



## MEMORANDUM

DATE: May 9, 2016  
TO: EDA President Krant; EDA Members  
FROM: Cynthia Smith Strack, Community Development Director  
RE: Item 5.3 Façade Improvement Loan Request: Annie's Cafe; 201 Main Street East

**REQUEST: Consideration of a \$1,500 façade improvement grant request for property at 201 Main Street East as submitted by Ann Miller d.b.a. Annie's Catering/Cafe**

### GENERAL INFORMATION

**Overview:** Ann Miller proposes re-roofing of the existing structure at 201 Main Street East. The new roof will match color/material of existing roof (black asphalt shingles). Project cost per attached bid estimate is \$3,800 (Paul's Roofing).

**Design Committee:** The Design Committee approves of the re-roofing provided replacement shingles match existing color (black) and are consistent throughout.

**Applicant:** Ann Miller

**Subject Property Address:** 201 Main Street East

**Zoning Class:** B-3 Central Business District

**Meeting Representation:** Ann Miller is expected to attend the EDA Meeting

### REPORT ATTACHMENTS

- Loan Application, including illustrations of proposed improvement and contractor estimate
- Draft Promissory Note
- Sample Resolution EDA 16-002 Approving/Denying the Loan Request

## EXAMINATION OF REQUEST

### Loan Program Purpose:

Provide capability and incentive for façade appearance upgrades thereby improving marketability and promoting redevelopment of properties within the City

### Eligibility Standards:

1. Applicants may be individual owners, partnerships, corporations, tenant operators, or contract for deed purchasers of property and buildings within the City but must provide all documentation of entity status.
2. The subject property must be a conforming or legal non-conforming use within the applicable zoning classification.
3. Funds must be used to improve the exterior appearance of buildings and properties within the City.
4. Maximum loan amount is \$1,500 per business per calendar year.
5. A 1:1 loan dollar value to Applicant match is required.

### Proposed Use:

Restaurant/catering

### Loan Repayment:

The loan is to be secured by a promissory note executed by the tenant and/or property owner. The note is due and payable to the Belle Plaine EDA one year following distribution, except if the business remains in business in the improved building for one year after loan issuance, the loan is forgiven by the BPEDA.

### Distribution of Funds:

A building permit must be secured prior to project initiation and distribution of funds. The Applicant must submit invoices applicable to the façade improvement to the office of the Community Development Director. The City will process a check directly to the vendor in an amount not to exceed \$1,500 or half of the invoiced amount, whichever is less.

## **RECOMMENDATION**

Consideration for approval centers on whether or not re-roofing is a façade 'improvement'. The EDA has in the past approved re-roofing. If approval is contemplated, any such approval should be contingent upon Design Committee recommendation requiring replacement shingles match color of what is existing.

Approval of the loan contingent on the following is recommended:

1. Design Committee recommendation.
2. Issuance of a building permit.
3. Execution of a promissory note.

Resolution EDA 16-002 is attached for consideration.



# City of Belle Plaine

218 Meridian Street North • Belle Plaine, MN 56011 • 952-873-5553

Permit Type: S-Façade Improvement Loan

Permit No.: S-160002

Parcel No.: 200016390

Approved Date: 03/15/16

Work Valuation: \$0.00

Expiration Date: 03/15/16

For ELECTRICAL inspections, call 507-665-3205, between 7:00-8:30 a.m.  
ALL OTHER inspections call 952-873-5655, 24 hours in advance.



Owner Information:

Contractor Information:

MIL HUT INC, & % ANNIE'S CATERING,  
PO BOX 178  
BELLE PLAINE MN 56011

Work Description/Requirement:

Type of Inspection

Inspection   Completion   Comment

- S-COMPLETED APPLICATION
- S-PROJECT TOTAL/AMOUNT REQUE
- S-AMOUNT APPROVED
- S-PROJECT COMPLETION
- S-INVOICE PAID
- S-FORGIVABLE LETTER SENT


**201 MAIN STREET EAST**

**THIS PERMIT MUST BE POSTED AT THE ABOVE WORK ADDRESS AT ALL TIMES**

5160002

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

Company Information:

Name of Business: Annie's Cafe

Current Address: 201 E. Main St B.P.

Telephone: 952-893-5558 E-mail anniescatering@mediacombb.net

Primary Contact Person: Ann Miller

Title: owner

Telephone: 952-292-1078

Nature of Business: restaurant

Form of Business Organization:

- CD Purchaser
- Tenant Operator
- Other \_\_\_\_\_
- Sole Proprietorship
- Limited Partnership \_\_\_\_\_
- Partnership
- Corporation (Cooperative)

Number of Employees: Total: \_\_\_\_\_ Full-Time: \_\_\_\_\_ Part-Time: 5

Property Owner(s): Johan + Ann Miller

Number of years in businesses in Belle Plaine: 28

Project Description:

