

P/C 3-4-25 Finance  
CA 3-11-25  
1st R 3-18-25  
2nd R \_\_\_\_\_  
3rd R \_\_\_\_\_  
CO \_\_\_\_\_

CITY OF BROOK PARK, OHIO

ORDINANCE NO: 11459-2025

INTRODUCED BY: MAYOR ORCUTT; COUNCILMEMBERS MENCINI AND DUFOUR

AN ORDINANCE  
CREATING THE STOREFRONT TARGETED AREAS RENOVATION (STAR) PROGRAM,  
AND DECLARING AN EMERGENCY

WHEREAS, The City of Brook Park has deemed the renewal and renovation of the Targeted Areas to be a priority of the City; and

WHEREAS, "Targeted Areas" is defined as Snow Road, Smith Road, and Sheldon Road and the intersection of Engle Road and Holland Road; and

WHEREAS, in going forward with that effort, it is necessary to create a Storefront Targeted Areas Renovation (STAR) Program; and

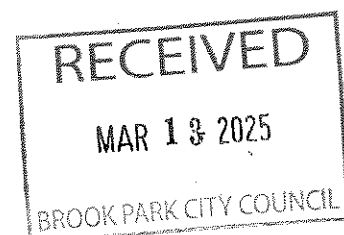
WHEREAS, the program will provide a loan for projects that improve the visual quality of the Targeted Areas; and

WHEREAS, project funds may be used to add or improve, facades, signage, Awnings, Windows/Doors, Lighting, Exterior Code Violations, Parking Lots Adjacent to the Public Right of Way; and Similar Projects.

WHEREAS, project funds may not be used for professional fees, building additions or new construction, work not reasonably visible from the street/sidewalk, maintenance work such as roof repair, billboards, rear parking lot surfaces and work done to nonconforming uses; and

WHEREAS, the City will loan up to the full amount of the project per address for eligible improvements; and

WHEREAS, loan payments and disbursements will be deposited into the Economic Development Fund No. 243.



**NOW THEREFORE, BE IT ORDAINED**, by the Council of the City of Brook Park, State of Ohio, that:

**SECTION 1:** This Council hereby authorizes the creation of the Storefront Targeted Areas Renovation (STAR) Program.

**SECTION 2:** Notwithstanding any other codified ordinances the Mayor is authorized to approve, and the Finance Director is authorized to issue, Storefront Targeted Areas Renovation Program loans to approved applicants upon the following terms and conditions:

- 1) Any loan issued by the City under the Storefront Targeted Areas Renovation (STAR) Program:
  - a) Have an interest rate of one percent (1%) with a term of not more than sixty (60) months;
  - b) Be secured by a lien in the City's favor against the property for the face value of the loan as well as a cognovits note issued in favor of the City by owner(s) of the business to be improved.
  - c) Require monthly repayment of any loan issued on an amortized basis directly to the Director of the Finance Department of the City of Brook Park;
  - d) Upon completion of the desired business improvements and inspection, approval and certification of the improvements by the Commissioner of Building and Housing, the Director of Finance shall issue payment to the registered contractor performing the work.
  - e) The first payment must be within forty five (45) days of the City's payment to the registered contractor on a date set between the City of Brook Park and owner of the building.
  - f) The proposed project must meet all applicable codes and be approved in advance by the Building Commissioner.
  - g) Applications will be taken on a first come first serve basis until annually appropriated funds are exhausted.
  - h) If the property is sold or foreclosed, the City of Brook Park will be entitled to collect the remaining principal and interest on the loan. The purchaser also has the right to continue the existing loan payments.

i) Applicant has the right at any time to pay off the remaining principal with no penalties or fees.

**SECTION 3:** All applications shall need aesthetic and project approval by the City of Brook Park Planning Commission.

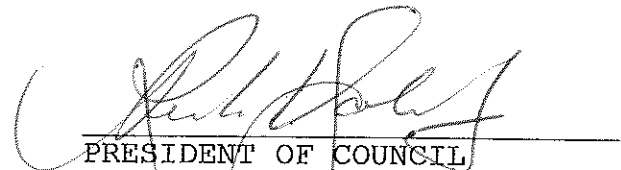
**SECTION 4:** All loans must be approved by Brook Park City Council

**SECTION 5:** The program will be administered through the Brook Park Building Department and the Brook Park Economic Development Department, granting the Mayor the authority to enter into individual storefront renovation contracts.

**SECTION 6:** It is found and determined that all formal actions of this Council concerning and relating to the adoption of this Ordinance were adopted in an open meeting of this Council, and that all deliberations of this Council and of any of its committees that resulted in such formal action were in meetings open to the public in compliance with all legal requirements, including Section 121.22 of the Ohio Revised Code.

**SECTION 7:** This Ordinance is hereby declared to be an emergency measure immediately necessary for the preservation of the public peace, health, safety and welfare of said City, and for the further reason to implement the Storefront Targeted Areas Renovation (STAR) Program; therefore this Ordinance shall take effect and be in force immediately from and after its passage and approval by the Mayor.

