

# The Business Manual

Starting & Growing a Business in the City of York



MAYOR C. KIM BRACEY    [WWW.YORKCITY.ORG](http://WWW.YORKCITY.ORG)    101 SOUTH GEORGE STREET, PO BOX 509, YORK, PA 17405



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## A Message From

### **C. Kim Bracey, Mayor City of York**

Dear Business Investor,

York is a great place to do business. And the help you need to succeed in York is available at the Department of Economic and Community Development (DECD). Whether yours is an existing company, a new business, or a business wishing to relocate to York, you will find services at DECD to help reach your goals. If you need help to expand, renovate, invest in new technology or upgrade equipment, call DECD. Through DECD, the City partners with other units of government – county, state and surrounding communities – and with industrial development organizations like the York County Economic Alliance – for a coordinated effort to aid economic development and encourage job creation.



The strong alliance of private businesses, non-profit organizations and government agencies has given rise to a renewed entrepreneurial spirit in York. This spirit has created a thriving downtown district and an active retail industry, supported by national corporations that have made the City their home.

Our prime location in the foothills of the Susquehanna Valley is enhanced with the development of parks, walking and biking trails and tree-lined streets. York is a friendly, caring, growing community offering desirable housing, including downtown residences and many charming historic neighborhoods. Arts, entertainment, historical, recreational and sports centers provide enjoyment for all ages.

In York, your business matters. As a general reference, you will find this guide useful in contacting the appropriate departments for your needs. It is intended to be your one-stop resource for obtaining contact information for permits, licenses, and other information necessary for conducting business in the City of York. Please feel free to contact the DECD at 717.849.2875 for help to ensure your business will grow and prosper.

Sincerely,

A handwritten signature in black ink that reads "C. Kim Bracey".

**C. Kim Bracey**

***Mayor, City of York***



## A Message From

# The Department of Economic & Community Development

Dear City of York Business Owners and Aspiring Business Owners:

On behalf of the City of York Department of Economic & Community Development (DECD), welcome to the City of York. We are ecstatic to serve you and look forward to the DECD being a vital part to your business growth. The City of York's unique blend of history, arts, and industry creates a thriving environment for business and entrepreneurs.

The City of York's proximity to Harrisburg, Baltimore, Philadelphia, and Washington D.C. metropolitan areas are a great benefit to businesses and residents alike. York is far enough away to maintain a small town atmosphere with a vibrant historic downtown, walkable streets, and neighborhoods, and a collaborative business environment. As such, the four bureaus housed under the umbrella of Economic and Community Development, stand ready to be your partner in business.

The Business manual is designed to familiarize new and existing business owners with the City of York about the processes regarding owning, operating, and growing your business. A vibrant business community and atmosphere is imperative to the growth of our City.

Thank you for being a part of our fabric.





## About the Department of Economic & Community Development

The Mission of this department is to create conditions that encourage a diversely vibrant economy throughout the City by forming partnerships and coalition-building, to incubate and execute economic development and a variety of lifestyle enhancing initiatives for all residents of and visitors to our City. We pride ourselves in creating and initiating large scale development and redevelopment projects by marketing sites, project management and facilitation, coordinating land acquisition, appraisals and environmental studies. We also strive to assist citizens of the city and the neighborhoods in which they reside through housing initiatives, neighborhood-building, programs for first time home buyers and use of federal funding to improve the quality of life of our residents.

## The Bureau of Economic Development

Our staff serves as the lead advocate for citywide businesses and not-for-profit organizations, and serves as the liaison between the private/non-profit sector and government.

BED offers the following services to existing companies, as well as new businesses looking to open operations in the community:

- Ombudsman for the business community
  - Policy development and advocacy
  - Critical infrastructure support and advocacy
- Business Expansion and Retention support
  - Regular business visits to existing employers
  - Connections with industry resources, employee training and more
  - Development review and permitting guidance for expansion projects
- Site Selection Assistance
  - Data and research services (ESRI, EMSI)
  - Access to York County and State of Pennsylvania business assistance programs
- Educational and networking programs and opportunities

We work diligently to secure state, federal and other grants and loans, as well as execute public relations and marketing initiatives while continuously advocating for proposed and existing businesses.

It is our vision to develop the City into a thriving business, residential, cultural, recreational and tourist destination. This vision is fostering employment and educational opportunities and increasing the value of the City's property tax base and fostering a thriving urban community.

# Business Checklist

The following page offers the general step-by-step guide to business start-up process. The intent of the checklist is to only serve as a guide. The City of York and the Department of Economic and Community Development cannot be held responsible for any errors or omissions. The information provided herein is not meant to constitute legal advice. Please contact our staff with any suggestions or corrections to improve the quality of this checklist.



