

City of Salisbury



MARYLAND

SALISBURY CITY COUNCIL WORK SESSION AGENDA

**TUESDAY - SEPTEMBER 2, 2014
COUNCIL CHAMBERS, ROOM 301
GOVERNMENT OFFICE BUILDING**

- 4:30 p.m. Council discussion concerning RFP #04-15 (Disposition and redevelopment of Lot #30) – Jennifer Miller
- 5:00 p.m. Parking Rate Adjustment & Meter Removal for State Attorney’s Office - Jennifer Miller
- 5:15 p.m. Expansion of Henry S. Parker Sports Complex – Gary Mackes/Wayne Strausburg
- 5:45 p.m. Youth Civics Council presentation – Brittany Goff
- 6:15 p.m. Solar City presentation – Brent Eskay
- 6:40 p.m. Expansion of Arts & Entertainment District – Terence Arrington
- 7:00 p.m. Council Discussion
- 7:15 p.m. Adjournment

*Times shown are approximate. Council reserves the right to adjust the agenda as circumstances warrant.
The Council reserves the right to convene in Closed Session as permitted under the Annotated Code of Maryland 10-508(a).*

City of Salisbury



MARYLAND



125 NORTH DIVISION STREET
SALISBURY, MARYLAND 21801
Tel: 410-548-3190 Procurement
Fax: 410-548-3192 Procurement

KEITH A. CORDREY
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JAMES IRETON, JR.
MAYOR

M. THOMAS STEVENSON, JR.
CITY ADMINISTRATOR

TERENCE ARRINGTON
ASSISTANT CITY ADMINISTRATOR

Council Agenda

September 2, 2014

TO: Mayor and City Council

RE: Declaration of Surplus and Award of Exclusive Negotiating Privilege
RFP 04-15 Disposition and Development of Lot #30

The City of Salisbury Internal Services Department – Procurement Division received a request from the Administrative Office of the City of Salisbury to solicit proposals for a qualified and creative real estate development firm to lease or purchase and then develop un-surplused Lot #30. The twelve parcels encompassing this lot total 1.10 acres of land, and are located at the intersection of West Lake and West Main Street. This lot is currently used as a municipal parking lot with 50 parking spaces. As of Q4 FY14, 22 of these spaces are rented to permit holders.

Solicitations for RFP 04-15 were sought for the purpose of gathering the information necessary to determine if a recommendation of surplus to Council is appropriate and in the public's best interest. The bid opening is scheduled for August 22, 2014 at 4:00 p.m., at which time copies of the bid proposals will be distributed to a six-person Advisory Committee. Each evaluator will be asked to rank the respondents by the evaluation criteria established in the RFP:

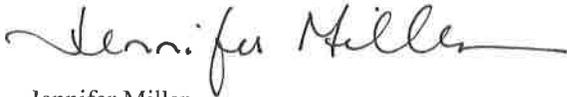
- 25%: Job creation and providing post-construction employment opportunities
- 25%: Evidence the project is fundable and sustainable
- 20%: Conceptual development
- 20%: Positive implications of proposed development and the monetary value of the development
Upon completion
- 5%: Price offer
- 5%: Other factors the Advisory Committee may wish to consider

The rating scale is 0 to 4, with 0 being unacceptable and 4 being Superior.

The Advisory Committee will be asked to present the best proposal to successfully complete this project based on their clear understanding of the City of Salisbury downtown redevelopment objectives, providing evidence that the project is financially feasible and signaling that the proposed development will have a positive impact on the City of Salisbury. A recommendation will then be made to the City of Salisbury Administrative Office to either reject all bids or to proceed with an Award of Bid and thus an Exclusive Negotiating Privilege to a selected proposer, pending Council's declaration of Lot #30 as surplus.

The Administrative Office will then consider the proposals, evaluations and final recommendation of the Advisory Committee. If in agreement with the Advisory Committee, the Administrative Office will make a recommendation of award and recommendation for surplus to the Procurement Department. At that time, the Procurement Department would request Council's approval to declare Lot #30 as surplus and to award the bid and an Exclusive Negotiating Privilege to the selected proposer. It is the intent of the Administrative Office and thus the Procurement Office to present this final recommendation for award and surplus to the Council at the September 8, 2014 Council Meeting. A resolution would be required to declare Lot #30 surplus.

Thank you,

A handwritten signature in black ink that reads "Jennifer Miller". The signature is written in a cursive style with a long horizontal flourish at the end.

