clearly marked and provide a sense of welcome and easy passage from exterior to interior. Whenever possible, they should be located on the front of buildings.
- Side entrances should be located as close to the street front as possible.

- Recessed doorways are encouraged; they provide cover for pedestrians and customers in bad weather and help identify the location of store entrances. They also provide a clear area for out-swinging doors and offer the opportunity for interesting paving patterns, signage, and displays.
- New store entrances must be accessible to the physically disabled. Renovation of existing entrances is encouraged.
- Loading and service entrances should be located on the side or rear of buildings, whenever possible. They should be screened from public ways and adjacent properties to the greatest extent possible.

### **Windows**

- Whenever possible, a building's original window pattern should be retained. Avoid blocking, reducing the size, or changing the design of windows. Windows should be used to display products and services, and maximize visibility into storefronts.
- Window openings that have been blocked or screened by concrete block, brick or plywood etc. should be reopened to reestablish the original rhythm of the façade.
- Commercial storefront windows traditionally tended to be large at the ground-floor level. During renovation or new construction, this approach is encouraged.
- If ceilings must be lowered below the height of storefront windows, provide an interior, full-height space immediately adjacent to the window before the drop in the ceiling. This lets more light into the storefront and allows the retention of larger windows.
- Wood is strongly recommended as replacement door frame and window frame material.
- Try to retain or increase window transparency whenever possible. Replace reflective or dark tinted glass with clear glass, if possible. In general, dark glass alienates pedestrians from the business activity inside a storefront and reduces the impact of window displays.
- Avoid installing opaque panels, such as metal, wood, and/or other materials, to replace clear glass windows.
- Windows with multiple, small-paned windows should be avoided unless they are historically appropriate to the building style, or integrate well into the overall design.
- Do not use Plexiglas or other replacement materials instead of glass.
- Safety glass is required when windows are 18" or less from the ground.
- Fix broken windows immediately. Broken or boarded windows negatively impact business and the district.
- Avoid using window openings for mechanical equipment (such as air conditioners, louvers, air exhausts)

### **Exterior Lighting**

- Exterior lighting should highlight building elements, signs, or other distinctive features rather than attract attention to the light fixture itself. Lighting that attracts

attention to itself, such as neon tubing surrounding display windows, should be avoided.

- In order to maintain an attractive image, exterior building lighting should be appropriate to the building's architectural style.
- Building lighting should provide an even illumination level. Avoid flashing, pulsating, or similar dynamic lighting that poses a hazard to motorists.
- Avoid lights which glare onto streets, public ways, or onto adjacent properties.
- Provide indirect lighting whenever possible.
- The creative use of neon in individual circumstances is encouraged. Because these guidelines strive to promote a unique character for the Town of Vinton, the use of nationally distributed neon signs that promote brand name goods is discouraged.

### **Exterior Materials**

- Facade design should be complementary to a building's original materials as well as to those of adjacent buildings.
- Terra cotta, brick and stone convey permanence and should be used when architecturally appropriate.
- When using new brick, care should be taken to match the color and type of original brickwork.
- Painting brick is not encouraged but will be reviewed on a case-by-case basis.
- Use of decorative concrete block, applied false-brick veneer, vinyl or aluminum siding is discouraged. Other materials made to either imitate exterior finish materials or used to cover original architectural features is also discouraged.
- Materials used near sidewalks and adjacent to building entrances should be highly durable and easily maintained while compatible with other exterior building materials.
- The surface cleaning of structures should be done by the gentlest means possible. Sandblasting and other cleaning methods, such as chemical washes, that will damage exterior building materials and features should not be undertaken.
- Existing cornices and/or building caps should be retained where possible and repaired as needed.
- When applied cornices have been removed, encourage replacement of the historic cornice if feasible. If replacement is not feasible, design a simplified cornice to define the top of the building and maintain the visual unity of building tops along the block.