## Develop a Business Plan

- ☐ Executive summary
- ☐ Market Research
- ☐ Company Description including description of Products/Services and Organizational Structure
- ☐ Marketing and Sales
- ☐ Financial Projections

## Choose a Legal Business Structure

- ☐ Secure Financing
- ☐ Licensing
- ☐ Federal EIN
- ☐ York Adams Tax Bureau Business License
- ☐ PA Sales Tax ID
- ☐ City of York Bureau of Health
- ☐ Other industry specific licensing as required

## Find a Business Location

- ☐ City Permitting
- ☐ Building Permits
- ☐ Plumbing and Electric Permits
- ☐ Zoning Determination Letter
- ☐ Sign Permits
- ☐ Sidewalk Café permits
- ☐ Historic District (HARB) Approval

## Marketing

- ☐ Plan a grand opening event
- ☐ Develop and advertising budget and different avenues to reach customers
- ☐ Explore social media marketing opportunities
- ☐ Schedule an official ribbon cutting with the City of York!

## Permits, Plan Review & Inspections

Most new businesses that require site or building improvements will require a pre-development meeting. This meeting brings together all of the individuals involved in the permitting, inspecting and licensing process. The purpose of the meeting is to answer any and all questions pertaining to the development of the business. All questions should be as specific as possible, so staff can give the most correct and thorough information. City staff will work with and help you understand the review process and help determine what must be accomplished to have your business up and running as soon as possible. Pre-development meetings are scheduled every Wednesday afternoon at City Hall, 101 South George Street in York.

After the pre-development meeting, the applicant will have a better understanding of what is expected and required for permits, inspections, and licenses in the City of York.

All plans related to the project should then be submitted to the Bureau of Permits, Planning and Zoning to initiate the review process. The following criteria must be met at the time of plan submission:

- All commercial projects plans, new construction or renovations, are required to be designed and stamped by a Pennsylvania licensed design professional
- All commercial plans must be submitted in triplicate
- Twelve copies of sub-division and land plans, along with the completed application are required. Additionally, three electronic copies in PDF format on compact disks (CD's) must also be submitted in order for any plans to be reviewed.
- The applications, including contractor and property owner information must be complete, as incomplete applications will not be accepted.

All plumbing work in the City must be completed by a City of York licensed plumber.

All plan reviews will be conducted under the Uniform Construction Code (UCC) and ordinances. The Commonwealth establishes building codes to ensure projects meet the minimum public safety standards for building design, construction, quality, use and occupancy, location and maintenance. A third party contractor and City staff conduct all formal plan reviews. The time afforded for commercial plan review is 30 business days.

**The following flow chart offers an insight in the new business start-up process. Use it as your guide to understanding what is required for your business.**



# The New Business Startup Process

Starting a business in the City of York



## Step 1

### Propose new business

by filling out and submitting new business application.

New business application is reviewed by Zoning Officer.

If approved

If denied

## Step 2

New business applicant is notified. Certificate of Occupancy Inspection must be scheduled and paid for by the applicant.

Official determination letter is sent to the applicant with recommendation to remedy.

Zoning officer notifies approval of business to the York/Adams Tax Bureau.

Certificate of Occupancy Inspection occurs.

Inspection fails

**Certificate of Occupancy is issued.**

Inspection passes

Failed items must be addressed. Certificate of Occupancy Re-inspection is scheduled and paid for by the applicant.

Inspection passes

Food vending in business?

No

Yes

## Step 3

Health inspection is scheduled and paid for by the applicant. Health inspection is performed by the Health & Sanitation Officer.

Inspection fails

**Health License is issued.**

Inspection passes

Failed items must be addressed. Health Re-inspection is scheduled and paid for by the applicant.

Inspection passes

**Ok to open. Congratulations!**

Schedule a ribbon cutting with the City of York.

- passed/approved
- ok to open
- failed/denied
- requires action from you
- requires action from the City/Third Party

## Zoning

Before purchasing or renting any building for commercial purposes, please check with the Bureau of Permits, Planning & Zoning to ensure that the proposed type of business can be operated at the selected site. Prior to moving forward on a project, determination must be made as to whether your chosen business location is permissible in accordance with the City's Zoning and Planning Ordinances. All land use activities in the City of York are subject to the requirements of the Zoning Ordinance, which was adopted in August, 2011. The zoning regulations and districts set forth have been made in accordance with the City's community development goals which are designed to address:

**HEALTH, SAFETY AND WELFARE** – Promote, protect and facilitate any or all of the following:

- Public health, safety, morals and general welfare;
- Coordinated and practical community development and proper density of population;
- Emergency management preparedness and operations and national defense facilities;
- Provision of adequate light and air to provide a healthy community;
- Provision of adequate police protection, vehicle parking and loading space, transportation, water, sewerage, schools, recreational facilities, public grounds and safe reliable water supply; and
- Preservation of natural, scenic and historic resources and preservation of wetlands and floodplains.

**OVERCROWDING** – To prevent overcrowding of land, blight, danger and congestion in travel and transportation, loss of health, life or property from fire, flood, panic or other dangers.

**COMMUNITY GROWTH** – To accommodate reasonable community growth including population and employment growth, and opportunities for development/redevelopment of a variety of residential dwelling types and nonresidential uses.

**ECONOMIC STABILITY** – To facilitate appropriate development and redevelopment activities while protecting the tax base and encouraging economy in public expenditures.