Jennifer Miller
Assistant Director of Internal Services – Procurement and Parking

INTER

OFFICE

MEMO

OFFICE OF THE MAYOR

To: Jennifer Miller, Assistant Director of Internal Services – Procurement & Parking
CC: Tom Stevenson, City Administrator
From: Terence Arrington, Assistant City Administrator
Subject: RFP 04-15 Disposition and Redevelopment of Municipal Lot #30
Date: August 12, 2014

It has come to our attention that a Delmarva-based developer has expressed interest in the acquisition and redevelopment of municipal Lot # 30 in Downtown Salisbury. This municipal parking lot consists of approximately 50 public parking spaces on 1.10 acres of land. The twelve parcels encompassing this lot are located at the West Lake and West Main Street intersection downtown. In our effort to ensure all interested parties have an equal opportunity to submit a redevelopment proposal to the City for Lot # 30, the Mayor recommended the solicitation of proposals from qualified real estate development firms for the redevelopment of this lot. A successful proposal from a qualified real estate developer will encompass leasing or purchasing the 1.10 acres lot exclusively for redevelopment.

I am submitting this information to you to proceed with declaring Lot # 30 as surplus property pursuant to the receipt and selection of a qualified proposal from a real estate developer with interest in acquiring this property for redevelopment. Council approval of the award of bid should authorize the City to enter into an Exclusive Negotiation Period (ENP) with the real estate developer selected for this project.

Should you have any questions or require additional information, please contact the Mayor's Office.

City of Salisbury



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JENNIFER MILLER
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MAYOR

M. THOMAS STEVENSON, JR.
CITY ADMINISTRATOR

TERENCE ARRINGTON
ASSISTANT CITY ADMINISTRATOR

TO: Mayor and City Council

FROM: Jennifer Miller, Asst. Director of Internal Svcs

DATE: August 5, 2014

RE: Parking Accommodation Request for State's Attorney Office

The State's Attorney Office (SAO) contacted the City of Salisbury Parking Authority regarding parking for their employees and those of the Child Advocacy Center (CAC), given their relocation to the new building at 309 East Main Street in downtown Salisbury. Between the two groups, approximately 40 spaces are needed in Lot #10 to accommodate the employees. The employees had previously parked in Lot #7/13 at a cost of \$9.00 per employee, paid by the County. The current rate in Lot #10 is \$28.00. The City of Salisbury Parking Authority is requesting permission from the Mayor and City Council to allow the SAO and CAC employees to park in Lot #10 at a reduced rate of \$9.00 (billed to the County) for FY15 and FY16, with the cost migrating to the standard published permit rates (currently \$28.00) for FY17 and beyond.

The State's Attorney Office also requested that the five (5) parking meters in front of the SAO are removed and the area be designated as a NO PARKING ZONE to help establish a more secure perimeter for the building. The County has offered to repair the holes once the meters are removed, and to complete the painting and signage so as to properly designate this area as NO PARKING. The City of Salisbury Parking Authority is requesting permission from the Mayor and City Council to allow the removal of the meters and the ensuing designation as a NO PARKING ZONE.

INTER

OFFICE

MEMO

OFFICE OF THE MAYOR

To: Tom Stevenson, City Administrator
Cc: Keith Cordrey, Director of Internal Services
From: Terence Arrington, Assistant City Administrator
Subject: Arts & Entertainment District Expansion Application
Date: August 28, 2014

BACKGROUND

The Arts & Entertainment District Steering Committee expressed interest in expanding the boundaries of the Arts & Entertainment District in Salisbury. The existing Arts & Entertainment District covers approximately 71.5 acres of land in the City. The proposed changes to the boundary include the addition of the Rivers Edge Apartments, Studio for the Arts, the City of Salisbury Marina, the Korean Presbyterian Church, and property owned by the Wicomico Presbyterian Church. This proposed expansion will increase the existing Arts & Entertainment boundary by 13.8 acres. Attached for review, is a map delineating the existing boundary from the 13.8 acres the Arts & Entertainment Committee would like to augment into the existing boundary. In addition, the proposed expansion includes the reduction of the existing district by 6.2 acres. This includes land that is not useful to the Arts & Entertainment District, but used as roadways, sidewalks, and riverbanks.

