



BELLE PLAINE ECONOMIC DEVELOPMENT AUTHORITY  
NOTICE OF REGULAR MEETING AND AGENDA  
CITY HALL, 218 NORTH MERIDIAN STREET  
PLEASE USE THE NORTH ENTRANCE

MONDAY, OCTOBER 10, 2016  
5:00 P.M.

5:00  
P.M.

1. CALL TO ORDER. 1.1. Roll Call.
2. APPROVAL OF AGENDA.
3. APPROVAL OF MINUTES.
  - 3.1. Regular Session Minutes of September 12, 2016.
4. TREASURERS REPORT.
  - 4.1. Approval of Bills.
5. BUSINESS.
  - 5.1. Financial Incentives Update.
  - 5.2. EDI Grant Program 2017.
  - 5.3. Deed Library from EDA to City.
6. ADMINISTRATIVE REPORTS.
  - 6.1. Commissioner Comments.
  - 6.2. Director's Update.
  - 6.3. Upcoming Meetings.

Next Regular Session, 5:00 pm, Monday, November 14, 2016.
7. ADJOURNMENT OF REGULAR SESSION.
8. WORK SESSION.
  - 8.1. Façade Improvement Loan Policy Review

There may be a quorum of the Belle Plaine City Council present at the meeting.

**BELLE PLAINE ECONOMIC DEVELOPMENT AUTHORITY  
REGULAR MEETING  
SEPTEMBER 12, 2016**

**1. CALL TO ORDER. 1.1. Roll Call.**

The Belle Plaine Economic Development Authority met in Regular Session at 5:00 p.m. on Monday, September 12, 2016 at City Hall, 218 North Meridian Street, Belle Plaine, MN. President Rick Krant called the meeting to order with Commissioners Cary Coop, Lisa Fahey, Dick Coleman, Crystal Doyle, Nathan Shutes present. Commissioner Henry Pressley arrived at 5:06 p.m. Also present was Community Development Director Cynthia Smith Strack.

**2. APPROVAL OF AGENDA.**

MOTION by Commissioner Coop, second by Commissioner Fahey, to approve the agenda as presented. ALL VOTED AYE. MOTION CARRIED.

**3. APPROVAL OF MINUTES. 3.1. Regular Session Minutes of August 8, 2016.**

MOTION by Commissioner Coleman, second by Commissioner Shutes, to approve the Regular Session Minutes of August 8, 2016. ALL VOTED AYE. MOTION CARRIED.

**4. TREASURERS REPORT. 4.1. Approval of Bills.**

Commissioner Coleman inquired about the \$1,000 HRA residential façade improvement grant listed on the bill register. Community Development Director Smith Strack provided details.

MOTION by Commissioner Fahey, second by Commissioner Shutes, to approve payment of bills. ALL VOTED AYE. MOTION CARRIED.

**5. BUSINESS.**

**5.1. Financial Incentives Update.**

Community Development Director Smith Strack explained the year to date expenditures of the Façade Improvement Loan program are currently at \$7,500. The current balance of Fund 800, Revolving Loan Fund, is \$153,533.40. The current outstanding principal is \$166,931.32 with outstanding interest of \$12,179.74. All loans are current. The City Council approved a preliminary budget for 2017 at the September 6, 2016 Council meeting. Community Development Director Smith Strack explained that \$8,000 for the façade improvement loan program is included in the preliminary budget. EDA consulting fees have been increased to \$6,000 to provide flexibility for participation in projects. The HRA programs (down payment assistance, rehab, and energy efficiency) is budgeted at \$11,500.

The Commissioners accepted the financial incentives report as presented.

**6. ADMINISTRATIVE REPORTS.**

**6.1. Commissioner Comments.**

Commissioner Coop inquired about the availability of grants related to residential housing and also inquired about Federal or State grants that could assist with financing a community center. Community Development Director Smith Strack explained that a topic of a future EDA agenda will be discussion on grants, including the down payment assistance program. Commissioner Coop believes there is a need for this type of information to be presented to the public. Commissioner Krant commented on the recent Belle Plaine Herald article regarding the purchase of land by the Renaissance Festival, which is not far from the City.