**QUALITY OF LIFE** – To facilitate orderly, safe and aesthetically pleasing development/redevelopment within an urban environment that enhances the quality of life for current and future residents of the City.

The City of York has both a Zoning Officer and a Zoning Hearing Board. The Zoning Officer has the authority to allow permitted uses by right, and the Zoning Hearing Board has the authority to allow uses by special exception. The Zoning Hearing Board also grants decisions on variance requests and appeals of the Zoning Officer's determinations. The Zoning Hearing Board meets the 3rd Thursday of each month at 6:30 p.m. in City Council Chambers located at 101 South George Street in York.

You may also find the Zoning Map at [yorkcity.org](http://yorkcity.org)

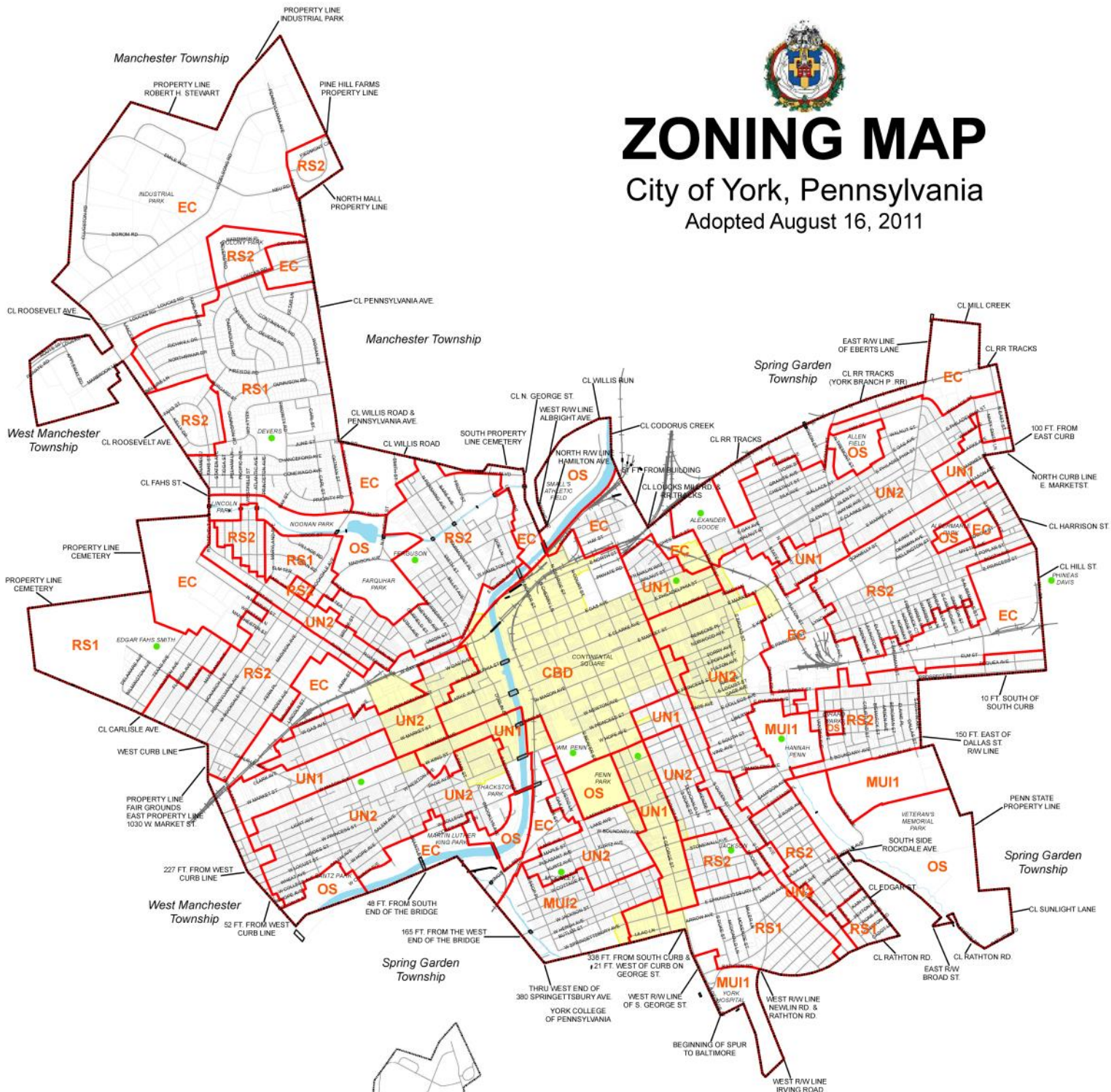




# ZONING MAP

City of York, Pennsylvania

Adopted August 16, 2011



August 16, 2011

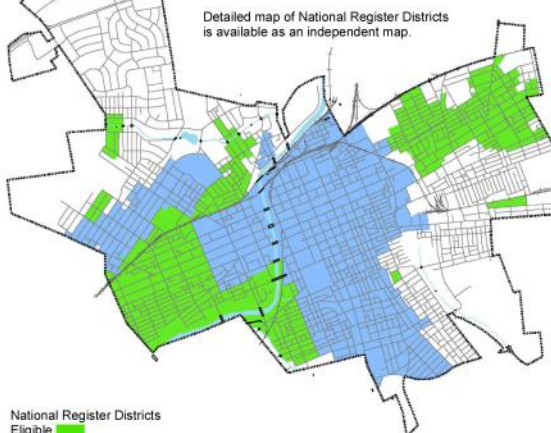
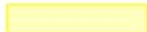
## ZONING OVERLAY DISTRICTS