Briefly describe the nature of the project: re-roof back  
Kitchen

Approximate Amount Requested: 1500.-

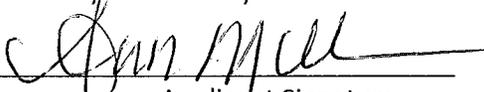
Attach copies of all quotes/estimates for proposed work

Funds to be used for: roof  
\_\_\_\_\_  
\_\_\_\_\_

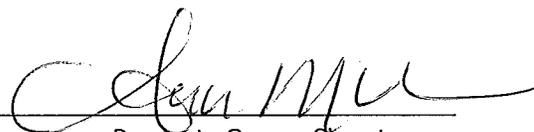
Is the proposed building a conforming use or legal non-conforming use under the City of Belle Plaine's Zoning Ordinance?  Yes  No

What is the estimated completion date for the project?: May 1'16  
\_\_\_\_\_

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

Ann Miller  
Applicant Name (printed)

  
Property Owner Signature

  
Property Owner Signature

3-15-16  
Date

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



Don Paul  
donpaulroofing@yahoo.com  
952-594-4448

License #20135486

208 N Linden Street • Belle Plaine, MN 56011

Client: Annie's Cafe

Date: March 14, 2016

Address: 201 East Main st

City, State: Belle Plaine, MN

Phone #: 873-5558

Work to be done: Lower Roof

- Remove & haul away roofing
- Install new vents
- Install underlayment to code
- Install Laminated Architectural Shingles
- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_

### Labor and Materials

Estimate Amount: Three thousand eight hundred

**\$ 3,800**

The above prices, specifications and conditions are satisfactory and are hereby accepted.

Paul's Roofing Inc. is authorized to do the work as specified.

Payment will be made as stated. Paid in full at completion of job. Any unpaid balance after 10 days of completion will be subjected to a finance charge of 15% annually, until paid in full.

If not paid in full within 30 days of completion, the contractor has the right to file a lien against such properties here within.

Contractor's Signature

Client's Signature

**S Chestnut St**  
 Belle Plaine, Minnesota  
 Street View - Aug 2014



Navigation controls: compass, zoom in (+), zoom out (-)

Hide imagery

Map inset showing the current location on a street grid. A red pegman icon is positioned at the intersection of S Chestnut St and 201 E Main St.

Image carousel with thumbnails for other Street View locations:

- Earth
- The Episcopal Church of the Tran...
- Our Lady of the Prairie Church - B...
- 216 North Meridian Street

## PROMISSORY NOTE

\$1,500.00

\_\_\_\_\_, 2016

Ann Miller, d.b.a. Annie's Café and Catering, Minnesota Corporation (the "Borrower" and the "Maker"), for value received, hereby promises to pay to the Belle Plaine Economic Development Authority, a public body corporate and politic under the laws of the State of Minnesota or its assigns (the "EDA," and any assigns are collectively referred to herein as the "Holder"), at its designated principal office or such other place as the Holder may designate in writing, the principal sum of One Thousand Five Hundred Dollars (\$1,500.00) or so much thereof as may be advanced under this Promissory Note (the "Note"), in any coin or currency that at the time or times of payment is legal tender for the payment of private debts in the United States of America. This Note evidences the obligation of the Borrower to repay a loan provided by the EDA (the "Loan") in the event the Loan is not forgiven in the manner described herein. The principal of this Note is payable in installments as described herein.

1. The Borrower requested the Loan in order to finance façade improvements consisting of re-roofing of a structure (the "Project") located at 201 Main Street East (the "Property") in the City of Belle Plaine, Minnesota (the "City"). The Board of the EDA approved the Loan at its meeting on May 9, 2016, and the City Council of the City approved the Loan at its meeting on May 16, 2016. The Loan is to be made from the EDA's Façade Improvement Loan Program in the amount of \$1,500.00 and will be considered a forgivable loan provided that the Borrower remains in business on the Property for at least one (1) year following the disbursement of the Loan or transfers ownership of the business to another entity that maintains the business in the improved building for at least one year following disbursement of the Loan. The obligation of the Borrower to repay the Loan in the event that any portion of the principal amount of the Loan is not forgiven will be evidenced by the Note.

2. If the Borrower does not remain in business on the Property for at least one year following the disbursement of the Loan, the Loan shall be due and payable within thirty (30) days of demand by the EDA.

3. The Borrower shall have the right to prepay the principal of this Note, in whole or in part, on any date.

4. It is agreed that time is of the essence of this Note. If the Borrower does not remain in business on the Property for at least one year following the disbursement of the Loan, the Holder of this Note may at its right and option, with thirty (30) days' notice, declare immediately due and payable the principal balance of this Note, together with reasonable attorneys' fees and expenses incurred by the Holder of this Note in collecting or enforcing payment hereof, whether by lawsuit or otherwise, and all other sums due hereunder or any instrument securing this Note. The Maker of this Note agrees that the Holder of this Note may, without notice to and without affecting the liability of the Maker, accept additional or substitute security for this Note, or release any security or any party liable for this Note or extend or renew this Note.