PROPERTY TAX BENEFITS

The Arts & Entertainment District property tax credit is calculated based on the value of improvements made to space renovated for art and/or entertainment use, ***not*** an entire building. If a developer simply purchases a three story building in the Arts & Entertainment District, he/she is not eligible for the Arts & Entertainment District tax credit. Yet, if the same developer renovates the first floor of the same building into an art gallery and the second and third floors into apartments, he/she is eligible for a tax credit within the Arts & Entertainment District. However, the tax credit is applicable based on the value of the improvements made to the area of the building art and entertainment related.

Resident artists living in the Arts & Entertainment District are eligible for the tax credit if units owned by artists consist of a **combination** of living space with an art studio, not just a living space for an artist. The Arts & Entertainment District designation is an economic development program, so there must be a work-related aspect to this incentive program. In this example, a property tax credit is provided based on the value of the improvements made to the total studio / living space. However, the artist must live and work in the unit.

Attached for Council approval, is a resolution of support authorizing the administration to submit an expansion application to the Maryland Department of Business and Economic Development (DBED).

If this memo and supporting material are acceptable, I will advance this item to the City Clerk for the September 2nd Work Session.

Attachment(s): A & E District Proposed Changes to District Boundary
 A & E Expansion Application
 Resolution of Support

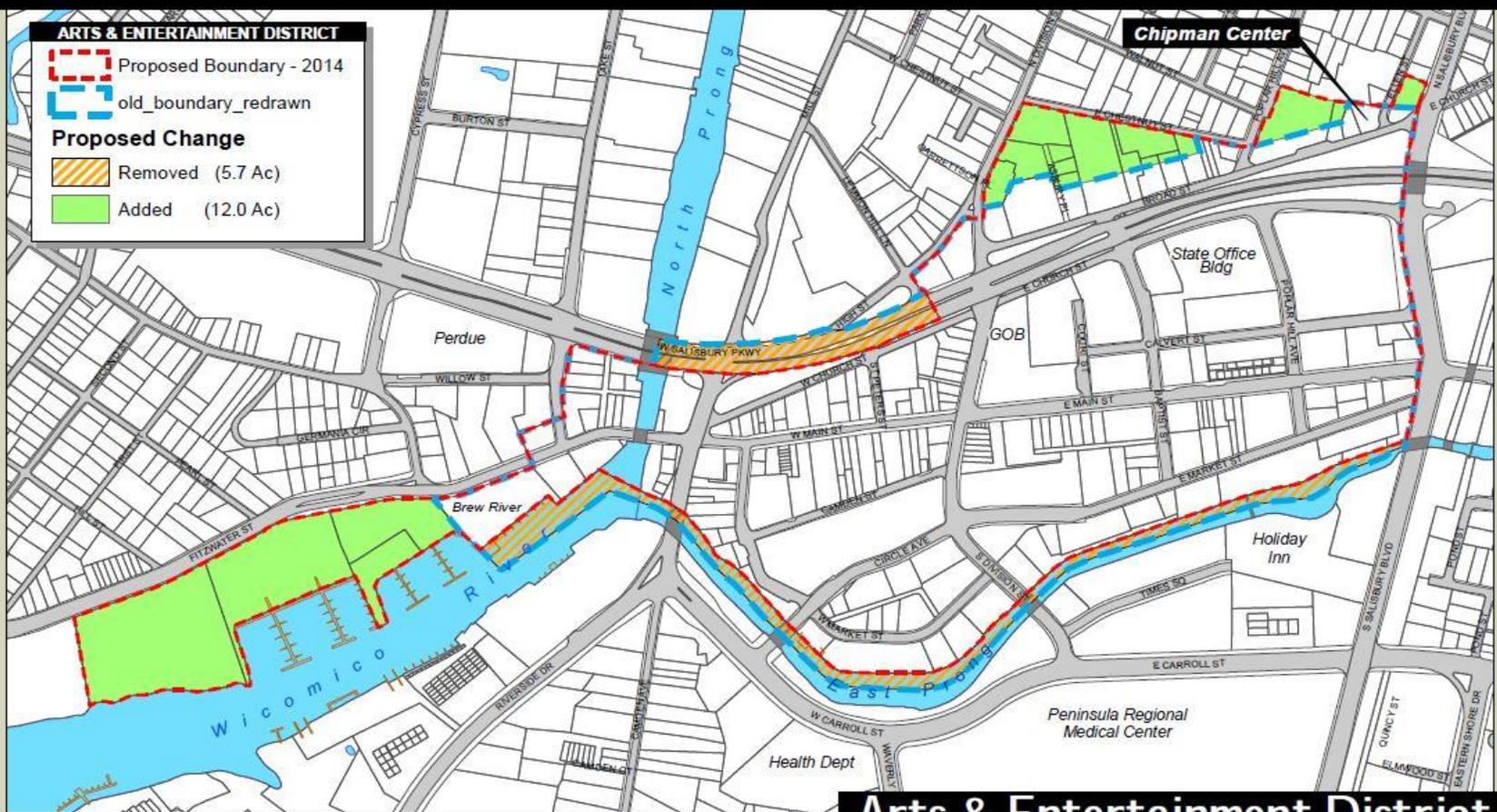
CITY OF SALISBURY

ARTS & ENTERTAINMENT DISTRICT

- Proposed Boundary - 2014
- old_boundary_redrawn

Proposed Change

- Removed (5.7 Ac)
- Added (12.0 Ac)



Arts & Entertainment District Proposed Changes to District Boundary



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RESOLUTION NO.

A RESOLUTION OF THE CITY OF SALISBURY, MARYLAND
AUTHORIZING AN APPLICATION TO THE MARYLAND STATE ARTS
COUNCIL OF THE MARYLAND DEPARTMENT OF BUSINESS AND
ECONOMIC DEVELOPMENT TO EXPAND THE BOUNDARIES OF THE
EXISTING ARTS AND ENTERTAINMENT DISTRICT

WHEREAS, the City Council is interested in promoting the development and expansion of
Salisbury's arts and entertainment venues in our community by attracting new artists,
entertainers, and developers; and,

WHEREAS, the Maryland Department of Business and Economic Development (DBED) can
assist the City in this endeavor by allowing Salisbury to expand the existing Arts &
Entertainment District, thereby providing tax credit incentives to qualifying artists and
developers located within the boundaries of the district as shown on the attached map; and,

WHEREAS, under State law, the designation of the Arts & Entertainment District provides:

- A. An income tax subtraction modification from qualifying residing artists under 10-207(v)