## **6.2. Director's Update.**

Community Development Director Smith Strack provided highlights from her Director's Update, commenting on the downtown tree uplifting project, findings from a draft housing study, and the preliminary plat for Buesgens Commercial Center.

## **6.3. Upcoming Meetings.**

- 1. Destination BP 2040, 6:00 pm, Wednesday, September 14, 2016.**
- 2. Next Regular Session, 5:00 pm, Monday, October 10, 2016.**

The Commissioners were reminded of the upcoming meetings as listed.

## **7. ADJOURNMENT OF REGULAR SESSION.**

MOTION by Commissioner Fahey, second by Commissioner Coop, to adjourn the regular session portion of the meeting at 5:26 p.m. ALL VOTED AYE. MOTION CARRIED.

## **8. WORK SESSION.**

### **8.1. Façade Improvement Loan Program Guidelines.**

President Krant announced the EDA Work Session at 5:27 p.m. with Commissioners Cary Coop, Lisa Fahey, Dick Coleman, Crystal Doyle, Nathan Shutes and Henry Pressley present. Community Development Director Smith Strack was present also.

Community Development Director Smith Strack provided a presentation regarding proposed modifications to the Façade Improvement Loan Program guidelines. She explained that for the past several months the EDA has been discussing this program. Program guidelines were refined so as to provide more value for the public's investment. Input and comment from previously meetings has been used to inform development of revised guidelines.

Community Development Director Smith Strack prepared a draft and noted that it is substantially different in approach than the current policy. The intent is to maximize public investment and clarify project attributes that may be eligible for program funding and those that are less likely to provide the public a consistent program benefit. Staff's intended function of the redraft is to provide a tangible framework for continuing to update program policy as opposed to a final, finished policy.

Community Development Director Smith Strack summarized the conceptual modifications to the policy:

1. Clarification of purpose of program – suggested focus is externally recognizable physical improvements to commercial property as a means to achieving redevelopment.
2. Eligible projects. Rather than having a list of eligible and non-eligible activities the approach is more nuanced and varied. Program activities are divided into four categories with associated program benefit weighted more heavily toward desirable activities. Activities are categorized as:
  - a. Eligible for a \$1 to \$1 match. Every dollar spent on one of these activities is eligible for \$1 in forgivable loan.
  - b. Eligible for a \$1 to \$5 match. Every five dollars spent on one of these activities is eligible for \$1 in a forgivable loan. The \$5 is just a placeholder – it could be \$2, \$10, \$100, etc. Only capital or material expenses are eligible not labor, intended to weed out artificially inflated estimates.
  - c. Eligible for use as a portion of the program match (e.g. 50%) but not for forgivable loan fund dollars.
  - d. Non-eligible uses.

3. A loan approval process has been outlined. Part of the process is a timeline for review of applications. The timeline favors more substantial projects by contemplating separate review periods for projects less than \$10,000 and \$10,000 or greater. Since loan funds are limited there is a natural benefit to applying earlier rather than later. While not prescribing a competitive grant cycle the draft guidelines nudge applicants toward larger projects. Draft guidelines include immediate review (i.e. monthly) for projects of \$10,000 or more in value and quarterly review for projects less than \$10,000.

Commissioner Coleman recommended a flow chart or spreadsheet be created to assist an applicant with a quick reference. He questioned the reference to "interior" improvements. Community Development Director Smith Strack explained that interior improvements would be used in calculations of total project cost, but not directly for loan funds. Commissioner Shutes would like to learn of the increased value of property stemming from improvements and suggested an annual review by an appraiser as an independent analysis. Commissioner Coleman said the information could be tracked via the year property tax statements. Increase in property value could then result in support for the program and future budget requests. He explained that with a \$250,000 bank loan, an appraisal is typically required for commercial property. Commissioner Shutes supports a flow chart for the applicant that would help simplify the process. He volunteered to assist with the development of the flow chart. He suggested that a draft be forwarded to the Commissioners prior to the next meeting so that they have a chance to review and submit comments. Commissioner Shutes likes the concept of contributing a higher percentage to larger projects. Commissioner Coleman noted the limitation of the annual funds at \$8,000. Commissioner Coop suggested that awnings be moved to the 1:5 match, rather than 1:1, as he believes awnings do not increase the value of the building. Community Development Director Smith Strack explained her support for historic preservation at the 1:1 match. Restoration is expensive and believes there is value in historic preservation.