5. The remedies of the Holder of this Note as provided herein, or any other instrument securing this Note, shall be cumulative and concurrent and may be pursued singly, successively, or together, and, at the sole discretion of the Holder of this Note, may be exercised as often as occasion therefor shall occur; and the failure to exercise any such right or remedy shall in no event be construed as a waiver or release thereof.



**BELLE PLAINE ECONOMIC DEVELOPMENT AUTHORITY  
RESOLUTION NO. 16-002**

**RESOLUTION APPROVING TERMS OF A LOAN TO ANN MILLER FROM THE  
EDA'S FAÇADE IMPROVEMENT LOAN PROGRAM**

BE IT RESOLVED BY the Board of Commissioners (the "Board") of the Belle Plaine Economic Development Authority (the "Authority"), as follows:

1. Façade Improvement Loan Program. The City and the Belle Plaine Economic Development Authority (the "EDA") previously approved the EDA's Façade Improvement Loan Program, which is administered by the EDA.

2. Request for Loan. Ms. Ann Miller doing business as Annie's Café and Catering, a Minnesota corporation, (the "Borrower"), has submitted an application form requesting financial assistance from the EDA in the amount of \$1,500.00 (the "Loan") in order to finance façade improvements consisting of re-roofing project at 201 Main Street East in the City of Belle Plaine (the "Property").

3. Proposed Terms of Loan. The Loan is to be made from the EDA's Façade Improvement Loan Program in the amount of \$1,500.00 and will be forgiven provided that the Borrower remains in business on the Property for at least one year following the disbursement of the Loan or transfers ownership of the business to another entity that maintains the business in the improved building for at least one year following disbursement of the Loan. The obligation of the Borrower to repay the Loan in the event that any portion of the principal amount of the Loan is not forgiven will be evidenced by a Promissory Note (the "Note") to be delivered by the Borrower.

4. Board Approval. The Board hereby approves the Loan proposed to be provided to the Borrower contingent on:

- a. Incorporation of Design Committee recommendation: color of replacement shingles shall be the same as the shingles existing as of the date of this resolution.
- b. Issuance of a building permit prior to project initiation.
- c. Execution of a promissory note by the Applicant and the Property Owner.
- d. Submittal (to the office of the Community Development Director) of valid invoices from a licensed contractor relating to the door replacement/relocation project.

5. Promissory Note. The Board has had an opportunity to review the Note to be executed by the Borrower. The Board hereby approves the form of Note.

6. Effective Date. This resolution shall be effective as of the date hereof.

Approved by the Board of Commissioners of the Belle Plaine Economic Development Authority this 9<sup>th</sup> day of May, 2016.

BELLE PLAINE ECONOMIC  
DEVELOPMENT AUTHORITY

\_\_\_\_\_  
Rick Krant, EDA President

ATTEST

\_\_\_\_\_  
Cynthia Smith Strack, Community Development Director



## MEMORANDUM

DATE: May 9, 2016  
TO: EDA President Krant; EDA Members  
FROM: Cynthia Smith Strack, Community Development Director  
RE: Item 5.4 Façade Improvement Loan Request: Sparetime; 117 Main Street West

**REQUEST: Consideration of a \$1,500 façade improvement grant request for property at 117 Main Street West as submitted by Don Savage d.b.a. Sparetime Tavern**

### GENERAL INFORMATION

**Overview:** Don Savage proposes replacement of two doors on the front façade of the existing structure at 117 Main Street West. Savage proposes the replacement of two aluminum doors with new doors composed in large part of glass. Project cost per attached bid estimate is \$4,000 (Town and Country Glass).

**Design Committee:** The Design Committee approves of the replacement doors providing they match the window sash color (white) and advertising on the door is limited to lettering (e.g. business name, hours of operation, and street address).

**Applicant:** Don Savage

**Subject Property Address:** 117 Main Street West

**Zoning Class:** B-3 Central Business District

**Meeting Representation:** Don Savage is expected to attend the EDA Meeting

### REPORT ATTACHMENTS

- Loan Application, including illustrations of proposed improvement and contractor estimate
- Draft Promissory Note
- Sample Resolution EDA 16-003 Approving/Denying the Loan Request

## EXAMINATION OF REQUEST

<b>Loan Program Purpose:</b>	Provide capability and incentive for façade appearance upgrades thereby improving marketability and promoting redevelopment of properties within the City
<b>Eligibility Standards:</b>	<ol style="list-style-type: none"><li>1. Applicants may be individual owners, partnerships, corporations, tenant operators, or contract for deed purchasers of property and buildings within the City but must provide all documentation of entity status.</li><li>2. The subject property must be a conforming or legal non-conforming use within the applicable zoning classification.</li><li>3. Funds must be used to improve the exterior appearance of buildings and properties within the City.</li><li>4. Maximum loan amount is \$1,500 per business per calendar year.</li><li>5. A 1:1 loan dollar value to Applicant match is required.</li></ol>
<b>Proposed Use:</b>	Bar/restaurant
<b>Loan Repayment:</b>	The loan is to be secured by a promissory note executed by the tenant and/or property owner. The note is due and payable to the Belle Plaine EDA one year following distribution, except if the business remains in business in the improved building for one year after loan issuance, the loan is forgiven by the BPEDA.
<b>Distribution of Funds:</b>	A building permit must be secured prior to project initiation and distribution of funds. The Applicant must submit invoices applicable to the façade improvement to the office of the Community Development Director. The City will process a check directly to the vendor in an amount not to exceed \$1,500 or half of the invoiced amount, whichever is less.