### **Building Systems**

- A building's mechanical, electrical and plumbing systems should be concealed completely from view from the street or sidewalk. If such equipment cannot be concealed, efforts should be taken to minimize their visual impact on building facades.
- Rooftop equipment should be hidden by a screening device so as not to be visible from the street and sidewalk.
- Avoid placing air-conditioning units in windows or any other openings facing onto the street. Units located in non-window openings are acceptable if they are

flush with building walls. They should be screened with a decorative grill or any grill appropriate to the storefront design. Air-conditioning units should not drain onto pedestrians passing below.

- Downspouts and other drains should be kept clear and well-maintained.

### **Landscaping**

- Landscaping treatments should be used to enhance the pedestrian experience, complement architectural features and/or screen utility areas.
- The use of flower boxes, planters and hanging flower baskets is encouraged

### **Acceptable Colors:**

- A façade design should employ a limited palette of complimentary colors, which if possible do not clash with the schemes of adjacent buildings. Extremely bold, intense color schemes and primary colors should be avoided.
- A color palette of earth tones, such as rich burgundy, taupe, rose shades, clay brick tones, beiges, and greens is desired.
- Program participants may choose up to four colors for a single building (one or two body colors, one or two trim colors, and one accent color; these may be the same or different). Architectural elements on the building facade, such as canopies, balconies, and arcades, shall be in the same color as one of the four chosen building colors, except where constructed with a permitted material such as stone or brick that is left unpainted.

### **The Use of the Following are Strongly Discouraged:**

- Internally lit and or plastic awnings
- Internally lit signs
- Flashing signs
- Pedestal signs and pole-mounted plastic signs
- Mass-produced blow mounted plastic signs
- Billboards of all types and sizes attached or free-standing
- Portable trailer signs
- Historically incompatible canopies, awnings, and imitation mansard roofs made of metal, rough-sawn wood, plastic, shakes, or asphalt roofing.
- No vending machines dispensing food or drinks shall be permitted on the exterior of any structure.

### **Strongly Discouraged Materials on Visible Surfaces:**

- Vinyl or aluminum siding
- Asphalt, or fiberglass shingles
- Structural ribbed metal panels
- Corrugated metal panels
- Plywood sheathing
- Plastic sheathing

- Structural glass, unless used to replicate a 1940s-1950s storefront design
- Reflective or moderate to high grade tinted glass

# DRAFT DOCUMENT

## TOWN OF VINTON DOWNTOWN REVITALIZATION MANAGEMENT PLAN

**PURPOSE OF PLAN:** The project management plan is a contract document that identifies all major responsibilities and tasks involved in successfully completing the project. It stipulates the person(s) responsible for all tasks and schedules and benchmark dates projected for all tasks. The plan also provides the management team with a tool for monitoring the project's progress to help ensure its completion within the timeframe established by Department of Housing and Community Development (DHCD). It must be maintained and updated throughout the course of the project.

The components of the plan include, at a minimum the following:

1. Brief project description and project cost;
2. A management team roster with the roles and responsibilities of all persons involved in the implementation of the project clearly identified;
3. The role of any housing rehab program board, façade improvement committee, or private employers;
4. Outline of specific project benchmarks by which the administration and implementation of the project will be tracked and analyzed. Benchmarks should be specific dates by which tasks and subtasks will be completed;
5. The method by which local government officials, including the chief administrator of the locality, will be kept informed of the status of the project;
6. The method by which the chief administrator and grant administrator will oversee and monitor all aspects of the project to assure timely and effective implementation;
7. The process for review, approval and payment of invoices related to all project expenditures;
8. A timetable for expenditure of administrative funds based on benchmark accomplishments;
9. An identification of potential problems and complexities inherent in the project, and an analysis of how these will be anticipated and mitigated; and
10. Signatures of, at a minimum, the locality's chief administrator, grant administrator and DHCD Community Representative.

**PROJECT DESCRIPTION:** The Town of Vinton has received a business district revitalization grant from the Virginia Department of Housing and Community Development (VDHCD). The purpose of the grant is to promote downtown revitalization by eliminating physical and economic blight by improving the facades of 11 buildings, improvements to sidewalks, streetscapes, municipal parking lot, Farmer's Market lot, installation of wayfinding signage, and keeping the planning strategies up to date. The total project cost is \$1,417,722; Department of Housing and Community Development's (DHCD) portion is \$700,000.