Commissioner Shutes commented that a more descriptive title of the program is needed as it currently is known as the Façade Improvement Loan Program Policy. Commissioner Krant suggested Commercial Property Development Program Policy. Commissioner Coop suggested naming the program ROSE: Restoration, Opportunity, Sustainability, and Employment.

Community Development Director Smith Strack asked the Commissioners for their opinion as to whether new buildings qualify for funds. The Commissioners supported funding for new buildings to help offset the higher Class I material standards, such as brick and windows. Community Development Director Smith Strack will incorporate the Commissioners recommendations and provide the final draft at the next EDA meeting.

President Krant would like to keep the focus on economic development for the area surrounding the Enterprise Drive overpass and have the EDA involved in the activity. Community Development Director Smith Strack explained she will be reaching out to the property owners in close proximity to the overpass to learn about their intent regarding development. She will also contact the Scott County HRA and Scott County Open to Business to explore opportunities for Belle Plaine.

President Krant adjourned the meeting at 6:11 p.m.

Respectfully submitted,

Patricia Krings  
Recording Secretary



## MEMORANDUM

DATE: October 12, 2016  
TO: EDA President Krant, EDA Board Members, and Interim Administrator Meyer  
FROM: Cynthia Smith Strack, Community Development Director  
RE: Item 4.1 Approval of Bills

**REQUEST: Motion to Approval Payment of Claims**

### GENERAL INFORMATION

Attached are the Accounts Payable for the EDA fund (801) and EDA Revolving Loan Fund (800) for your review and approval.



**CITY OF BELLE PLAINE**  
**AP DEPARTMENT APPROVAL**  
**OCTOBER 2016**

Act Code	Check Name	Amount	Comments
<b>DEPT 451750 BELLE PLAINE CABLEVISION</b>		<u>\$357.51</u>	
<b>FUND 206 CABLE TELEVISION FUND</b>		<u>\$357.51</u>	
<b>FUND 478 BRIDGE - ENTERPRISE DR</b>			
<b>DEPT 495459 IMPROVEMENT PROJECTS</b>			
478-495459-404500	SM HENTGES & SON'S INC	<u>\$92,360.79</u>	ENTERPRISE BRIDGE - PAY 9
<b>DEPT 495459 IMPROVEMENT PROJECTS</b>		<u>\$92,360.79</u>	
<b>FUND 478 BRIDGE - ENTERPRISE DR</b>		<u>\$92,360.79</u>	
<b>FUND 801 ECONOMIC DEVELOPMENT AUTHORITY</b>			
<b>DEPT 460500 DEVELOPMENT</b>			
801-460500-108000	NATHAN R. SHUTES	\$120.00	2016 3RD QTR PER DIEM - EDA
801-460500-108000	LISA FAHEY	\$120.00	2016 3RD QTR PER DIEM - EDA
801-460500-108000	RICK KRANT	\$120.00	2016 3RD QTR PER DIEM - EDA
801-460500-108000	CRYSTAL DOYLE	\$120.00	2016 3RD QTR PER DIEM - EDA
801-460500-108000	CARY G. COOP	\$120.00	2016 3RD QTR PER DIEM - EDA
801-460500-108000	DICK COLEMAN	\$160.00	2016 3RD QTR PER DIEM - EDA
801-460500-201000	OFFICE DEPOT, INC	\$33.20	EDA - UB AD PAPER
801-460500-202000	OFFICE DEPOT, INC	<u>\$12.43</u>	EDA - COPY EXP
<b>DEPT 460500 DEVELOPMENT</b>		<u>\$805.63</u>	
<b>FUND 801 ECONOMIC DEVELOPMENT AUTHORITY</b>		<u>\$805.63</u>	
<b>FUND 802 HOUSING/REDEVELOPE AUTHORITY</b>			
<b>DEPT 460500 DEVELOPMENT</b>			
802-460500-190000	JOHN & KATHLEEN ESGAR	<u>\$2,000.00</u>	HRA DOWN PYMNT GRANT - 54
<b>DEPT 460500 DEVELOPMENT</b>		<u>\$2,000.00</u>	
<b>FUND 802 HOUSING/REDEVELOPE AUTHORITY</b>		<u>\$2,000.00</u>	
		<u>\$144,470.65</u>	