## RECOMMENDATION

Consideration for approval centers on whether or not door replacements amount to a façade 'improvement'. The replacement doors will be new as opposed to reuse of existing. The EDA has in the past approved door replacement. If approval is contemplated, any such approval should be contingent upon Design Committee recommendations suggesting metal components of the door match the window sash color (white) and that only conventional vinyl-like lettering be allowed on the glass portion of the doors (e.g. business name, hours of operation, address).

Approval of the loan contingent on the following is recommended:

1. Design Committee recommendations.
2. Issuance of a building permit.
3. Execution of a promissory note.

Resolution EDA 16-003 is attached for consideration.



# City of Belle Plaine

218 Meridian Street North • Belle Plaine, MN 56011 • 952-873-5553

Permit Type: S-Façade Improvement Loan

Permit No.: **S-160003**

Parcel No.: 200014191

Approved Date: 03/17/16

Work Valuation: \$0.00

Expiration Date: 03/17/16

For ELECTRICAL inspections, call 507-665-3205, between 7:00-8:30 a.m.  
ALL OTHER inspections call 952-873-5655, 24 hours in advance.



**Owner Information:**

SAVAGE, DON  
203 7 1/2 AVENUE  
ARLINGTON MN 55307  
(612) 245-3103

**Contractor Information:**

**Work Description/Requirement:**

**Type of Inspection**

**Inspection    Completion    Comment**

- S-COMPLETED APPLICATION
- S-PROJECT TOTAL/AMOUNT REQUE
- S-AMOUNT APPROVED
- S-PROJECT COMPLETION
- S-INVOICE PAID
- S-FORGIVABLE LETTER SENT


**117 MAIN STREET WEST**

**THIS PERMIT MUST BE POSTED AT THE ABOVE WORK ADDRESS AT ALL TIMES**

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

**Company Information:**

Name of Business: SPRINTING TAVAN  
Current Address: 117 WEST MAIN ST Belle Plaine MO 64011  
Telephone: 612-245-3103 E-mail: N89TR@tel.com  
Primary Contact Person: DON SAVASZ  
Title: PRESIDENT  
Telephone: 612-245-3103  
Nature of Business: BAK + GRILL

**Form of Business Organization:**

- |   |  |                                      |
|---|--|--------------------------------------|
| <input type="checkbox"/> CD Purchaser                   | <input type="checkbox"/> Tenant Operator           | <input type="checkbox"/> Other _____ |
| <input checked="" type="checkbox"/> Sole Proprietorship | <input type="checkbox"/> Limited Partnership       | _____                                |
| <input type="checkbox"/> Partnership                    | <input type="checkbox"/> Corporation (Cooperative) |                                      |

Number of Employees: Total: 6 Full-Time: 8 Part-Time: 5  
Property Owner(s): DON SAVASZ

Number of years in businesses in Belle Plaine: 24

**Project Description:**

Briefly describe the nature of the project: INSTALL NEW FRONT  
DOOR TO THE BUSINESS + TO THE APARTMENT

Approximate Amount Requested: 4000<sup>00</sup>

Attach copies of all quotes/estimates for proposed work

Funds to be used for: REPLACE TWO FRONT DOORS

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?: 4-30-16

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.

[Signature]  
Applicant Signature

Don SAUVAGE  
Applicant Name (printed)

[Signature]  
Property Owner Signature

Don SAUVAGE  
Property Owner Signature

4-21-16  
Date

For Office Use Only:		<input type="checkbox"/> Invoice submitted: _____
<input type="checkbox"/> Reviewed by: _____	Approved: _____	Amount: _____
	Denied: _____	Date Paid: _____
<input type="checkbox"/> Reviewed by Design Committee		
	Approved: _____	
	Denied: _____	

# TOWN & COUNTRY GLASS



## Proposal

Phone: (952) 442-4325  
 Fax: (952) 442-5450  
 Toll Free: 1-800-642-1321  
 PO Box 105  
 Waconia, MN 55387

No.	16044
Date	March 16, 2016
E-mail:	TCGlass1969@yahoo.com

### Proposal Submitted To:

Name	Spare Tire Tavern (Don)		
Street	117 W. Main Street		
	Belle Plaine	State	MN
Phone			
Email	n89t@aol.com		

### Work To Be Performed At:

Spare Tire Tavern			
Street	117 W. Main Street		
City	Belle Plaine	State	MN
Date			
Architect			

We hereby propose to furnish the materials and perform the labor necessary for the completion of

(2) 2 - x 6 - Narrow style door and frame (1 Frame to have transom)

Hardware: 1 1/2 pr. hinges, closer, A.R. Lever Lock, Offset pull, standard push, threshold & sweep

1" Insulated Clear Tempered Glass

Labor to install

NOTE: Includes tear out and removal of old doors

NOTE: Finish to be Dark Bronze Anodized

All material is guaranteed to be as specified, and the above work to be performed in accordance with the drawings and specifications submitted. Also it is to be completed in a substantial workmanlike manner for the sum of

\$ 4,000.00 (both)

With payments to be made as follows: In full upon completion

Thank you for giving us the opportunity to bid this project. If you have any questions, feel free to give us a call.