**FAÇADE COMMITTEE ROLE:** The Board will not mandate specific rehabilitation standards, but will instead work closely with each applicant and the consulting architect to devise appropriate and consistent designs.

The Town will provide architectural services for façade improvements funded with Community Development Block Grant (CDBG) Program funds. The project architect will conduct a site inspection and consult with the owner in developing a façade design with preliminary material and labor estimates.

If, after the architect reviews the property, the property owner wants to proceed, he will need to finalize his participation in the project by submitting a formal application to the Board. Applications will be available at Town Hall.

Priority will be given to those projects deemed most blighted, were already identified in the project application phase, and to those property owners who will invest a higher percentage of their own funds.

The Board may reduce CDBG funding levels for low-priority buildings in order to conserve adequate funding to address the targeted buildings. In this event, the Board will use a point-system to rank each storefront improvement. The job receiving the most cumulative points will be funded first, and so on until all funds are exhausted.

Also, in partnership with the current Façade Improvement Program administered by the Town of Vinton and County of Roanoke, funds can be leveraged for improvements.

**MANAGEMENT MEETINGS:** Monthly management team meetings will be held to monitor all aspects of the project to assure timely and effective implementation. Local government officials, including the chief administrator of the locality, will be kept informed of the status of the project during the monthly management meetings. Any potential problems will be identified during the meetings and a plan of action to address the problems will be developed by the members of the team.

**MONITORING OF PROJECT:** The Project Manager will have bi-weekly meetings with the Town Manager to go over project details, the progress of the project and possible setbacks. These bi-weekly meetings will be in conjunction with the Management Team having monthly meetings. The Project Manager will also have weekly meetings, either by phone or directly, with the lead contractor and any sub-contractors as necessary. The Project Manager will also visit the sites on a regular basis to review construction progress.

**REVIEW OF PAYMENTS:** The Town's procurement policy will be followed regarding the purchasing of items and services. Payments will then be reviewed by the Project Coordinator and then given to the Town Manager for his signature. The Payment will be processed by the Finance Department and signed by the Finance Director. A spreadsheet of budget reductions will be kept to track the purpose for payments and the flow of money.

**POTENTIAL PROBLEMS/COMPLEXITIES:** As with any construction project unforeseen problems and complexities are almost inevitable. Some of these with the Vinton Downtown Revitalization Project include underground installation of wire and cable, façade improvements (both construction and by-in from 11 property owners), and streetscape improvements.

Any potential problems will be discussed by the Project Manager, Town Manager and DHCD Representative as soon as realized. Then the complexity will be taken to the Project Management Team for discussion with possible remedies where a consensus plan will be formed.

**CONTRACT ADMINISTRATION:** The Town of Vinton has obtained Hill Studio to proceed with construction and architectural contract work. They will be responsible for sub-contractor management. The Project Manager for the Town of Vinton will be in constant contact with Hill Studio on overall Construction Management and will review all contracts to make sure they comply with DHCD policies.

**ADMINISTRATIVE EXPENDITURES:** Benchmark accomplishments will be in accordance with the DHCD guidelines and listed in the Management contract.

**PERSONNEL:**

<b>Name</b>	<b>Affiliation</b>	<b>Role</b>
Brad Grose	Town of Vinton	Mayor
Chris Lawrence	Town of Vinton	Town Manager
Ryan Spitzer	Town of Vinton	Project Manager
Anita McMillian	Town of Vinton	Planning Director
Gary Woodson	Town of Vinton	Public Works Director
Stephanie Dearing	Town of Vinton	Human Resource Director
Lijah Robinson	Town of Vinton	Accounting Manager
Barry Thompson	Town of Vinton	Finance Director
Eddie Wells	5 <sup>th</sup> PDC	Senior Planner
Jill Loope	Roanoke County	Acting Econ. Dev. Dir.
Andy Morris	Roanoke County	Building Official
Mary Beth Layman	Town of Vinton	Special Programs Director
Bruce Mayer	Town of Vinton	Property Owner
Stephanie Brown	Town of Vinton	Business Owner
Mark Frye	Town of Vinton	Business Owner
Angie Lewis	Town of Vinton	Chamber of Comm. Dir.
Judy Cunningham	Town of Vinton	Property Owner
Diana Rosapepe	Roanoke County	Library Director
Patrick Hughes	Hill Studio	Project Manager