of the Tax – General Article
- B. A property tax credit under 9-240 of the Tax – Property Article
- C. Exemption from the Admission and Amusement Tax under 4-104 of the Tax – General
Article

NOW, THEREFORE, BE IT RESOLVED, the City of Salisbury agrees to the following:

- 1. The geographic boundary of the Salisbury Arts & Entertainment District is shown on the
attached map titled, "Proposed Changes to District Boundary;" and,
- 2. The Mayor and City Council approve and support the expansion of the Arts &
Entertainment District; and,
- 3. The Mayor and Council understand the income tax subtraction modification
- 4. If the Secretary of DBED approves the district designation, the Mayor and Council shall
provide the following incentives to eligible persons in the Entertainment District:
 - a. Exemption from the Admission and Amusement Tax
 - b. During the entire designation period, a real property tax credit described in 9-240
of the Tax – Property Article against the City of Salisbury on property tax
imposed on the eligible assessment of an eligible building. The real property tax
credit amount is the following percentage of the amount of property tax imposed
on the eligible assessment of the property entitled to the credit:
 - i. 100% in each of the first 6 taxable years after calendar year when the
property initially is entitled to the credit;
 - ii. 0% after the 6th taxable year

44 NOW, THEREFORE, BE IT FURTHER RESOLVED, on this ____ day of _____, 2014, the
45 Salisbury City Council hereby authorizes the submission of the Arts & Entertainment District
46 application to the Maryland Department of Business and Economic Development.
47

48 THE ABOVE RESOLUTION, was introduced and duly passed at a meeting of the Council of
49 the City of Salisbury, Maryland held on the ____ day of _____, 2014 and is to become effective
50 immediately.
51

52 ATTEST:
53

54
55 _____
56 Kimberly R. Nichols,
57 City Clerk
58

Jacob R. Day, President
Council President

59 APPROVED BY ME THIS:
60

61
62 _____ Day of _____, 2014
63

64
65
66 _____
67 James Ireton Jr.
68 Mayor
69

MARYLAND STATE ARTS COUNCIL

ARTS AND ENTERTAINMENT DISTRICTS - EXPANSION

GUIDELINES AND APPLICATION

DEADLINES:

APRIL 1, 2014 & OCTOBER 1, 2014





Individuals who do not use conventional print may contact the Maryland State Arts Council to obtain this publication in an alternate format. 410-767-6555 or msac@msac.org



**For individuals who are deaf or hard-of-hearing.
TTY: Maryland Relay 1-800-735-2258 or 711**

**This publication is available as a PDF file on the MSAC Website:
www.msac.org.**

Those receiving State designation as an Arts and Entertainment District must comply with Section 504 of the Rehabilitation Act of 1973, as amended, and the Americans with Disabilities Act of 1990, which states that no otherwise qualified person shall, solely by reason of his or her handicap, be excluded from participation in, be denied the benefits of, or be subjected to discrimination related to the Arts and Entertainment District.