Any alteration or deviation from above specifications involving extra costs, will be executed only upon written orders, and will become an extra charge over and above the estimate. All agreements contingent upon strikes, accidents or delays beyond our control. Owner to carry fire, tornado and other necessary insurance upon above work. Workmen's Compensation and Public Liability Insurance on above work to be taken out by

Respectfully submitted by: Town & Country Glass Inc.

Per Scott Kleman

Note—This proposal may be withdrawn by us if not accepted within 60 days.

### PRE-LIEN NOTICE TO OWNER/CONTRACTOR

- Any person or company supplying labor or materials for this improvement to your property may file a lien against your property if that person or company is not paid for the contributions.
- Under Minnesota law, you have the right to pay persons who supplied labor or materials for this improvement directly and deduct this amount from our contract price, or withhold the amounts due them from us until 120 days after completion of the improvement unless we give you a lien waiver signed by persons who supplied any labor or material for the improvement and who gave you timely notice.

**ACCEPTANCE OF PROPOSAL:** The above prices, specifications and conditions are satisfactory and are hereby accepted. You are authorized to do the work as specified. Payment will be made as outlined above.

Signature \_\_\_\_\_  
 Signature \_\_\_\_\_

Date \_\_\_\_\_  
 Date \_\_\_\_\_

**W Main St**  
Belle Plaine, Minnesota  
Street View - Aug 2014



W Main St  
Belle Plaine, Minnesota  
Street View - Aug 2014

W Church St  
W Main St Belle Plaine  
S Grove St  
S Walnut St  
S Cedar St

Back to Map



## PROMISSORY NOTE

\$1,500.00

\_\_\_\_\_, 2016

Don Savage, d.b.a. the Sparetime Tavern, Minnesota Corporation (the "Borrower" and the "Maker"), for value received, hereby promises to pay to the Belle Plaine Economic Development Authority, a public body corporate and politic under the laws of the State of Minnesota or its assigns (the "EDA," and any assigns are collectively referred to herein as the "Holder"), at its designated principal office or such other place as the Holder may designate in writing, the principal sum of One Thousand Five Hundred Dollars (\$1,500.00) or so much thereof as may be advanced under this Promissory Note (the "Note"), in any coin or currency that at the time or times of payment is legal tender for the payment of private debts in the United States of America. This Note evidences the obligation of the Borrower to repay a loan provided by the EDA (the "Loan") in the event the Loan is not forgiven in the manner described herein. The principal of this Note is payable in installments as described herein.

1. The Borrower requested the Loan in order to finance façade improvements consisting of replacement of two exterior doors in the front façade of the structure (the "Project") located at 117 Main Street West (the "Property") in the City of Belle Plaine, Minnesota (the "City"). The Board of the EDA approved the Loan at its meeting on May 9, 2016, and the City Council of the City approved the Loan at its meeting on May 16, 2016. The Loan is to be made from the EDA's Façade Improvement Loan Program in the amount of \$1,500.00 and will be considered a forgivable loan provided that the Borrower remains in business on the Property for at least one (1) year following the disbursement of the Loan or transfers ownership of the business to another entity that maintains the business in the improved building for at least one year following disbursement of the Loan. The obligation of the Borrower to repay the Loan in the event that any portion of the principal amount of the Loan is not forgiven will be evidenced by the Note.

2. If the Borrower does not remain in business on the Property for at least one year following the disbursement of the Loan, the Loan shall be due and payable within thirty (30) days of demand by the EDA.

3. The Borrower shall have the right to prepay the principal of this Note, in whole or in part, on any date.

4. It is agreed that time is of the essence of this Note. If the Borrower does not remain in business on the Property for at least one year following the disbursement of the Loan, the Holder of this Note may at its right and option, with thirty (30) days' notice, declare immediately due and payable the principal balance of this Note, together with reasonable attorneys' fees and expenses incurred by the Holder of this Note in collecting or enforcing payment hereof, whether by lawsuit or otherwise, and all other sums due hereunder or any instrument securing this Note. The Maker of this Note agrees that the Holder of this Note may, without notice to and without affecting the liability of the Maker, accept additional or substitute security for this Note, or release any security or any party liable for this Note or extend or renew this Note.

5. The remedies of the Holder of this Note as provided herein, or any other instrument securing this Note, shall be cumulative and concurrent and may be pursued singly, successively, or together, and, at the sole discretion of the Holder of this Note, may be exercised as often as occasion therefor shall occur; and the failure to exercise any such right or remedy shall in no event be construed as a waiver or release thereof.