## Project Responsibility Chart

Tasks	Responsible Person	Support Person(s)	Target Completion Date
<b>ADMINISTRATION</b>			
<b>Pre-contract Activities</b>			
Revise Budget & finalize activities	Ryan Spitzer		2/8/13
Programmatic agreement (DHR)	Ryan Spitzer		2/8/13
Publish RROF/ERR	Ryan Spitzer		2/8/13
Project Management Plan	Ryan Spitzer		2/8/13
Finalize Façade Program Design	Ryan Spitzer		2/8/13
Develop By-laws for Façade Board	Ryan Spitzer		2/8/13
Pay for Performance Budget	Ryan Spitzer		2/8/13
Document Private Investment	Ryan Spitzer		
Procure A/E	Ryan Spitzer	Chris Lawrence	1/1/13
Procure Management Services	Ryan Spitzer		2/8/13
<b>Grant Management</b>			
Execute CIG Contract	Mayor Brad Grose		2/19/2013
Maintain Budget	Ryan Spitzer	Lijah Robinson	Monthly
Maintain Management Plan	Ryan Spitzer		Monthly
Project Reporting	Ryan Spitzer	As Needed	Monthly
Labor Compliance/EEO	Ryan Spitzer	Stephanie Dearing	Monthly
		Chris Lawrence	

Process Payments	Barry Thompson	Ryan Spitzer Lijah Robinson	
Financial Record Keeping	Ryan Spitzer	Barry Thompson	
Report use of Minority/Female & Local contractors	Ryan Spitzer	Stephanie Dearing Patrick Hughes	
Attend Workshops/Meetings	Ryan Spitzer	Mary Beth Layman	
Monitor & Record Benefits	Ryan Spitzer	S. Dearing Patrick Hughes	Monthly
Monitor Expenditure of Non-CDBG Funds	Ryan Spitzer	Barry Thompson Lijah Robinson	Monthly
Project Compliance Reviews with VDHCD/Staff	Ryan Spitzer	Chris Lawrence	
Complaint/Dispute Resolution	S Dearing	Ryan Spitzer Management Team	As needed
Project Closeout/Audit	Mayor Brad Grose	Chris Lawrence Ryan Spitzer	
<b>Tasks</b>	<b>Responsible Person</b>	<b>Support Person(s)</b>	<b>Target Completion Date</b>
<b>Façade Improvement Program</b>			
Meet with applicants prior to beginning designs	Hunter Greene	Marshall McMillan-Zapf	March/April 2013
Pre-Design of Facades	Hunter Greene	Marshall McMillan-Zapf	April/May 2013
Solicit Applications	Ryan Spitzer	Hunter Greene	June 2013
Secure easements from building owners	Ryan Spitzer	Patrick Hughes	July 2013
Develop Façade Design and Preliminary Estimates and present to Owners	Hunter Greene	Marshall McMillan-Zapf	August 2013
Prioritize Facades and Identify Facades for Bidding	Ryan Spitzer/Mgmt Team	Hunter Greene	Sept 31, 2013
Develop Preselected Bidder List	Ryan Spitzer/Mgmt Team	Hunter Greene	Oct 2013
Develop Bid Package	Hunter Greene	Marshall McMillan-Zapf	Oct 2013