### NATIONAL REGISTER HISTORIC DISTRICTS

These sections of York have been listed as Historic Districts. York has one of the largest urban districts in the Country and affords public recognition of the architectural and historical value of the City's buildings. Any Federally funded project in this area must be evaluated in respect to its impact on the historic and architectural character of this district before this indicated by the following boundary line.

### HISTORICAL ARCHITECTURAL REVIEW BOARD DISTRICT

This area of the City is designated "Historic York." Applications for building permits here are additionally subject to review and approval by City Council through issuance of a certification of appropriateness. Reference: City of York Ordinance No. 31, passed September 15, 1970, as amended as indicated by the following pattern on the map.



National Register Districts  
Eligible  
Listed

- City Boundary
- City School
- Proposed Zoning
- CBD - Central Business District
- EC - Employment Center District
- MUI1 - Mixed-Use Residential Institutional District
- MUI2 - Urban Residential Neighborhood District
- OS - Open Space District
- RS1 - Single-Family Detached Residential Conservation District
- RS2 - Single-Family Attached Residential Conservation District
- UN1 - Urban Mixed Residential Commercial District
- UN2 - Urban Residential Neighborhood District
- Bridge
- Road
- Railways
- Waterways
- Historical Architectural Review Board Area

NOTES: Parcel Lines as of February 2005  
Source: City of York Offices, City of York GIS Datasets, Pennsylvania Spatial Data Access, PennDOT, United States Census and community input.

## Licensing

### Health License

The City of York employs a full time Health and Sanitation Officer who oversees all health inspections and health licensing guidelines. Any new business that deals with making, selling or distributing food must obtain approval from the City's Health and Sanitation Officer before commencing operations.



### Business License

Conducting any business in the City of York requires filing for a Business Privilege Tax License with the York Adams Tax Bureau. All businesses must register to establish an account; the initial \$25.00 New Business fee covers the processing of the application.

#### York Adams Tax Bureau

1415 N. Duke St.  
P.O. Box 15627  
York, PA 17405-0156  
717.812.0759 Fax 717.854.6376  
<http://www.yatb.com>  
[info@yatb.com](mailto:info@yatb.com)

## Parking

### Parking Garages

The City of York has three parking garages conveniently located within comfortable walking distance to all downtown attractions.

- Market Street (41 E. Market Street)
- Philadelphia Street (25 W. Philadelphia Street)
- King Street (15 W. King Street)

### Parking Meters

Enforcement Hours: Monday through Friday, 8am-5pm (Free on Sundays and holidays observed by the City of York)

Saturday from 9am-3pm for parking meters located in the "Retail Zone"/Core

The "Retail Zone" is defined as:

- George Street between King Street and North Street
- Beaver Street between King Street and Gas Avenue
- Market Street between Duke Street and Pershing Avenue
- Philadelphia Street between Duke Street and Pershing Avenue
- Meters are marked with the hours of operation and enforcement.

### Handicap Parking

Meter parking for persons with disabilities is permitted at all blue headed meters marked as HCP parking as well as all available meters in the city.

### Smart Meters

Park with one easy swipe: Smart Meters in the City of York. Over 200 Smart Meters in the Central Business District of the City to allow for payment with both credit cards and coins.

Please contact the City's Parking Bureau for monthly parking options and to purchase monthly permits.

