



City of Belle Plaine
Economic Development Authority

FAÇADE IMPROVEMENT LOAN PROGRAM



Policy and Procedures FAÇADE IMPROVEMENT LOAN PROGRAM

Belle Plaine Economic Development Authority (BPEDA)
In and For the City of Belle Plaine

Purpose

The purpose of the Façade Improvement Loan Program is to establish a loan program to provide the capability and incentive for owners and tenants of new and existing businesses to upgrade the appearance of their places of business, thereby improving their marketability and promoting redevelopment of new and existing business properties within the City.

Duration

Loans may be made under these policies to the extent that funds are available, as allocated to the fund by the BPEDA.

Nature of Loans

Staff will review each loan application. The loans will be allowed only for façade improvements of businesses within the City limits of Belle Plaine. The maximum amount for the loan is \$1,500 per business per calendar year. The loan will require a 1:1 match of the applicant, either through personal funds or a loan from a lender.

Goals for the Use of Loan Funds

By providing loans for façade improvements to existing and new businesses, the BPEDA has established the following goals:

1. The project will improve the façade of the business, thereby protecting property values.
2. The project will promote the retention of existing businesses and promote new business establishment.
3. The project will remove, prevent or reduce blight.
4. The projects may not be nonconforming uses and must be generally consistent with the City of Belle Plaine's Comprehensive Plan.
5. The projects will not significantly or adversely increase the impacts on existing service needs in the City.
6. The projects must meet the design guidelines established by the Belle Plaine Zoning Ordinance and the Belle Plaine Design Manual.
7. The project should seek to utilize local contractors, suppliers, vendors, professionals, and/or financial institutions.

Applicant Eligibility

Applicants may be individual owners, partnerships, corporations, tenant operators, or contract for deed purchasers of property and building within the City of Belle Plaine, but must provide all

documentation of entity status requested in the application form. Tenant operators shall be co-applicants for the Façade Improvement Loan Program together with fee owners of subject real property. The Applicant's property must be of conforming use or a legal non-conforming use under the Belle Plaine Zoning Ordinance.

Eligible Improvements for Use of Funds

Loan funds may be used to improve the exterior appearance of buildings and property within the City of Belle Plaine.

The definition of "façade" is used to assist in determining what eligible improvements are. The definition of "façade", according to the Merriam-Webster online dictionary, is the: 1) front of a building; also : any face of a building given special architectural treatment or 2) a false, superficial, or artificial appearance or effect.

Improvements may include, but are not limited to the following list. All eligible improvements must be visual from the adjacent public street.

1. Awnings
2. Painting
3. Residing
4. Window replacement/repair
5. Brick replacement/repair
6. Stucco replacement/repair
7. Roofs
8. Door replacement/repair
9. Siding replacement/repair
10. Exterior lighting
11. Labor or design of the qualifying improvements

Ineligible improvements include:

1. Any interior work
2. Landscape improvements, including plants or planters
3. Building improvements not visible from the public street
4. Building additions/new construction
5. Improvements completed or in progress at the time of application
6. Building acquisition
7. Routine maintenance
8. Mechanicals and HVAC systems
9. Trash and mechanical enclosures

Payment of Loan

The applicant must determine if a building permit is required for the proposed work to be done. If a building permit is required, it must be obtained concurrently with application for loan funds. The proposed improvements must be approved by the Design Committee prior to approval of funding and commencement of the project.

The applicant must submit the invoice or bill (or copy) for the improvement to the Community Development Director. The City will process a check for one-half of the amount of the bill up to \$1,500. The check will be forwarded directly to the company or the vendor of the product. Under no circumstances will the applicant be directly reimbursed for work done, nor will work completed prior to approval of the application be allowed to qualify for the loan funds, unless approved by the EDA with reasonable justification by the applicant as deemed necessary by the Commission.

Repayment of Loan

The amount of the loan (without interest) will be due and payable to the Belle Plaine EDA one (1) year following the distribution of loan funds. If, however, the business to which the loan was granted remains in business in the improved building one (1) year following the distribution of loan funds or the applicant transfers ownership to another entity that maintains the business in the improved building for at least one (1) year following the distribution of loan funds, the loan shall be forgiven by the Belle Plaine EDA.

Conflict of Interest

The applicant shall submit the name(s) or the owner(s), shareholder(s), partner(s), sole proprietor, corporation member(s), or other person(s) or business(es) with any financial interest in the project and its financing in order to preclude any conflict of interest in the loan review and approval process.

Right to Deny

The BPEDA has the right to deny any application based on their discretion.

**FAÇADE IMPROVEMENT LOAN PROGRAM
APPLICATION FOR FUNDS**
Belle Plaine Economic Development Authority

Company Information:

Name of Business: _____

Current Address: _____

Telephone: _____ E-mail _____

Primary Contact Person: _____

Title: _____

Telephone: _____

Nature of Business: _____

Form of Business Organization:

CD Purchaser Tenant Operator Other _____

Sole Proprietorship Limited Partnership _____

Partnership Corporation (Cooperative)

Number of Employees: Total: _____ Full-Time: _____ Part-Time: _____

Property Owner(s): _____

Number of years in businesses in Belle Plaine: _____

Project Description:

Briefly describe the nature of the project: _____

Approximate Amount Requested: _____

Attach copies of all quotes/estimates for proposed work

Funds to be used for: _____

Is the proposed building a conforming use or legal non-conforming use under the City of Belle Plaine's Zoning Ordinance? Yes No

What is the estimated completion date for the project?: _____

I have read, understand, and agree to comply with the Policy for the Façade Improvement Loan Program of the Belle Plaine Economic Development Authority and the City of Belle Plaine.

Applicant Signature

Applicant Name (printed)

Property Owner Signature

Property Owner Signature

Date

For Office Use Only:	
Invoice submitted: _____	
Reviewed by: _____	
Approved: _____	Amount: _____
Denied: _____	