

**Environmental Review Record/Request**  
**City of Tucson, Housing & Community Development Department**

*Revised 1/11/17*

Project Title: Visual Improvement Program Date: 9/20/2021

Agency/Department/Division implementing project: Office of Economic Initiatives

Project address & Zip: \_\_\_\_\_ Funding Source: CCI (HUD)

Funding Year: 2021 HUD Grant # AZ9E004CNP18 HCD Account # \_\_\_\_\_

Project Cost \$ 200,000.00 Project Coordinator: Jeremiah Dean

Agency Contact Person: Kevin Burke Phone: 520-549-8990

Subject property **has**  **has not**  received prior CDBG assistance. If so, date of prior assistance: \_\_\_\_\_

Age of existing structures in years: \_\_\_\_\_ Year Built: \_\_\_\_\_

**Lead Based Paint Test required for this Scope? Yes**  **No**

Describe in detail the project activities and scope of work (attach information on project, type of rehabilitation, **photograph of structure for exterior rehabilitation projects if over 45 years old, attach map of the location.**)

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Acquisition and Rehab Only:**

**Complete these questions only if the project involves acquisition of existing 1-4 family dwellings and/or rehabilitation of residential structures**, not for projects involving changes of use, demolition, new construction or reconstruction.

Work location on dwelling/structure? Interior  Exterior

Does this project increase residential density (i.e. the number of structures)? Yes  No

Will this project cause a vacant building to become physically or legally habitable? Yes  No

**Toxic Chemicals and Radioactive Materials:** By signing below, you are certifying that a field inspection was conducted and that the site in question had none of the following within line of sight: dumps, landfills, industrial sites, underground storage tanks or any other facilities capable of releasing toxic chemicals, hazardous wastes or radioactive materials near the project.

Signature:  Title: Lead Planner Date: 9/20/2021

**ENVIRONMENTAL REVIEW DETERMINATION**  
**(HCDD ER STAFF ONLY)**

**Environmental Review Category:**

- Exempt - 24 CFR 58.34 (a)
- Categorically Excluded Not Subject To 24 CFR 58.5 (converts to exempt)
- Categorically Excluded Subject To CFR 24 58.5 (converts to exempt)
- Categorically Excluded Subject To CFR 24 58.5 (does not convert to exempt)
- Environmental Assessment
- Tiered Environmental (RER-Appendix A)

**Clearance Type:**  Program Clearance  Site Specific Clearance  Other (see Comments)

**May Proceed Date:** As of date signed below OR \_\_\_\_\_ when conditions identified below are satisfied

**Comments:**

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

## CHOICE NEIGHBORHOODS VISUAL IMPROVEMENT PROGRAM

### GUIDELINES

#### Program Guidelines:

- Small business owner, or property owner, completes online application, providing contact information and a detailed description of the proposed improvements.
- City staff conducts an initial review to determine eligibility and will then contact the applicant.
- City staff will engage qualified applicants to determine which improvements are eligible for reimbursement through the Program.
- For eligible improvements, the City will provide up to \$50,000.00 with a required 15% match from the business for well-designed property improvements. The applicant must provide a cash match.
- Applicants are expected to hire licensed design and construction professionals to work on the project from start to finish; however, City staff may provide limited technical assistance and project guidance.
- City staff monitors the progress of the project to ensure compliance with Program guidelines.
- Applicants must be commercial property owners or commercial tenants located within the CHOICE NEIGHBORHOODS (THRIVE IN THE 05) area. Tenants must have written approval from the property owner to participate in the Program. Preference will be given to independent businesses not contractually required to maintain standardized décor, architecture, signs, or similar features.
- Applicants must comply with all State and local laws and regulations pertaining to licensing, permits, building code, and zoning requirements.
- Applicants must agree not to change or alter the property improvements without prior written approval from the Office of Economic Initiatives for three years from the date of the reimbursement check issued under the program.
- Improvements made prior to written approval by the Office of Economic Initiatives will not be funded.
- Property owners must be current on all municipal taxes prior to participation in the program.
- All nonconforming signage on the property must be permanently removed as part of the improvement.

#### Eligible Commercial Properties:

To be eligible for the Program assistance, the property to be rehabilitated must be in the CHOICE NEIGHBORHOODS AREA (See Appendix A) and meet the following requirements:

- Business must be in the CHOICE NEIGHBORHOODS AREA (Appendix A).
- Storefront must be visible from the street.
- Located on a major corridor.

The following improvements are eligible for VIP funding:

- Restoration of exterior details in historically contributing or significant buildings, and removal of elements that conceal architectural details, provided such improvements comply with the Secretary of the Interior's standards for rehabilitation of historic properties.
- New storefront construction, appropriately scaled with an existing building, that is in substantial conformance with all applicable provisions of the City of Tucson Unified Development Code.
- Awnings or canopies in character with the building and streetscape.
- Lighting that is visually appealing and appropriately illuminates signage, storefront window displays, and recessed areas of building façade.
- Window replacement and window framing visible from the street and appropriately scaled to the building.
- Signage that is attractively integrated into the architecture of the building, including the window area, awning, or canopies and entryways, and the removal and replacement of non-conforming signs.
- Installation of monument signage, and the removal and replacement of non-conforming signs.
- Curb, irrigation, approved trees, landscaping bed (not including planting material) or other landscape features attached to the building where appropriate, not to exceed twenty percent (20%) of the project budget.
- Removal of architectural barriers to public accessibility.
- Other improvements that meet the objectives of the VIP.

Specific Ineligible Costs:

- Non-physical uses, such as supportive services, administrative costs (e.g., staffing meeting space), and marketing.
- Basic infrastructure or as a substitute for basic municipal services.
- Housing development activities (including the public or HUD-assisted housing targeted in the application), such as acquisition, relocation, demolition and remediation, rehabilitation, or construction.

Design Restrictions:

- Applicants must incorporate two or more eligible improvement elements. Only improvements made to the street-facing portion of the building are eligible.
- Improvements are not eligible if they are simply maintenance of the current façade.
- Additionally, to participate in the Commercial Facade Improvement Program, all signage on the property to be rehabilitated must be brought up to conformance and maintained in conformance with the Sign Ordinance of the City.

Appendix A: CHOICE NEIGHBORHOODS AREA