*CLS*  
*9-30-16*

*CLS*  
*9-30-16*



## MEMORANDUM

DATE: October 12, 2016  
TO: EDA President Krant, EDA Board Members, and Interim Administrator Meyer  
FROM: Cynthia Smith Strack, Community Development Director  
RE: Item 5.1 Financial Incentives Update

**REQUEST: Accept Financial Incentive Update**

### GENERAL INFORMATION

The EDA has historically examined existing outstanding loans at each EDA meeting. Following is information on outstanding loans in 2016 as of the date of this memo.

#### **Façade Improvement Loan**

Year to date expenditures under this program are currently at \$7,500.

#### **Revolving Loan Fund**

The current balance of Fund 800, Revolving Loan Fund, as of the date of this memo is \$155,396.90. The current outstanding principal is \$165,067.86 with outstanding interest of \$11,964.81. All loans are current.

Staff released a lien card for a vehicle which had contributed to security for a loan issued last year. The loan principal previously paid exceeds the discounted value assigned to the vehicle one year ago. The lien release was previously approved by the MCCD with whom the EDA has a intercreditor agreement.

#### **ACTION**

The aforementioned information is for your information and discussion. Acknowledgement of the financial incentive update is kindly requested.



## MEMORANDUM

DATE: October 10, 2016  
TO: EDA President Krant, EDA Board Members, and Administrator Kreft  
FROM: Cynthia Smith Strack, Community Development Director  
RE: Item 5.2: Scott County CDA Grant – 2017 Cycle

**REQUEST: Discussion of potential grant application topics for 2017 Scott County CDA program and recommended action.**

### GENERAL INFORMATION

The Scott County Community Development Agency (CDA) has \$340,000 in matching grant dollars available for the 2017 cycle. Completed applications are due by November 4, 2016. Board Members may recall recommending approval of three grant projects earlier this year (for 2016 grant program). The FSS is syncing the program to a calendar year, therefore, the application deadline has been moved up from previous years.

Our 2016 project included pairing 'Smart Jobs Board' software with our website, producing a feasibility report for extension of the northern sanitary interceptor sewer, and platting Les Buesgens property at Hickory/Enterprise.

Corridor Readiness Program helps cities complete land use, transportation, and environmental studies and contracted planning services that are intended to maximize development and redevelopment and the investment of capital within specified corridors, including Highway 169. Corridor Readiness funds can't be used for: costs not included in the application, local administrative expenses (e.g. staff time/expenses), equipment, capital improvements, property acquisition and/or relocation expenses, or building demolition. A local match of \$1 for each \$2 of Corridor Readiness grant is required. Of the \$340,000 grant dollars available, \$250,000 has been set aside for the "Corridor Readiness Program".

Technical Assistance Program provides funding for projects enhancing economic development activities with the goal of creating new jobs. This program can't be used to fund: local or regional marketing programs, creation of local business subsidy programs, completion of studies necessary to promote/enhance economic development opportunities, local business surveys, creation of development incentive programs, or projects that are consistent with the Unified Economic Development, Land Use, and Transportation Plan Charter goals and objectives and the work plan. A local match of \$1 is required for each \$1 of Technical Assistance Program grant. Of the \$340,000 grant dollars available \$90,000 for the "Technical Assistance Program".

Staff proposes an application to the "Corridor Readiness Program" to build on two of the previous grants as follows:

1. Buesgens Commercial Center: Contract for development of construction plans for roadway and utility extension of Enterprise Drive east of Hickory Boulevard (not including roundabout at Hickory/Enterprise). Estimated cost \$35,000.
2. Easement acquisition for northern sanitary interceptor sewer. *Verifying this is an eligible project at this time.*

A recommendation by the EDA to the City Council regarding grant program application is kindly requested.