#### City of York Parking Bureau

101 S. George Street  
PO Box 509  
York, PA 17405  
717.849.2309  
Monday through Friday, 8am-4:15pm

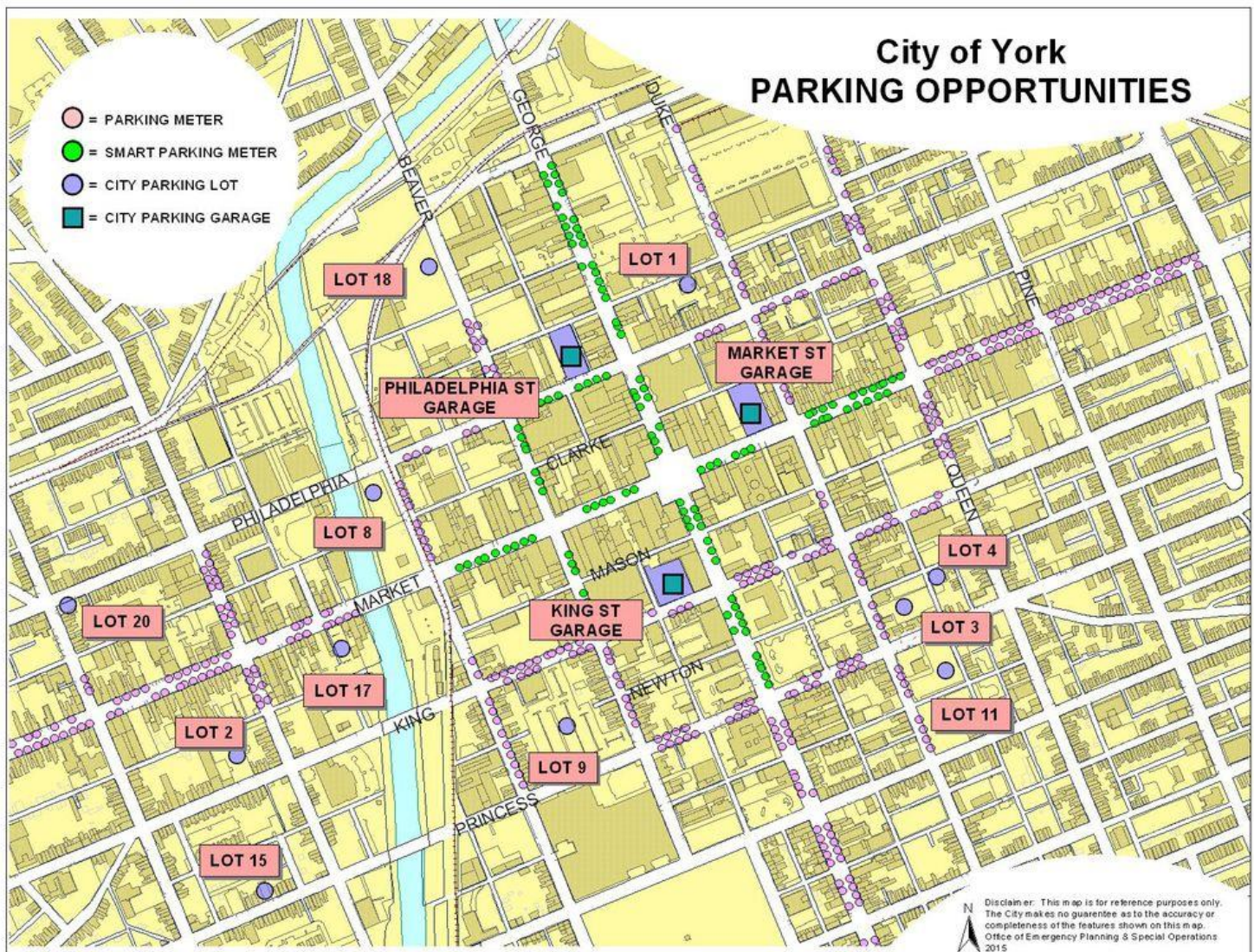


## Parking (cont.)

All new businesses must meet the off-street parking requirements established by the City Zoning Ordinance. However, any business operating in the Central Business District is exempt from the off-street parking requirement.

For information on parking regulation, as well as assistance with your parking needs, contact the City of York Parking Bureau, 717.849-.2309. The Parking Bureau's garages and surface lots are designed to serve long-term parking needs. The on-street parking meters are for short-term parking; therefore, continuously feeding the meters is prohibited. Meters are enforced citywide Monday through Friday 8:00 am to 5:00 pm and from 9:00 am to 3:00 pm on Saturdays in the Central Business District.

Discount parking coupons are available for the garages. Park and Shop books are \$172.80 for 100 hours of parking. Punch Cards are \$78.30 for 40 hours of parking. Special event and evening parking at all garages is \$5. Please call 717.849.2301 for more information.





## Mobile Food Vending

The general purpose of these regulations is to promote the health, safety, comfort, convenience, prosperity, and general welfare of the citizens of the City of York by requiring that new and existing mobile cart vendors provide residents and customers with a level of cleanliness, quality, and safety. It is also the intent of these regulations to establish reasonable guidelines and restrictions for mobile food vending and encourage the safe and convenient use of the City's public right of-way.

## Mobile Food Carts & Trucks

In an effort to foster the growing restaurant industry in the City of York and continuously create economic opportunity, the City's Department of Community and Economic Development is pleased to announce that the **application process is now open for *MOBILE FOOD VENDORS***.

If you would like to operate a Mobile Cart or Truck in the City of York, stop by the Bureau of Permits, Planning and Zoning to pick up your application packet or download the application and corresponding packet online at [www.yorkcity.org](http://www.yorkcity.org)

**For more information about the application process, please contact:**

**Bureau of Permits, Planning and Zoning  
101 S George St, York, PA 17401  
Phone: 717.849.2256.**



## Economic Development Liquor License

An economic development license is a restaurant or eating-place retail dispenser license which may be issued even if the ratio of the existing number of restaurant and eating-place retail dispenser licensees in a county exceeds one (1) license per three thousand (3,000) inhabitants. **In order to qualify an applicant must demonstrate that they have exhausted reasonable means of acquiring a license.**

The City of York can offer local eateries and restaurants an Economic Development Liquor License. Act 141 of 2002 and Act 10 of 2002 amended the Liquor Code to allow the City to issue a restaurant or eating-place retail dispenser license for the purpose of economic development. The City of York is limited to issuing no more than two licenses per year

For more information about the process and procedure, please contact the Bureau of Economic Development at 717.849.2264.