Legal Documents signed	Ryan Spitzer		Oct 2013
Bid Construction	Hunter Greene/Ryan Spitzer		Nov 2013
Negotiate Contracts with Owner, Contractor, Town	Ryan Spitzer	Hunter Greene	Dec 15, 2013
Award Contracts, Notice to Proceed	Ryan Spitzer	Hunter Greene	Dec 16, 2013
Pre-Construction Conference	Hunter Greene	Marshall McMillan-Zapf	Jan 2, 2014
Building Permit(s)	Contractor	Hunter Greene	Jan 2, 2014
Change Orders	Hunter Greene		As needed
Final Inspection/Owner Approval	Hunter Greene		
Contractor Lien Release	Hunter Greene		
Final Payment	Ryan Spitzer		May 2014
<b>Streetscape</b>			
Preliminary Plans prepared/ review by Town and Mgmt team	David Hill/Greg Webster Hill Studio	Patrick Hughes/Ryan Spitzer/ Mgmt Team	April 2013
Develop Construction Docs & Specifications	Greg Webster Hill Studio	Patrick Hughes	May 2013
Design review	Town of Vinton/ Hill Studio		June 15, 2013
Permits/Approval (VDOT)	Hill Studio	Town of Vinton	June 30, 2013
Wage Decision	Ryan Spitzer		
Advertise	Hill Studio/Town of Vinton	Patrick Hughes	August 15, 2013
Pre-Bid Conference	Charlie Craig/Hill Studio	Patrick Hughes	Sept 1, 2013
Open Bids	Charlie Craig/Hill Studio	Patrick Hughes	Sept 15, 2013
Award Contract	Chris Lawrence/Town of Vinton	Ryan Spitzer	Oct 1, 2013
Pre-Construction Conference	Charlie Craig/Hill Studio	Patrick Hughes	Oct 15, 2013
Begin Construction	Contractor		Oct 21, 2013
Change Orders	Charlie Craig/Hill Studio		As needed

Partial Payments	Charlie Craig/Hill Studio		As needed
End Construction	Contractor		
Final Inspection/Owner Approval	Ryan Spitzer/TOV Charlie Craig/Hill Studio		
Contractor Lien Release	Charlie Craig/Hill Studio		
Final Payment	Ryan Spitzer/TOV		2/9/2015
<b>Farmers Market area</b>			
Preliminary Plans and review by Town/Mgmt Team	David Hill/Greg Webster Hill Studio	Patrick Hughes/Ryan Spitzer/Mgmt Team	May 2013
Construction Documents & Specifications	Greg Webster Hill Studio	Patrick Hughes	June 2013
Design review	Town of Vinton/Hill Studio		July 2013
Permits/Approval	Hill Studio	Town of Vinton	August 1, 2013
Wage Decision	Ryan Spitzer		August 1, 2013
Advertise	Hill Studio/Town of Vinton	Patrick Hughes	August 15, 2013
Pre-Bid Conference	Charlie Craig/Hill Studio	Patrick Hughes	Sept 1, 2013
Open Bids	Charlie Craig/Hill Studio	Patrick Hughes	Sept 15, 2013
Award Contract	Chris Lawrence/Town of Vinton	Ryan Spitzer	Oct 1, 2013
Pre-Construction Conference	Charlie Craig/Hill Studio	Patrick Hughes	Oct 15, 2013
Begin Construction	Contractor		Oct 21, 2013
Change Orders	Charlie Craig/Hill Studio		As needed
Partial Payments	Charlie Craig/Hill Studio		As needed
End Construction	Contractor		
Final Inspection/Owner Approval	Ryan Spitzer/TOV Charlie Craig/Hill Studio		