NOTE: THE PURPOSE OF THE ARTS AND ENTERTAINMENT DISTRICTS (A&E) GUIDELINES IS TO PROVIDE JURISDICTIONS THAT ARE APPLYING FOR ARTS AND ENTERTAINMENT DISTRICT DESIGNATION WITH SPECIFIC INFORMATION ABOUT THE APPLICATION PROCEDURE IN ORDER TO FACILITATE THE APPLICATION PROCESS. THE A&E GUIDELINES SHOULD NOT BE CONSIDERED A SUBSTITUTE FOR THE ARTS AND ENTERTAINMENT DISTRICTS STATUTE AND REGULATIONS.

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MARYLAND STATE ARTS COUNCIL

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Website: www.msac.org
Office Hours: Monday through Friday, 8:00 AM – 5:00 PM

An agency of the Maryland Department of Business and Economic Development Division of Tourism, Film and the Arts

Martin O'Malley, *Governor*
Anthony G. Brown, *Lt. Governor*
Dominick E. Murray, *Secretary of Business and Economic Development*
Robert Walker, *Deputy Secretary of Business and Economic Development*

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Carol Trawick, *Vice-Chair*, Montgomery County
Lora Bottinelli, *Secretary-Treasurer*, Wicomico County

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INTRODUCTION

What is an Arts and Entertainment District?

An Arts and Entertainment district has been defined by Americans for the Arts as a “well-recognized, labeled, mixed-use area of the city in which a high concentration of arts and cultural facilities serve as the anchor attraction.” Nationally they can be found in cities and towns of all sizes – each one is uniquely reflecting a local mission, history, and cultural development. Some districts succeed with thoughtful landscaping and signage, while others are involved in the renovation of existing buildings and attracting complimentary businesses. Many are found in downtown areas, but they can thrive in suburban, rural, and neighborhood locations as well. **The components of a successful arts and entertainment district are its location, management, content and funding.**

Arts and Entertainment Districts in Maryland

Maryland is one of the first states in the country to develop Arts and Entertainment Districts on a statewide basis. The benefits offered to designated districts include property tax credits for new construction or renovation of certain buildings that create live-work space for artists and/or space for arts and entertainment enterprises, an income tax subtraction modification for income derived from artistic work executed and sold by “qualifying residing artists” within the district, and an exemption from the Admissions and Amusement tax levied by an “arts and entertainment enterprise” or “qualifying residing artist” in a district. Arts and Entertainment Districts will further the goals of Smart Growth by locating within a Priority Funding Area and by carefully coordinating with local plans and policies for economic development.

The State’s Goal is to develop, promote and support diverse artistic and cultural centers in communities throughout Maryland that preserve a sense of place, provide unique local experiences and spur economic revitalization and neighborhood pride. Strategies include:

- Create accessible, unique, arts destinations
- Leverage the State’s regional identities, natural resources and heritage
- Supply opportunities for dynamic and participatory arts experiences
- Give artists – visual, literary, performing and folk the opportunity to live, work and create an economically prosperous future
- Invest in the power of place

ARTS AND ENTERTAINMENT DISTRICTS EXPANSION GUIDELINES

ELIGIBILITY

A. Who Can Apply for A&E District Expansion

County Applicants: A county may apply for expansion of a currently designated arts and entertainment district within its corporate or political boundaries. The county shall state in its application that, if the current district is expanded, it will offer a property tax credit and exemption from the admissions and amusements tax for the expanded district. A county must provide written consent for the expansion in the form required by local law.

If all or any portion of the area is within a municipal corporation, the governing body of the municipal corporation must consent. Written consent from the municipal corporation must be obtained before submitting the application, and the consent document must be included as part of the application.