## Resources for New Business Owners

### Community First Fund

[www.commfirstfund.org](http://www.commfirstfund.org)

Community First Fund creates lasting economic growth for communities by providing equitable financial services, technical knowledge, and advocacy for its customers. They also have an outstanding history of providing loans and technical assistance to entrepreneurs, affordable housing developers, and community groups in under-served communities in its service area.



### Downtown Inc

[downtownyorkpa.com](http://downtownyorkpa.com)

Downtown Inc supports the needs of start-up entrepreneurs and existing business owners in York's business improvement district. Whether you're looking for available office or retail space, access to financial resources, assistance with your business plan, demographic information, or simply have questions about permits, zoning or City codes Downtown Inc is here to help you start and grow your business. Downtown Inc's dedicated Downtown Small Business Liaison will work with you one-on-one to navigate the process of starting your new business in downtown York, and will connect you to resources and support as your business grows.

For more information about Downtown Inc and the services we provide, visit <http://downtownyorkpa.com/businesssupport/>. Downtown Inc is the trade name for a joint venture between the York Business Improvement District Authority and Main Street York. Together they work to enhance and foster reinvestment in downtown York. Downtown Inc's mission is to provide a distinctive experience for living, working and recreation in York's downtown district.

### Entrepreneurial Support Alliance

[www.esaonline.info](http://www.esaonline.info)

The Entrepreneurial Support Alliance (ESA) is the one stop shop to find the resources that you would need for all of your entrepreneurial needs. We help you navigate the many providers to direct you to the organization which is best suited for your particular need.

### J.D. Brown Center for Entrepreneurship

<http://groups.ycp.edu/browncenter>

The J.D. Brown Center for Entrepreneurship was established in 2006 to promote initiative, creativity, individual opportunities and to add value to the local community. The center helps to enable growth by offering various support programs and development of entrepreneurial skills.

At the J.D. Brown Center, their mission is to fuel the entrepreneurial engine of central Pennsylvania and northern Maryland. Local, state and federal funding programs are available to serve the needs of start-up companies and companies expanding within or relocating to York County. The York County Economic Development Corporation and related entities market and administer various loan, grant and tax credit/abatement programs available for capital development, environmental assessment and/or remediation, training and technical support.

### Junior Achievement

[www.jascpa.org](http://www.jascpa.org)

Junior Achievement is a non-profit organization comprised of business and community leaders all focused on the goal of impacting the lives of young people throughout South Central Pennsylvania. JA is the world's largest organization dedicated to educating students in grades K-12 about work readiness, financial literacy, and entrepreneurship through experiential, hands-on programs.

### The Pennsylvania Technical Assistance Program (PennTAP)

[www.penntap.psu.edu](http://www.penntap.psu.edu)

PennTAP supports technology-based economic development by helping Pennsylvania companies improve competitiveness by providing a limited amount of free technology assistance to help



resolve specific technical needs. Additionally, PennTAP continues to serve the Food Industry as a Penn State Outreach program. PennTAP's partnership enhances your ability to help your business clients grow with services and training targeted to their needs. For the food manufacturer, we provide fee for service technical consulting expertise and training excellence in critical subjects like: HACCP, GMP, food safety assessments, and preparation for GFSI food safety schemes like SQF and FSSC 22000. We also offer well-tuned business development and training programs.

## Shippensburg SBDC

[www.shipsbdc.org](http://www.shipsbdc.org)

The Shippensburg University Small Business Development center has a team of professionals that can work confidentially with local entrepreneurs. They are available in Adams, Cumberland, Franklin and York counties to help your new business retain a competitive edge. Shippensburg USBDC is an accredited affiliate of the National Network of Small Business Development Centers.

## Susquehanna SCORE

[www.yorkscore.org](http://www.yorkscore.org)

Formed in 1964, SCORE is a premier source of free and confidential small business advice for entrepreneurs. SCORE considers themselves the "Counselors to America's Small Business" and additionally provides training to small businesses. Not only is SCORE a resource partner with the U.S. Small Business Administration, but they are also a 501(c)(3) nonprofit organization dedicated to the formation, growth and success of small businesses nationwide.

## Technavate

[www.technavate.com](http://www.technavate.com)

Technavate is a collaborative partnership with a broad range of educational, community and industry partners for the purpose of supporting knowledge and technology transfer activities. This effort will build an easily accessible, accountable, and responsive process and a shared resource comprising in-reach to the Penn State University system and outreach activities to the business community.

## Technology Council

[www.tccp.org](http://www.tccp.org)

The mission of the Technology Council of Central Pennsylvania is to create, attract, grow and retain technology companies in the central PA region. TCCP's four full-time employees and small army of more than 100 committee volunteers work together on initiatives, events and projects to accomplish their mission. Some accomplishments by the Technology Council: Lead efforts to attract, retain and train the best technology workforce in the nation. Lead efforts to make Pennsylvania a leader in Broadband and Wireless deployment focused on deploying the fastest, most reliable and most affordable telecommunication systems in the nation.