**BELLE PLAINE ECONOMIC DEVELOPMENT AUTHORITY  
RESOLUTION NO. 16-003**

**RESOLUTION APPROVING TERMS OF A LOAN TO DON SAVAGE FROM  
THE EDA'S FAÇADE IMPROVEMENT LOAN PROGRAM**

BE IT RESOLVED BY the Board of Commissioners (the "Board") of the Belle Plaine Economic Development Authority (the "Authority"), as follows:

1. Façade Improvement Loan Program. The City and the Belle Plaine Economic Development Authority (the "EDA") previously approved the EDA's Façade Improvement Loan Program, which is administered by the EDA.

2. Request for Loan. Mr. Don Savage doing business as the Sparetime Tavern, a Minnesota corporation, (the "Borrower"), has submitted an application form requesting financial assistance from the EDA in the amount of \$1,500.00 (the "Loan") in order to finance façade improvements consisting of replacement of two exterior doors in the front facade of the structure located at 117 Main Street West in the City of Belle Plaine (the "Property").

3. Proposed Terms of Loan. The Loan is to be made from the EDA's Façade Improvement Loan Program in the amount of \$1,500.00 and will be forgiven provided that the Borrower remains in business on the Property for at least one year following the disbursement of the Loan or transfers ownership of the business to another entity that maintains the business in the improved building for at least one year following disbursement of the Loan. The obligation of the Borrower to repay the Loan in the event that any portion of the principal amount of the Loan is not forgiven will be evidenced by a Promissory Note (the "Note") to be delivered by the Borrower.

4. Board Approval. The Board hereby approves the Loan proposed to be provided to the Borrower contingent on:

- a. Incorporation of Design Committee recommendation: color of non-glass portion of doors shall match window sashes and only advertising allowed on doors is conventional, individual lettering used to indicate business name, hours of operation, or address.
- b. Issuance of a building permit prior to project initiation.
- c. Execution of a promissory note by the Applicant and the Property Owner.
- d. Submittal (to the office of the Community Development Director) of valid invoices from a licensed contractor relating to the door replacement/relocation project.

5. Promissory Note. The Board has had an opportunity to review the Note to be executed by the Borrower. The Board hereby approves the form of Note.

6. Effective Date. This resolution shall be effective as of the date hereof.

Approved by the Board of Commissioners of the Belle Plaine Economic Development Authority this 9<sup>th</sup> day of May, 2016.

BELLE PLAINE ECONOMIC  
DEVELOPMENT AUTHORITY

\_\_\_\_\_  
Rick Krant, EDA President

ATTEST

\_\_\_\_\_  
Cynthia Smith Strack, Community Development Director



## MEMORANDUM

DATE:	May 9, 2016
TO:	EDA President Krant; EDA Members
FROM:	Cynthia Smith Strack, Community Development Director
RE:	Item 5.5 Façade Improvement Loan Request: Chestnut Realty; 351 Raven Street East

**REQUEST: Consideration of a \$1,015 façade improvement grant request for property at 351 Raven Street East as submitted by Cal Haasken d.b.a. Chestnut Realty**

### GENERAL INFORMATION

<b>Overview:</b>	Cal Haasken proposes replacement of an existing 'awning' at 351 Raven Street East. Project cost per attached bid estimate is \$2,030 (PROMotion Graphics). It is noted the bid is from a sign company and doesn't reference an awning replacement.
<b>Design Committee:</b>	The item was not presented to the Design Committee as the façade is not proposed to change.
<b>Applicant:</b>	Cal Haasken
<b>Subject Property Address:</b>	351 Raven Street East
<b>Zoning Class:</b>	B-2 Highway Business District
<b>Meeting Representation:</b>	Cal Haasken has been invited to the EDA Meeting

### REPORT ATTACHMENTS

- Loan Application, including illustrations of proposed improvement and contractor estimate
- Sample Resolution EDA 16-004 Denying the Loan Request

## EXAMINATION OF REQUEST

**Loan Program Purpose:**

Provide capability and incentive for façade appearance upgrades thereby improving marketability and promoting redevelopment of properties within the City

**Eligibility Standards:**

1. Applicants may be individual owners, partnerships, corporations, tenant operators, or contract for deed purchasers of property and buildings within the City but must provide all documentation of entity status.
2. The subject property must be a conforming or legal non-conforming use within the applicable zoning classification.
3. Funds must be used to improve the exterior appearance of buildings and properties within the City.
4. Maximum loan amount is \$1,500 per business per calendar year.
5. A 1:1 loan dollar value to Applicant match is required.

**Proposed Use:**

Real Estate Sales Office

**Loan Repayment:**

The loan is to be secured by a promissory note executed by the tenant and/or property owner. The note is due and payable to the Belle Plaine EDA one year following distribution, except if the business remains in business in the improved building for one year after loan issuance, the loan is forgiven by the BPEDA.

