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## MEMORANDUM

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**To:** Derby Review Board  
**From:** Brian Garner, City Planner  
**Date:** April 8, 2013  
**Subject:** Draft Policy for Catalyst Funds

Members of the Derby Review Board:

As discussed at the March 19, 2013 study session meeting, staff has drafted the following catalyst fund policy to be considered by the DRB:

The Derby Review Board may approve catalyst funds for 50% of the final project cost up to a designated limit. Currently, applicants are eligible to receive an annual maximum of \$25,000 contributed to one or more projects on the same or multiple properties. Applicants will be reimbursed for not more than 50% of the total completed project cost or an amount approved by the Derby Review Board, whichever is less.

The Derby Review Board may approve the expenditure of catalyst funds up to the full amount specified by staff as outlined in the associated case staff report. An alternate amount may be considered by the Derby Review Board at the hearing for an amount less than the amount specified, but in no case may the Derby Review Board approve an amount that is greater than the amount specified in the staff report.

The DRB will consider this policy at the May 21, 2013 meeting. Should you have any suggested edits, please be prepared to discuss any revisions at the meeting for consideration by the Board.

Thank you,

A handwritten signature in black ink, appearing to be "Brian Garner", written over a light blue horizontal line.

Brian Garner  
City Planner  
City of Commerce City