## York County Economic Alliance

In January, 2012, the York County Chamber of commerce and the York County Economic Development Corporation joined forces and formed the new York County Economic Alliance, a 501(c)(3) corporation. These two very significant organizations in York County – the Chamber and the EDC – are now affiliates of the Economic Alliance, retaining, and furthering, the best characteristics, structures and programs of the founding entities.

The mission of the YCEA is to benefit everyone who lives and works in York County and to provide initiatives which offer members access and marketing to a larger population of companies, a bigger pool for group buying power, and the opportunity to offer new and unique programs and services. The ultimate goal of the Economic Alliance is to be a resource for facilitating economic and community development.



## Loan Programs

### Fresh Food Fund

Based on a grant from the United States of Department of Agriculture and seed money provided by the City of York Redevelopment Authority, The York City Fresh Food Fund (FFF) is a revolving loan fund that has been created to modestly assist the development of new and existing restaurants and other food service establishments in the City of York. Our goal is to help entrepreneurs and business owners start and expand successful businesses in an effort to bring jobs and economic prosperity to the City.

To reach this goal, FFF loans, will be provided to qualifying applicants through PeoplesBank. The intent of the FFF coincides with the mission of the Department of Economic and Community Development to create the conditions that create a diversely vibrant economy throughout York City. Please note that there are limits to the total capitalization of the loan fund. The City respects and thanks each and every eatery, restaurant, market vendor, and food vendor that does business in our city. We administer the program based on the objective procedures and criteria explained below.

The FFF will make loans to a variety of food service establishments that, for many reasons, do not qualify for additional bank financing and support. The typical borrowers the FFF anticipates serving are ineligible for the conventional lending products due to an insufficient operating history, inadequate collateral or poor credit.

Many eateries within the City will be able to apply for revolving loan funds for a variety of purposes, including:

1. Equipment and inventory purchases
2. Building improvements and tenant fit-outs
3. Facade improvement and signage
4. Gap financing for business development projects
5. Fixed Assets

Under this program, please note that only eateries and restaurants, defined, as those food-service operations that provide sit-down seating, and food vendors at Central Market or the Farmers' Market Company are eligible. Carry out establishments are not eligible for this program.

### Artist Homestead Information

York City extends an invitation to artists of a broad range of mediums to join other emerging and renowned artists as part of our Artist Homestead program. A dozen live-above-work artists have already set up shop and home in the city as part of the program. We want to continue that momentum by incentivizing artists of all mediums to own a home in York. Therefore, juried visual artists, sculptors, architects, landscape designers, computer designers, marketing and public relations designers, wallpaper and other design professionals, licensed engineers, culinary artists, restaurateurs, bakers, performing artists (e.g., musicians, acoustic and vocal performers, comedians), art instructors and professors, artisans, woodworkers and craftspeople, hand-made soap and candle makers, hand-made jewelers, florists, dressmakers and clothing designers, professional writers and drafters, including reporters, poets, and cartoonists who derive a portion of their income from their artistic endeavor are encouraged to apply. One need not be a full-time artist to apply.

In addition, the Redevelopment Authority automatically will approve as "artists" those recent graduates (i.e., Artist Homestead application signed and submitted within five years of one's date of graduation for an associate degree or other appropriate degree) of the Art Institute of York, the Culinary Arts Institute of the York Technical Institute, or the fine arts program of York College of Pennsylvania

The Citywide Artist Homestead initiative, the only citywide artist relocation and homeownership program in the United States, offers two tiers of financial and amenity incentives to artists who purchase homes in the City of York, with priority given to artists who establish live-above-work studios.

If you would like to learn more about our unique and growing program for creative artists, call 717.849.2248 to plan a visit and personalized tour.



## Tax Abatement Programs

The Residential Tax Abatement Program (ReTAP) and the Local Economic Revitalization Tax Abatement (LERTA) are tax abatement incentives to encourage improvements, rehabilitation and new construction throughout the entire City of York.

Both programs apply tax abatement to the value of the increase in property tax assessment due to property rehabilitation or new construction. Generally, major improvements to a property will trigger a property reassessment by the York County Assessment office. Both ReTAP and LERTA are citywide and apply to current as well as new owners. They both provide a 10-year abatement that run with the land, so subsequent owners, within the 10-year abatement period will still benefit from the abatement incentive.

### LERTA

The Local Economic Revitalization Tax Abatement (LERTA) program provides ten year phased out exemptions. 100% in year one, 90% in year two, 80% in year three and so forth until a 10% abatement is granted in year ten value of new construction of houses & condominiums to all three taxing entities: city school district, city, and county. The program applies to commercial and retail-related new construction and rehabilitation projects.

### ReTAP

The York City ReTAP program is one of the most aggressive programs in the Commonwealth of Pennsylvania. A healthy housing stock is vital to the revitalization and stability of all city neighborhoods. The City & County ReTAP provides for a 100%, ten year tax exemption on the value of new residential construction or residential rehabilitation. This incentive runs with the land for 10 years; therefore, if the property owner should change, the incentive remains until year eleven.