**Distribution of Funds:**

A building permit must be secured prior to project initiation and distribution of funds. The Applicant must submit invoices applicable to the façade improvement to the office of the Community Development Director. The City will process a check directly to the vendor in an amount not to exceed \$1,500 or half of the invoiced amount, whichever is less.

## **RECOMMENDATION**

Consideration for approval centers on whether or not the project fits the loan requirements. The Applicant represents the project as 'awning replacement'. However, the project at face value appears to be a sign replacement. Awnings are eligible for consideration under the grant program but signs are not. The estimate included with the Application is from a graphics company not an awning design/production/placement firm. As such I recommend the Application be denied unless further evidence supporting a measurable change in the awning is provided.

In the event the EDA considers approval of the loan, said improvement should be contingent on the following:

1. Issuance of a sign and/or building permit.
2. Execution of a promissory note.
3. A specification the grant may not exceed 50% of project cost.

Resolution EDA 16-004 (denial) is attached for consideration.



# City of Belle Plaine

218 Meridian Street North • Belle Plaine, MN 56011 • 952-873-5553

Permit Type: S-Façade Improvement Loan  
Parcel No.: 200017680  
Work Valuation: \$0.00

Permit No.: **S-160004**  
Approved Date: 04/04/16  
Expiration Date: 04/04/16

For ELECTRICAL inspections, call 507-665-3205, between 7:00-8:30 a.m.  
ALL OTHER inspections call 952-873-5655, 24 hours in advance.



Owner Information:

P & C Investment Inc.  
413 Chestnut Street  
Chaska MN 55318

Contractor Information:

Work Description/Requirement:

Type of Inspection

Inspection   Completion   Comment

- S-COMPLETED APPLICATION
- S-PROJECT TOTAL/AMOUNT REQUE
- S-AMOUNT APPROVED
- S-PROJECT COMPLETION
- S-INVOICE PAID
- S-FORGIVABLE LETTER SENT


**351 RAVEN STREET EAST**

**THIS PERMIT MUST BE POSTED AT THE ABOVE WORK ADDRESS AT ALL TIMES**

*Cal Haasken*  
*952-448-2417*

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

**Company Information:**

Name of Business: Chestnut Realty

Current Address: 351 East Raven Court, Belle Plaine, Minn. 56011

Telephone: 952-873-2052 952-448-3344 E-mail: 952-448-5310

Primary Contact Person: Cal Haasken

Title: President

Telephone: 952-448-2417

Nature of Business: Real Estate sales and appraisal

**Form of Business Organization:**

- CD Purchaser
- Sole Proprietorship
- Partnership
- Tenant Operator
- Limited Partnership
- Corporation (Cooperative)
- Other \_\_\_\_\_

Number of Employees: Total: 18 Full-Time: 13 Part-Time: 5

Property Owner(s): P & C Investment, Inc

Number of years in businesses in Belle Plaine: 20+

**Project Description:**

Briefly describe the nature of the project: Replacement of existing canopy and sign on office building.

Approximate Amount Requested: \$1,015

Attach copies of all quotes/estimates for proposed work

Funds to be used for: Replacement of canopy and sign.  
\_\_\_\_\_  
\_\_\_\_\_

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.

Cal Haasken 3-29-14  
Applicant Signature

Cal Haasken  
\_\_\_\_\_  
Applicant Name (printed)

[Signature]  
Property Owner Signature

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

MARCH 29, 2014  
Date

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



25 Years of Creating Works of Art that Work!

Phone: 952-368-3052  
Fax: 952-448-7838  
E-Mail: kenforner@promotiongraphics.net

15781 County Rd. 40  
Carver, MN 55315

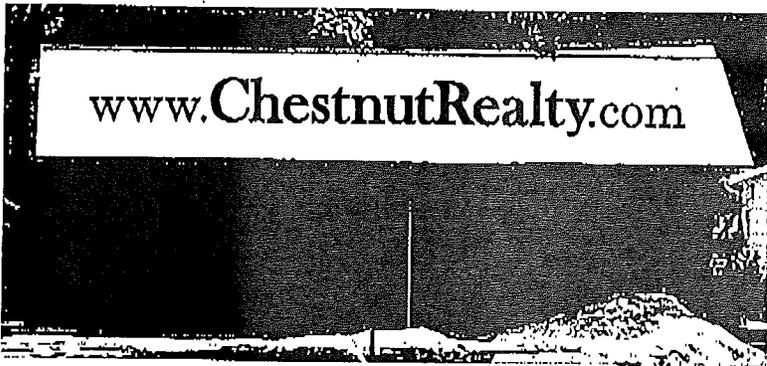
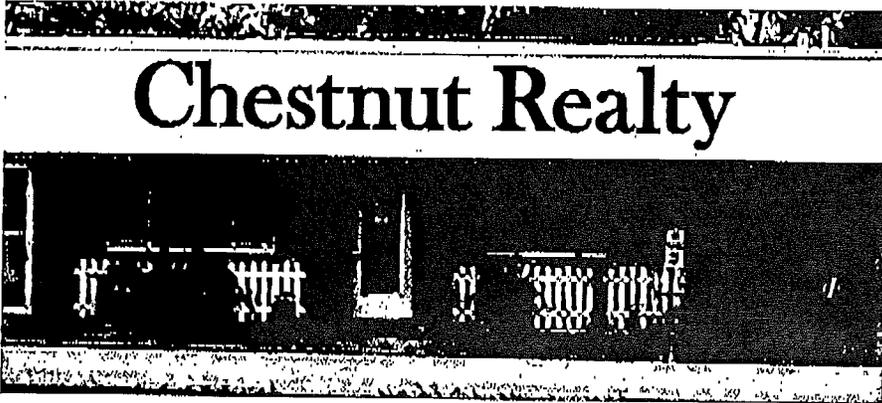
Proposal # 20160328 A  
PO #  
Invoice # -  
Date: 3/28/16  
Client: Chestnut Realty  
Contact: Cal Haasken  
Address: Belle Plaine, MN  
Phone: 952-448-2941