Municipal Applicants: A municipal corporation may apply for expansion of a currently designated arts and entertainment district. Before it applies, the municipal corporation must:

- Obtain acknowledgement in the form of a letter or resolution from the county in which it is located that the income tax subtraction modification to be offered in the expanded district may affect the county's income. The county's acknowledgement must be included in the application.
- Obtain a statement from the county as to whether, if the district is expanded, the county will offer a property tax credit and the exemption from the admissions and amusement tax for the expanded district.
- State in its consent, if the district is expanded, what property tax credits it will offer and acknowledge the exemption from the admissions and amusement tax, and the income tax subtraction modification for the expanded district.
- Provide written consent for the expansion in the form required by local law or the governing body of the municipal corporation, or both. This is generally a Resolution.

Note: Two or more political subdivisions may jointly apply if the proposed expanded district is within each of their common boundaries.

B. Pre-Application Requirement

Intent to Apply: Prospective applicants **must** submit the Intent to Apply form (page 9) to the Maryland State Arts Council (MSAC). Once this form has been received, MSAC staff will work with members of the district to arrange a tour of the proposed expanded District and a meeting with key personnel. The tour and meeting serve the interests of applicants by enabling MSAC staff to provide appropriate guidance and assistance before the application deadline.

Intent to Apply Deadlines: 5:00pm February 1, 2014 for April 1, 2014 Deadline
5:00pm August 1, 2014 for October 1, 2014 Deadline

CONTACT INFORMATION: Pamela Dunne, 410-767-6484 or pdunne@msac.org.

IMPORTANT NOTE: This meeting in no way implies or guarantees that the application for expansion of the currently designated arts and entertainment district will be considered complete or eligible, or that the expansion of the district will be granted.

C. Eligibility/Criteria

To be eligible, the applicant should be able to document a threshold level of existing arts and cultural assets within the expanded area such as those listed below that would serve to strengthen the current district:

- High concentration of artistic, cultural or entertainment enterprises
- Well established anchor attraction
- Number of signature events and/or festivals
- Number of seasonal events and entertainment
- Boundary overlap with other revitalization designations (i.e. – Maryland Main Street, Heritage Area)
- Potential for affordable housing (rental or purchase), studio and performance space; transportation /walking plans for the proposed district
- Availability of local government and private redevelopment resources
- Incentives capable of increasing residents/business
- Measurable goals and objectives specifically for arts and entertainment

D. Application Deadline: April 1, 2014 and October 1, 2014

E. Application Requirements: All applications and cover sheets must be typed. The application must be complete, meet all stated requirements and be properly signed by the chief elected officer or officers in the case of a joint application, or, if none, by the governing body of each of the political subdivisions. An application signed by the chief elected officer shall include a written expression of sentiment of the local elected governing body or bodies regarding the filing of an application for expansion. **This may be in the form of a letter or a resolution at the discretion of the local jurisdiction.**

Applications must be received (not postmarked) before 5:00 PM on the application deadline listed in section D above. Eight (8) complete, signed copies* of each application and a disk or flash drive containing a digital version must be delivered to:

Pamela Dunne
Program Director
Maryland State Arts Council
175 W. Ostend Street, Suite E
Baltimore, MD 21230

*Please note materials will not be returned.

F. Review Process

Staff Review: Applications will initially be reviewed for completion and adherence to regulations. An application must be complete to move forward in the review process.

Committee Review: An internal review committee consisting of staff members from the Department of Business and Economic Development, the Department of Housing and Community Development, the Forum for Rural Maryland, Department of Transportation and the Department of Planning will review the applications and forward recommendations to the Secretary of Business and Economic Development.

Secretary Review and Approval: Within sixty (60) days after a submission date, the Secretary may designate one or more expanded arts and entertainment districts. If a current arts and entertainment district is expanded, the designation period for the expansion runs simultaneously with the period of the original district designation or redesignation and expires at the same time as the original district designation or redesignation. The Secretary will notify all applicants of their status in writing within the 60 days.

All decisions made by the Secretary are final.

The Secretary shall give the Comptroller of the Treasury notice of the expansion of an arts and entertainment district on or before July 1. The income tax subtraction modification is applicable to the taxable years beginning January 1 after the expansion.

IMPORTANT NOTE: Submission of an application in no way implies or guarantees that the application for expansion of the currently designated arts and entertainment district will be granted.