PASSED: March 18, 2025

  
PRESIDENT OF COUNCIL

ATTEST: Carol Johnson  
Clerk of Council

APPROVED: Ed D. Curt  
MAYOR

3-20-25  
DATE

I HEREBY APPROVE THE WITHIN INSTRUMENT AS TO LEGAL FORM AND CORRECTNESS.

  
DIRECTOR OF LAW

CERTIFICATE

Carol Johnson, Clerk of Council, of the City of Brook Park, Ohio, do hereby certify that the foregoing is a true and accurate copy of Ordinance / Resolution

No. 11459-2025

passed on the 18 day of March

20 25 by said council.

Carol Johnson  
Clerk of Council

	Yea	Nay
Troyer	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Mencini	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Roberts	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Scott	<input checked="" type="checkbox"/>	<input type="checkbox"/>
McCorkle	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Poindexter	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Dufour	<input checked="" type="checkbox"/>	<input type="checkbox"/>



## The City of Brook Park Storefront Targeted Areas Renovation (STAR) Program 2025

- The 2025 Storefront Targeted Areas Renovation (STAR) Program is designed to assist business and property owners in target areas to improve the overall appearance of their properties and/or correct exterior code violations by providing a low-interest loan for qualifying projects.
- The loan shall have an interest rate of 1% with a term of not more than sixty (60) months.
- The first loan payment must be within 45 days of the City's payment to the registered contractor on a date set between the City of Brook Park and the owner of the building.
- Upon completion of the desired business improvements and inspection, approval and certification of the improvements by the Commissioner of Building and Housing, the Director of Finance shall issue payment to the registered contractor performing the work.
- The STAR Program will require monthly repayment of any loan issued on an amortized basis directly to the Director of the Finance Department of the City of Brook Park
- A fee of 6% will be assessed for payments received 5 days late.
- Applications will be accepted on a first-come-first-serve basis until all funds are committed.
- Property owners must be current with all taxes, properly registered with the Brook Park Tax Department, and agree to a lien in the City's favor against the property for the face value of the loan as well as a cognovit note issued in favor of the City.
- Property owners must submit a credit report from within the last six months showing a credit score of at least 700.
- All applications will need aesthetic and project approval by the City of Brook Park Planning Commission.
- All loans will be approved by Brook Park City Council.

**Process:**

The Storefront Targeted Areas Renovation (STAR) Program is available to businesses located in the City of Brook Park on the following streets:

- Sheldon Road
- Smith Road
- Snow Road
- Intersection of Engle Road and Holland Road

Applicants must complete an application packet and receive needed project approval before beginning the project. Any work performed before project approval is NOT eligible for loan funding.

Only improvements that are visible from the publically facing side(s) of the building are eligible for this program.

Project funds may not be used for professional fees, building additions or new construction, work not reasonably visible from the street/sidewalk, maintenance work such as roof repair, billboards, rear parking lot surfaces and work done to nonconforming uses; and

**Eligible Retail Projects include:**

- Façade Improvements
- Signs (update or removal)
- Awnings
- Windows/Doors
- The painting of existing facades
- Lighting
- Exterior Code Violations
- Parking Lots Adjacent to the Public Right of Way
- Similar projects

**Ineligible Buildings include:**

- Residential Buildings
- Schools
- Warehouses

**Ineligible Projects include:**

- Interior Improvements
- Elements not visible from the publically facing side(s) of the building
- Roof repair/replacement
- HVAC Systems

For more information, or to request an application, please contact Paul Marnecheck, Commissioner of Economic Development at (216) 433-7032 or [PMARNECHECK@CityofBrookPark.com](mailto:PMARNECHECK@CityofBrookPark.com)



**The City of Brook Park  
Storefront Investment Program-APPLICATION  
2024-2025**

**A. Property Owner Information:**

**Name:** \_\_\_\_\_

**Business Address:** \_\_\_\_\_ **Zip Code:** \_\_\_\_\_

**Phone#:** \_\_\_\_\_

**Email:** \_\_\_\_\_

**Project Address:** \_\_\_\_\_ **Zip Code:** \_\_\_\_\_

**Type of Business:** \_\_\_\_\_

**Permanent Parcel#:** \_\_\_\_\_

**Federal Tax ID#:** \_\_\_\_\_

**No. of years in operation:** \_\_\_\_\_

**No. of years at this location:** \_\_\_\_\_

**No. of full-time employees at the time of application:** \_\_\_\_\_

**Three (3) Contractor Estimates Are Required For Each Proposed Improvement**

**\*Contractors must be licensed and bonded with the City of Brook Park\***

**B. Project Description (attach additional pages if needed)**


**Project Start Date:** \_\_\_\_\_ **Project Completion Date:** \_\_\_\_\_

**Total Project Budget:** \_\_\_\_\_

**Total Requested Loan Amount:** \_\_\_\_\_

**Application Check List**

- Three (3) Quotes
- Completed Application
- Completed Storefront Targeted Areas Renovation (STAR) Program Application

Property Owner Signature \_\_\_\_\_

Date \_\_\_\_\_