PGi

Project Description:

File name: Chestnut Realty office Belle Plaine .fs

Estimated cost to remove existing vinyl graphics, \$350.00  
New vinyl graphics on two sides of building, \$1,680.00



Art Prep - Job Set-up\$	NC
Creative Services \$	-
Price \$	2,030.00
Installation \$	-
Delivery \$	-
Changes/Additions \$	-
Pre pay Discount \$	-
sub total \$	2,030.00
Sales tax \$	-
Applicable permit fees \$	-
Travel \$	-
Total \$	2,030.00
Deposit \$	1,015.00
Balance due on completion \$	1,015.00

Job notes: -

Thanks for the opportunity to serve you.

We accept: Visa, MC, Discover & Am Ex

Price good for 15 days

3% discount for full cash or check payment upfront.

SPECIAL conditions on client's purchase orders in no way negate the above Conditions of Sale. In ordering the work described above, the client accepts all of these conditions whether noted on his purchase order or not.

THE CLIENT agrees to pay all costs of collection in the event of default of payment by the client, including a reasonable attorney's fee. In the event of delinquent payments, the client will be charged a rate of 1.5% interest for every month after the first 15 days.

THANK YOU FOR YOUR ORDER: This signed contract and payment of the deposit constitutes authorization to proceed.

SIGNATURE

Chestnut Realty, Inc.

COMPANY

3-29-16

DATE



**CHESTNUT REALTY, INC.**

413 Chestnut Street  
Chaska, MN 55318

Phone: 952.448.3344  
Fax: 952.448.5310

E-mail: [chestnutrealty@aol.com](mailto:chestnutrealty@aol.com)  
Web site: [www.chestnutrealty.com](http://www.chestnutrealty.com)

FAX COVER SHEET

From: Chestnut Realty, Inc

To: City of Belle Plaine

Fax Number: 952.873.5509

Date: 3.29.2016

Company: \_\_\_\_\_

RE: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

NUMBER OF PAGES INCLUDING THIS COVER SHEET: 4

# Chestnut Realty & Mortgage



**BELLE PLAINE ECONOMIC DEVELOPMENT AUTHORITY  
RESOLUTION NO. 16-004**

**RESOLUTION DENYING A LOAN TO CHESTNUT REALTY FROM THE  
EDA'S FAÇADE IMPROVEMENT LOAN PROGRAM**

BE IT RESOLVED BY the Board of Commissioners (the "Board") of the Belle Plaine Economic Development Authority (the "Authority"), as follows:

1. Façade Improvement Loan Program. The City and the Belle Plaine Economic Development Authority (the "EDA") previously approved the EDA's Façade Improvement Loan Program, which is administered by the EDA.

2. Request for Loan. Mr. Calvin Haasken doing business as Chestnut Realty, a Minnesota corporation, (the "Borrower"), has submitted an application form requesting financial assistance from the EDA in the amount of \$1,030.00 (the "Loan") in order to finance changing of signs at 351 Raven Street East in the City of Belle Plaine (the "Property").

3. Qualifying Projects. The Façade Improvement Loan Program guidelines specify "Eligible Improvements for Use of Funds". Signage is not an eligible improvement. The proposed activity appears at face value to be a signage change as evidenced by the project cost estimate included with the application.

4. Board Approval. The Board hereby denies the Loan application based on the following finding:

a. The proposed activity is not an eligible improvement for use of funds as defined in the October, 2015 Façade Improvement Loan Program Policy/Procedures.

5. Reconsideration of Request. The Board will reconsider the request in the event an eligible improvement is proposed.

6. Effective Date. This resolution shall be effective as of the date hereof.

Approved by the Board of Commissioners of the Belle Plaine Economic Development Authority this 9<sup>th</sup> day of May, 2016.

BELLE PLAINE ECONOMIC  
DEVELOPMENT AUTHORITY

\_\_\_\_\_  
Rick Krant, EDA President

ATTEST

\_\_\_\_\_  
Cynthia Smith Strack, Community Development Director