**ARTS AND ENTERTAINMENT DISTRICTS EXPANSION
INTENT TO APPLY FORM
Deadline February 1, 2014 or August 1, 2014**

Prospective applicants **must** submit the Intent to Apply form to MSAC. Once this form has been received, MSAC staff will notify the applicant if a tour of the Arts and Entertainment District and a meeting with key personnel are required. The tour and meeting, if required, will serve the interests of applicants by enabling MSAC staff to provide appropriate guidance and assistance before the application deadline.

Completed forms may be mailed to Pamela Dunne, Program Director, MSAC, 175 W. Ostend Street, Suite E, Baltimore, MD 21230 or faxed to 410-333-1062 or scanned and e-mailed to pdunne@msac.org.

Arts and Entertainment District Name			
Mailing Address			
City	County	State: MD	Zip Code + Four
Contact Person		Title	
Work Phone – include area code			
Home Phone – include area code			
Cell Phone – include area code			
Email		Website	

Please indicate the best time to contact you.

Briefly describe the proposed Arts and Entertainment District Expansion for which you are applying.

Signature: _____

Printed Name of Signer: _____

Date: _____

ARTS AND ENTERTAINMENT DISTRICTS APPLICATION

The application must be presented in the format listed below.

1. Table of Contents

2. Cover Sheet With the Following Information:

- Name of Proposed Arts and Entertainment District
- Name of Local Jurisdiction Applying (municipality/county)
- Legislative District(s)
- Location of the Arts and Entertainment District (county)
- Approximate Area of the Current Arts and Entertainment District (acreage)
- Approximate Area of the Expanded Arts and Entertainment District (acreage)
- Contact Person's Information:
 - Name (please include Dr., Mr., Mrs., or Ms.)
 - Title
 - Mailing Address, including city and zip code
 - Telephone Number (please include area code, and direct line or extension number)
 - Fax Number
 - Email
 - Website URL
- Signature of Chief Elected Official in Jurisdiction (please also print name, give title, full address, and telephone number) and date signed.

3. Endorsement by Chief Elected Official (CEO) – in the form of a letter on CEO's letterhead

MAPS: One set of large color maps must be included. A digital version of the map layers is required in Esri shapefile or CAD file format. Esri shapefiles must include FGDC-compliant metadata (WWW.fgdc.gov/metadata). Also include 8 ½" x 11" maps (make sure they are legible) for the application copies. If they are color maps, color copies should be included. Make sure legends are included with the maps and that all parts of all maps are legible.

All maps must clearly indicate the current district boundaries and the expanded district boundaries.

4. Vicinity Map and plan of the proposed expanded district indicating:

- existing real property improvements and, if known, their historic significance;
- existing transportation facilities;
- existing arts, entertainment, and tourist facilities;
- any proposed State or local capital improvements projects that affect the proposed district;
- existing and proposed handicap accessibility features;
- existing arts facilities/organizations;

Make sure the vicinity map reflects the written narrative (see narrative description)

5. Tax Map or Block Plat identifying:

- properties in the proposed expanded area of the district, and their property valuations by class (a listing of properties in the district is required);
- properties in the proposed expanded area - publicly or privately held;
- current building use or uses including their zoning in the proposed expanded area;
- zoning designations of the proposed expanded area;
- the availability of affordable housing, studio and performance space in the proposed expanded area;
- any other pertinent information.

6. Map showing geographic relationship to Smart Growth Priority Funding Area – this can be included with the Vicinity Map

7. Building Inventory – list all buildings in the proposed expanded district by address in the proposed expanded area and note the following:

- publicly or privately owned;
- assessed value of the property;
- occupied or vacant;
- current zoning;
- any known plans for modification of building;
- current arts and/or entertainment purpose, or immediate plans for said use, if applicable.

8. Written Narrative:

A. General

- Provide a detailed description of the proposed district boundaries **including the proposed expanded area**. Indicate street names and directions, sides of the streets, blocks, etc. that adequately describe exactly which properties are included in the district.
- Identify the potential for affordable housing (rental or purchase), studio and performance space; transportation /walking plans for the proposed expanded area (may include signage, parking, shuttle buses, walking maps, etc.) and ADA Accessibility features of the proposed expanded area (individual enterprises as well as transportation and common areas).
- Describe the current status of the existing district (include metrics, for example: vacancy rates, number of artists, etc.) and specific reasons for the expansion request.
- Explain how the expansion will strengthen the district should it be approved. What are the anticipated effects on community, both the proposed additional area and the current district? How would the expansion affect tourism and economic impact?
- Provide details of proposed activities for the expanded area and time frames for completion. This can be in the form of a timeline.

