

**NEIGHBORHOOD  
REVITALIZATION  
PLAN  
FOR  
THE CITY OF HILLSBORO  
2008**

## **Table of Contents**

Part 1 Legal Description of Neighborhood Revitalization Area .....	4
Part 2 Assessed Valuation of Real Property.....	5
Part 3 Listing of Owners of Record in Area .....	6
Part 4 A. Existing Zoning Classifications and Boundaries.....	7
Part 5 Capital Improvements Planned for the Area.....	8
Part 6 Property Eligible for a Tax Rebate .....	9
Part 7 Criteria for Determination of Eligibility .....	10
Part 8 Contents of Application for Tax Rebate .....	11
Part 9 Procedure for Submission of an Application.....	12
Part 10 Standards and Criteria for Review and Approval .....	13
Part 11 Statement Specifying Rebate Formula.....	14
APPLICATION Neighborhood Revitalization Plan - City of Hillsboro .....	15
Part B (To be completed after completion of project) .....	17
APPLICATION FOR NEIGHBORHOOD REVITALIZATION PROGRAM .....	18

## Purpose and Factual Findings

This plan is intended to promote the revitalization of the area of the City of Hillsboro through the rehabilitation, conservation or redevelopment of the area in order to protect the public health, safety or welfare of the residents of the city. More specifically, certain incentives will be used for the acquisition and/or the removal of abandoned structures and a tax rebate incentive will be available for certain improvements within the area.

In accordance with the provisions of K.S.A. 12-17,114 *et seq.*, the City Council has held a public hearing and considered the existing conditions and alternatives with respect to the designated area, the criteria and standards for a tax rebate and the necessity for inter-local cooperation among the other taxing units. Accordingly, the Council has carefully reviewed, evaluated and determined the area meets one or more of the conditions to be designated as a "neighborhood revitalization area/dilapidated structure".

## **Part 1**

### **Legal Description of Neighborhood Revitalization Area**

D Street from the east City Limit to the west City Limit, 150 feet north and south the entire length.

The areas on Birch and Cedar (where the City applied for a CDBG Grant).

The residential area on South Ash, both east and west sides.

Map

## **Part 2**

### **Assessed Valuation of Real Property**

The existing assessed valuation of each parcel of real estate within the Neighborhood Revitalization Area, including all land and buildings, is available at Hillsboro City Hall.

**Part 3**  
**Listing of Owners of Record in Area**

The names and addresses of owners of record of real estate with the Neighborhood Revitalization Area are available at Hillsboro City Hall.

## **Part 4 Existing Zoning Classifications and Boundaries**

### **A. Existing Zoning Classifications and Boundaries**

GC General Commercial

CBD Central Business District Overlay

RM Medium Density Residential

RL Low Density Residential

### **B. Existing and Proposed Land Use**

The existing and proposed land uses in this area are residential and light commercial.

## **Part 5**

### **Capital Improvements Planned for the Area**

Include:

1. Public Safety
2. Transportation
3. Parks and Recreation
4. Sewage
5. Utilities

## **Part 6**

### **Property Eligible for a Tax Rebate**

#### Residential Property:

1. Rehabilitation, alterations and additions to any existing residential structure, including the alteration of a single-family home into a multi-family dwelling, shall be eligible.
2. Construction of new residential structures, including the conversion of all or part of a non-residential structure into a residential structure, shall be eligible.
3. Improvements to existing or construction of new residential accessory structures, such as garages, gazebos, storage buildings, workshops, swimming pools, etc., shall not be eligible.
4. Eligible residential property may be located anywhere in the neighborhood revitalization area.

Personal property is not included.

#### Commercial/Industrial Property:

1. Rehabilitation, alterations and additions to any existing commercial structure used for retail, office, manufacturing, warehousing, institutional or other commercial or industrial purposes shall be eligible.
2. Construction of new commercial structures, including the conversion of all or part of a non-commercial structure into a commercial structure, used for retail, office, manufacturing, warehousing, institutional or other commercial or industrial purposes shall be eligible.
3. Improvements to existing or construction of new structures used for public utility or railroad purposes shall not be eligible.
4. Eligible commercial or industrial property may be located anywhere in the neighborhood revitalization area.

Personal property is not included.

## **Part 7**

### **Criteria for Determination of Eligibility**

1. Construction of an improvement must have been commenced on or after April 15, 2008 the effective date of enactment of the tax rebate program.
2. An application for rebate must be filed within 60 days **after** the issuance of a building permit.
3. The minimum investment in an improvement shall be \$5,000.00 for residential property and \$15,000.00 for commercial and industrial property; and,
4. The minimum increase in assessed value shall be 5% for residential property and 15% for commercial and industrial property as determined by the Marion County Appraiser following partial or total completion of the improvement.
5. Property eligible for tax incentives under any other program adopted pursuant to statutory or constitutional authority shall be eligible to submit only one application per project.