Contractor Lien Release	Charlie Craig/Hill Studio		
Final Payment	Ryan Spitzer/TOV		2/9/2015
<b>Washington/Pollard Intersection</b>			
Preliminary Plans and review by Town and Mgmt team	David Hill/Greg Webster Hill Studio	Patrick Hughes/Ryan Spitzer/Mgmt Team	April 2013
Develop Construction Docs & Specifications	Greg Webster Hill Studio	Patrick Hughes	May 2013
Design review	Town of Vinton/Hill Studio		June 15, 2013
Permits/Approval (VDOT)	Hill Studio	Town of Vinton	June 30, 2013
Wage Decision	Ryan Spitzer		
Advertise	Hill Studio/Town of Vinton	Patrick Hughes	August 15, 2013
Pre-Bid Conference	Charlie Craig/Hill Studio	Patrick Hughes	Sept 1, 2013
Open Bids	Charlie Craig/Hill Studio	Patrick Hughes	Sept 15, 2013
Award Contract	Chris Lawrence/Town of Vinton	Ryan Spitzer	Oct 1, 2013
Pre-Construction Conference	Charlie Craig/Hill Studio	Patrick Hughes	Oct 15, 2013
Begin Construction	Contractor		Oct 21, 2013
Change Orders	Charlie Craig/Hill Studio		As needed
Partial Payments	Charlie Craig/Hill Studio		As needed
End Construction	Contractor		
Final Inspection/Owner Approval	Ryan Spitzer/TOV Charlie Craig/Hill Studio		
Contractor Lien Release	Charlie Craig/Hill Studio		
Final Payment	Ryan Spitzer/TOV		2/9/2015
<b>Virginia/Pollard Intersection</b>			

Preliminary Plans and review by Town and Mgmt team*	David Hill/Greg Webster Hill Studio	Patrick Hughes/Ryan Spitzer/Mgmt Team	July 2013
Develop Construction Docs & Specifications	Greg Webster/Laurice Ellsworth Hill Studio	Patrick Hughes	August 2013
Design review	Town of Vinton/Hill Studio		August 15, 2013
Permits/Approval (VDOT)	Hill Studio	Town of Vinton	Sept 1, 2013
Wage Decision	Ryan Spitzer		
Advertise	Hill Studio/Town of Vinton	Patrick Hughes	Sept 15, 2013
Pre-Bid Conference	Charlie Craig/Hill Studio	Patrick Hughes	Oct 1, 2013
Open Bids	Charlie Craig/Hill Studio	Patrick Hughes	Oct 15, 2013
Award Contract	Chris Lawrence/Town of Vinton	Ryan Spitzer	Oct 30, 2013
Begin Construction	Charlie Craig/Hill Studio	Patrick Hughes	Nov 15, 2013
Change Orders	Contractor		As needed
Partial Payments	Charlie Craig/Hill Studio		As needed
End Construction	Charlie Craig/Hill Studio		
Final Inspection/Owner Approval	Contractor		
Contractor Lien Release	Ryan Spitzer/TOV Charlie Craig/Hill Studio		
Final Payment	Ryan Spitzer/TOV		2/9/2015
<i>* note: signage tied to branding effort</i>			
<b>Wayfinding Signage</b>			
Develop Brand	Hill Studio		7/1/2013
Brand Design Review	TOV/Mgmt Team		August 1, 2013
Signage Plan and design	Hill Studio		August 2013
Signage Design Review/approval	TOV/Mgmt Team		Sept 1, 2013
Advertise	Hill Studio/Town of Vinton	Patrick Hughes	Oct 2013

Open Bids	Hill Studio	Patrick Hughes	Nov 1, 2013
Award Contract	Chris Lawrence/Town of Vinton	Ryan Spitzer	Nov 15, 2013
Installation	contractor		December 2013
Final Payment	Ryan Spitzer/TOV		Jan 31, 2014