B. Management

- Identify the district leadership/management team and their demonstrated capability in providing the proposed district assistance. Include experience of key staff member and persons who will be managing projects and note their roles and responsibilities, and which entity (i.e. county, municipality, or CDC) has ultimate responsibility for the proposed district?
- Describe how the expansion of the district will affect the management/staff capacity?
- Provide a detailed budget for district management and programming – include specific expenses and income and identify income sources.
- Describe how the expansion of the district will affect the budget.
- Indicate how you plan to market the expanded district to artists, businesses, and tourists. Include the manner in which the state designation will be recognized in publications and other marketing efforts.

9. Listing of Artists and Arts and Entertainment Enterprises and Assets located in the expanded area. Include restaurants, lodging, signature festivals or events on this listing.

10. Evidence that the county, municipal corporation, or both in the case of a joint application, will offer the following incentives to arts and entertainment enterprises and qualifying residing artists if the request for expansion is approved. Be as specific as possible with the incentives offered.

Incentives should be the same as provided for the existing district. If local law requires a resolution to include the expanded area, the resolution must be passed prior to submission of the application, but it may include a statement that the resolution is rescinded if the proposed expansion is not approved.

- a property tax credit, including the percentage and applicable years;
- exemption from the Admission and Amusement Tax;
- acknowledgement of the potential effect of the income tax subtraction modification;
- any additional incentives and initiatives the political subdivision may provide or establish to encourage arts and entertainment enterprises and qualifying residing artists to locate within the expanded district.

Include a statement from the attorney representing the jurisdiction(s) certifying that the enclosed resolutions, ordinances, public hearings, etc., meet local requirements.

11. Evidence and certification that the political subdivision, before submission of application for an expansion, held a public hearing with adequate notice and publicity on the application that engages community members from the existing district as well as the new area. Please include a copy of the public notice, an attendance list, and either minutes from the hearing, or a resolution that has passed.

12. If the size of the proposed expanded district exceeds one hundred (100) acres, a written justification of the size of the district must be included.

13. A certification from the county or municipality that is applying that the entire proposed arts and entertainment district is a priority funding area as defined under State Finance and Procurement Article ss 5-7B-03, Annotated Code of Maryland.

14. Attach any reports, feasibility studies, visioning results, news articles, etc., that may have been generated regarding the proposed expansion of the arts and entertainment district.

ARTS AND ENTERTAINMENT DISTRICTS APPLICATION CHECKLIST

- Table of Contents
- Cover Sheet
- Endorsement by Chief Elected Official

Maps Showing Proposed Expansion- one large map with corresponding maps as described in the application and digital maps; maps should reflect the written narrative. *All maps must clearly indicate the current district boundaries and the expanded district boundaries.*

- Vicinity Map Clearly Indicating the Expansion Area
- Map Showing Geographic Relationship of Expanded District to Smart Growth Areas
- Tax Map or Block Plat for the Proposed Expansion Area
- Building Inventory for the Proposed Expansion Area

Written Narrative

- Detailed Description of Proposed District Boundaries (including the expansion area)
- Affordable Housing and Studio Space Description for the Expansion Area
- Traffic/Movement Patterns throughout the Expansion Area
- ADA Features throughout the Expansion Area
- Status of Current District and Reasons for Expansion Request
- Anticipated Impact of the Expansion
- Proposed Activities and Time Frames for Completion

Management Plan

- Leadership/Management Team
- Anticipated Effect of Expansion on Capacity
- District Budget
- Anticipated Effect of Expansion on District Budget
- Marketing Plan

- Listing of Artists and Arts and Entertainment Enterprises in the Expansion Area**

Local Incentives

- Property Tax Credit (be specific)
- Admissions and Amusement Tax Abatement
- Recognition of Income Tax Subtraction Modification
- Additional Incentives
- Letter from Jurisdiction Attorney Verifying Legal Requirements Have Been Met

Other Requirements

- Local Resolution(s)
- Evidence that a Public Hearing was Held
- Justification for Districts that Exceed 100 Acres, if applicable
- Certification that all Properties to be Included in the District are in Priority Funding Areas as Defined under State Finance and Procurement Article ss 5-7B-03, Annotated Code of Maryland

Optional Requirements

- Additional Reports/Studies