## **Part 8**

### **Contents of Application for Tax Rebate**

#### **A. General Information**

1. Owner's Name
2. Owner's Mailing Address
3. School District No.
4. Parcel I.D. No.
5. Building Permit No.
6. Address of Property
7. Legal Description of Property
8. Day Phone Number
9. Proposed Property Use
10. Improvements
11. Estimated Date of Completion
12. Estimated Cost of Improvements
13. Proof of Historical Register Listing
14. List of Buildings Proposed to be or actually demolished
15. If Residential Rental Property, a list of tenants occupying the building when purchased (or present tenants if unknown), date of tenant occupancy or relocation
16. County Appraiser's Statement of Assessed Valuation

#### **Commencement of Construction**

1. Date of commencement of construction
2. Estimated date of completion of construction

#### **B. Status of Construction/Completion**

1. Incomplete project as of January 1 following commencement
2. Complete project as of January 1 following commencement
3. County Appraiser's Statement of Percentage Test
4. County Clerk's Statement of Tax Status
5. CED's Statement of Application Conformance for Tax Rebate

## **Part 9**

### **Procedure for Submission of an Application**

1. The applicant shall obtain an application for Tax Rebate from the city clerk or building inspector when obtaining a building permit application.
2. The applicant shall complete and sign Part A of the application and file the original with the building inspector within 60 days following issuance of the building permit.
3. The building inspector shall forward the application to the Marion County Appraiser's Office for determination of the existing assessed valuation of the improvements.
4. Upon completion by the Appraiser's office, the building inspector will return the application to the applicant. The applicant shall certify the status of the improvement project as of January 1 following the commencement of construction by completing and signing Part B of the application. The applicant shall file the application with the appraiser's office on or before December 1, preceding the commencement of the tax rebate period.
5. On January 1, the County Appraiser shall conduct an on-site inspection of the construction project and determine the new valuation of the real estate, and shall complete his or her portion of the application, and shall report the new valuation to the County Clerk by June 1. The tax records on the project shall be revised by the County Clerk's Office.
6. Upon determination by the Appraiser's office that the improvements meet the percentage test for rebate and by the Clerk's office that the taxes and assessments on the property are not delinquent, the building inspector shall certify that the project and application does or does not meet the requirements for a tax rebate and shall notify the applicant and the city clerk of the rebate percentage due for each year of the rebate period.
7. Upon the payment of the real estate tax for the subject property for the initial and each succeeding tax year extending through the specified rebate period, a tax rebate shall be made to the applicant. The tax rebate shall be made from the neighborhood Revitalization Fund established by Marion County. City Departments shall make periodic reports on the tax rebate program to the City Council.
8. The building inspector shall inform the county clerk and city clerk 30 days prior to the expiration of the final rebate period for each property receiving a tax rebate.

## **Part 10**

### **Standards and Criteria for Review and Approval**

1. The property for which a rebate is requested shall conform to all applicable city codes and regulations in effect at the time the improvements are made and shall remain in conformance for the duration of the rebate period or the rebate may be terminated.
2. Any property that is delinquent in any tax payment or special assessment, including BID assessments, shall not be eligible for a rebate until such time as all taxes and assessments have been paid.
3. Following establishment of the increase in assessed value resulting from a specific improvement, the fixed rebate percentage shall be applied to any change in assessed value or mill levy during subsequent years.
4. The building inspector shall have the authority and discretion to approve or reject applications based on the eligibility standards and review criteria contained herein. If an applicant is dissatisfied with the building inspector's decision, a written appeal may be submitted to the City Council for final determination.
5. Only owners are eligible for tax rebates. Tax rebates transfer with ownership of property.

## Part 11

### Statement Specifying Rebate Formula

**Program Period:**

The Neighborhood Revitalization Fund and Tax Rebate Incentive Program shall expire on 5-4-2009. The program will be reviewed annually beginning in 5-4-2000 at which time the Council will consider modifications and extensions.

**Rebate Period:**

Residential	10 Years
Commercial and Industrial	10 years
Properties in National or KS Historical Register	10 years

**Rebate Amount:**

Residential	95% (*)
Commercial and Industrial	95% (*)
Buildings listed on Nat'l or KS Historical Register	100%

\*5% to remain in Neighborhood Revitalization Fund to cover administrative costs by Marion County.

**APPLICATION**

**Neighborhood Revitalization Plan - City of Hillsboro**

**Part A - To be completed prior to construction**

Name of property owner: \_\_\_\_\_

Owner's mailing address: \_\_\_\_\_

Owner's daytime phone number: \_\_\_\_\_

Address of property: \_\_\_\_\_

Legal description:  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Appraiser's parcel LD. number: \_\_\_\_\_

Building Permit number: \_\_\_\_\_

Existing use of property: \_\_\_\_\_

Proposed use of property: \_\_\_\_\_

Age of principal buildings: \_\_\_\_\_

Proposed improvements:  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Estimated cost of improvements: \_\_\_\_\_

Date of estimated start of construction: \_\_\_\_\_

Date of estimated completion: \_\_\_\_\_

Owner's signature:  
\_\_\_\_\_

\*\*\*\*\*

(For City of Hillsboro Use Only)

County appraisers appraised value of existing improvements:

Does project conform to program guidelines?

**Part B**  
**(To be completed after completion of project)**

Status of project as of December 1<sup>st</sup>: \_\_\_\_\_

Owner's Signature: \_\_\_\_\_

\*\*\*\*\*

(For City of Hillsboro use only)

County appraiser's appraised value of Neighborhood Revitalization Act program improvements:

Tax status of property according to county clerk:

## **APPLICATION FOR NEIGHBORHOOD REVITALIZATION PROGRAM**

I have received a copy of the Neighborhood Revitalization Plan and have read the Neighborhood Revitalization Plan.

---

Signature

---

Printed or Typed Name