					TOTAL COST	CDBG	Other Funding	Notes
<b>Façade Improvements</b>								
Description	Qty	Unit	Unit Cost			Estimated Cost		
107 W. Lee Avenue - Vinton Hair Stylists: Completed in Sept. 2010	1	allow	\$ 7,068	\$ 7,068	\$ -	\$ 3,534	Town/County Fund	
105 W. Lee Avenue - IDK Restaurant: Completed in December 2010	1	allow	\$ 15,192	\$ 15,192	\$ -	\$ 5,000	Town/County Fund	
212 S. Pollard Street - Neely's Accounting: Completed in Feb 2011	1	allow	\$ 10,873	\$ 10,873	\$ -	\$ 5,000	Town/County Fund	
301 South Pollard Street - Charity Cottage	1	allow	\$ 21,776	\$ 21,776	\$ 10,888	\$ 10,888	Town/County/Owner Fund	
113 W. Lee Avenue - Christ Fellowship Church	1	allow	\$ 2,500	\$ 2,500	\$ 1,250	\$ 1,250	Town/County/Owner Fund	
117 W. Lee Avenue - Charme Beauty Shop	1	allow	\$ 2,900	\$ 2,900	\$ 1,450	\$ 1,450	Town/County/Owner Fund	
119 W. Lee Avenue - Allstate Insurance	1	allow	\$ 3,500	\$ 3,500	\$ 1,750	\$ 1,750	Town/County/Owner Fund	
123 W. Lee Avenue - Cornerstone Antique	1	allow	\$ 11,500	\$ 11,500	\$ 5,750	\$ 5,750	Town/County/Owner Fund	
109 South Pollard Street - OMA Training	1	allow	\$ 5,850	\$ 5,850	\$ 2,925	\$ 2,925	Town/County/Owner Fund	
111 South Pollard Street - United Pentecostal Church	1	allow	\$ 7,950	\$ 7,950	\$ 3,975	\$ 3,975	Town/County/Owner Fund	
119 South Pollard Street - US Post Office	1	allow	\$ 9,600	\$ 9,600	\$ 4,800	\$ 4,800	Town/County/Owner Fund	
201 South Pollard Street - Bank of America	1	allow	\$ 78,500	\$ 78,500	\$ 39,250	\$ 39,250	Town/County/Owner Fund	
217 South Pollard Street - Azteca de Oro Tienda y Taqueria	1	allow	\$ 13,000	\$ 13,000	\$ 6,500	\$ 6,500	Town/County/Owner Fund	
303 South Pollard Street - Angelo's Restaurant	1	allow	\$ 18,600	\$ 18,600	\$ 9,300	\$ 9,300	Town/County/Owner Fund	
				\$ 208,809	\$ 87,838	\$ 101,372		
				\$ 208,809	\$ 87,838	\$ 101,372		
<b>Future Roanoke County Vinton Branch Library Development</b>								
Description of Work	Qty	Unit	Unit Cost			Estimated Cost		
Real Estate Acquisitions: Completed June 2011	2			\$ 1,255,000	\$ -	\$ 1,255,000	Town of Vinton: \$627,500/Roanoke County: \$627,500 Fund	
				\$ 1,255,000		\$ 1,255,000		
<b>Business Development</b>								
Description of Work	Qty	Unit	Unit Cost			Estimated Cost		
Business Revolving Loan Pool	1		\$ 100,000	\$ 100,000	\$ 100,000			
Branding	1		\$ 10,000	\$ 10,000	\$ 5,000	\$ 5,000	Town of Vinton	
Downtown Shopping and Dining Guide	1		\$ 10,000	\$ 10,000	\$ -	\$ 10,000	Town of Vinton	
Marketing/Promotional Events at the Farmers Market				\$ 4,600	\$ -	\$ 4,600	Foundation of Roanoke Valley/VA Farm Bureau	
				\$ 124,600	\$ 105,000	\$ 19,600		
<b>CDBG Grant Administration</b>								
Grant and Program Administration							Can be 10% of grant amount or up to \$70,000	
Execution of DHCD Contract	1		\$ 6,000	\$ 6,000	\$ 6,000	\$ -	15% of Admin total	
Execution of Project Contract(s)	1		\$ 6,000	\$ 6,000	\$ 6,000	\$ -	15% of Admin total	
Contract Monitoring	1		\$ 8,000	\$ 8,000	\$ 8,000	\$ -	20% of Admin total	
Construction Completion	1		\$ 8,000	\$ 8,000	\$ 8,000	\$ -	20% of Admin total	
Achievement of Benefits	1		\$ 10,000	\$ 10,000	\$ 10,000	\$ -	25% of Admin total	
Administrative Project Closeout	1		\$ 2,000	\$ 2,000	\$ 2,000	\$ -	5% of Admin total	
			\$ 40,000	\$ 40,000	\$ 40,000	\$ -		
				\$ 2,161,311	\$ 700,000	\$ 1,417,772		