The companion York School District ReTAP provides ten year phased out exemptions: 100% in year one, 90% in year two, 80% in year three and so forth until a 10% abatement is granted in year ten for the value of new construction & rehabilitation of houses & condominiums.



## Technical Assistance

### York Business Academy



The City of York, in partnership with York College of Pennsylvania, presents the YORK BUSINESS ACADEMY (YBA). The purpose of the Academy is to offer new and existing small businesses owner's an educational opportunity that will increase their business acumen and improve the likelihood of their success in the current economic climate. No formal education, such as a High School Diploma, GED or prerequisite knowledge is required to participate in this session.

This series of Fall and Spring classes will run for six consecutive Saturday mornings, on dates to be announced, at the J.D. Brown Center for Entrepreneurship, 410 Kings Mill Road, York, PA 17401. York College professors, their respective MBA graduate students, student members of York College's ENACTUS organization, and other local business professionals teach each session focusing on a major aspect of opening, owning and operating a successful business in the City of York or York County.

Seating is limited to 15 participants so it is recommended that incoming students register early. A nominal admission fee of \$35.00 is required upon registration. Upon completion of the course, a certificate will be provided to recognize completion of the series. Applicants can register by calling Nicole Davis at 717.849.2876 or email: [ndavis@yorkcity.org](mailto:ndavis@yorkcity.org).



## Local Business Resources

### City of York Contacts

#### General Information

P 717.849.2221/ [www.yorkcity.org](http://www.yorkcity.org)

#### City of York Bureau of Economic Development

P: 717.849.2264

#### City of York Bureau of Permits, Planning and Zoning

P: 717.849.2256



### Other Local Contacts

#### Downtown Inc.

P: 717-849-2231

Online: [www.downtownyorkpa.com](http://www.downtownyorkpa.com)

#### York County Economic Alliance

P: 717.848.4000

Online: [www.ycea-pa.org](http://www.ycea-pa.org)

#### Community First Fund

P: 717.846.3863

Online: [www.commfund.org](http://www.commfund.org)

#### City of York Police Department

Emergency -911

Non- Emergency- 717.846.1234

Department of Public Works

P: 717..849.2245

Sewer and Refuse Billing Information

P: 717.849.2268

Parking Bureau

P: 717-849-2309

City of York Treasurer's Office

P: 717.849.2281

City of York Fire Prevention

P: 717.849.2209

#### Kutztown University of Pennsylvania - Small Business

Development Center – SBDC

P: 717.825.1132

Online: [www.kutztownsbdc.org/default.asp](http://www.kutztownsbdc.org/default.asp)

#### Susquehanna SCORE

717.845.8830

Online: [www.susquehanna.score.org](http://www.susquehanna.score.org)

#### Shippensburg University - Small Business Development Center- SBDC

P: 717.477.1935

Online: [www.ship.edu/SBDC/](http://www.ship.edu/SBDC/)

\*Free business startup planning and management techniques.

## **Community Events**

These events are just some of the many reasons that York is such a great place to live, work, and play. For more information on how you can help with the Special Events Fundraising Campaign, call York City Special Events at 717.849.2217 or email [events@yorkcity.org](mailto:events@yorkcity.org).

### **A Taste of York City/Restaurant Week**

The event features a seated, served dinner with each course highlighting a different York City dining option, as well as silent and live auctions showcasing the City's entertainment and cultural amenities.

### **Box Lunch Revue**

A summertime concert series held on each Tuesday and Thursday of May through August, enjoy FREE musical entertainment in Downtown York's Cherry Lane (near Central Market House) from 11:30 am to 1:30 pm. Many musical genres are represented, including jazz, folk, indie, country, classic hits, Irish, Hawaiian, blues, cigar box guitar, hip hop, and more.

### **Olde York Street Fair**

The Olde York Street Fair is a Mother's Day tradition in downtown York. The event takes place in and around Continental Square. This free event features more than 100 vendors of handmade arts and crafts, a Kid's Fun Block with bounce houses, games, face painting, coloring pages, and other entertainment.

### **Yorkfest Fine Arts Festival**

Yorkfest features a weekend of 100 select fine artists from all around the country, the YorkArts juried exhibition (for 2015, to be held at the Agricultural & Industrial Museum due to planned renovations at YorkArts), free family entertainment and hands-on arts activities, a free community jazz concert in the Capitol Theatre on Saturday night, ChalkWalk, youth art and literary awards, walking tours of the York Murals, tours and demonstrations at the Colonial Court House Complex, and much more!

### **York City Bike Night**

A bike parade that features live entertainment on four stages, food vendors, information displays, and more!

### **First Fridays**

EVERYONE is invited to attend First Friday in downtown York! First Friday is a celebration of downtown shops, restaurants, cultural

venues, and nightlife hotspots. From 5:00pm - 9:00pm, downtown shops and restaurants host special events, offer refreshments & promotions, and sponsor live entertainment.

### **Other Annual Community Events Include:**

Light Up Night • First Night • Jazz in the City

**For more information, please visit [www.yorkcity.org](http://www.yorkcity.org)**