## MEMORANDUM

DATE: October 10, 2016  
TO: EDA President Krant, EDA Board Members, and Administrator Kreft  
FROM: Cynthia Smith Strack, Community Development Director  
RE: Item 5.3: Transfer Deed from EDA to City

**REQUEST: Consideration of transfer of deed for library from EDA to the City.**

### GENERAL INFORMATION

The EDA holds the title for the real property and library building. The EDA is the property owner due to the financing mechanism used to construct the building in the mid-1990s. The EDA issued lease revenue bonds for the project. The bonds have long since been retired, however, the title was retained by the EDA.

Finance Director Meyer has requested title be transferred to the City as the City holds an agreement with Scott County Library Systems and the City has traditionally budgeted for property insurance for the parcel.

To those ends City Attorney Vose has drafted a quit claim deed and resolution approving transfer of the QCD.

Consideration of the attached resolution is kindly requested.

Attachments:

1. Quit Claim Deed
2. Resolution 16-011: A Resolution Approving Conveyance of Library at 125 Main Street West

Quit Claim Deed

**ECRV number: NA**

**Deed Tax Due: \$1.65**

Dated: \_\_\_\_\_

Total Consideration for this transfer is less than \$500.

FOR VALUABLE CONSIDERATION, the Belle Plaine Economic Development Authority, a Minnesota public body corporate and politic, Grantor, conveys and quitclaims to the City of Belle Plaine, a Minnesota municipal corporation, Grantee, real property in Scott County, Minnesota, legally described as follows:

Lots 1, 2 and 3, Block 91, City of Belle Plaine.

Abstract property.

Together with all hereditaments and appurtenances.

The Grantor certifies that the Grantor does not know of any wells on the described property.

**Grantor** – Belle Plaine Economic Development Authority

By: \_\_\_\_\_  
Rick Krant, President

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

STATE OF MINNESOTA    }  
                                  }    ss.:  
COUNTY OF SCOTT        }

This instrument was acknowledged before me on October \_\_\_\_\_, 2016, by Rick Krant, as President of the Belle Plaine Economic Development Authority, and Cynthia Smith Strack, as Community Development Director, for the Authority.

*NOTARY STAMP*

\_\_\_\_\_  
Notary Public

Tax Statements should be sent to:

City of Belle Plaine  
218 N Meridian Street  
P.O. Box 129  
Belle Plaine, MN 56011

This instrument was drafted by:

Kennedy & Graven, Chartered (RJV)  
470 U.S. Bank Plaza  
200 South Sixth Street  
Minneapolis, MN 55402

**BELLE PLAINE ECONOMIC DEVELOPMENT AUTHORITY**

**RESOLUTION NO. 16-011**

**RESOLUTION APPROVING CONVEYANCE OF  
LIBRARY AT 125 MAIN STREET WEST**

WHEREAS, the Belle Plaine Economic Development Authority owns the real property at 125 Main Street W in Belle Plaine (PID 200014160), legally described as Lots 1, 2 and 3, Block 91, City of Belle Plaine (the "Property");

WHEREAS, the City of Belle Plaine has operated and maintained the community library building on the Property since 1997; and

WHEREAS, the Economic Development Authority wishes to convey title to the Property giving the City full control of the library property.

BE IT RESOLVED BY the Board of Commissioners of the Belle Plaine Economic Development Authority that the Authority will deed and convey title to the Property to the City.

Approved by the Board of Commissioners of the Belle Plaine Economic Development Authority on October 10, 2016.

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Rick Krant  
President

ATTEST:

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Cynthia Smith Strack  
Community Development Director



## MEMORANDUM

DATE: October 12, 2016  
TO: President Krant, Members of the EDA and Interim Administrator Meyer  
FROM: Cynthia Smith Strack, Community Development Director  
RE: Item 6.2 Director's Report

### **Design Committee**

The Design Committee met October 3<sup>rd</sup>. The DC received an update on uplighting trees in the Downtown. The City Council recently voted to postpone installation the uplighting project in favor of conducting additional research regarding hardwiring lights. Staff is hopeful the issue will be addressed next year. The DC continues to believe in the place-making value of the lighting is a prudent and lasting investment.

The DC noted the FILP funds have been used for the year providing an opportunity for the Committee to reflect, regroup, and discuss priorities and goals.

### **Planning Commission**

The PC has two public hearings scheduled for the October 10<sup>th</sup> meeting. The first is side and rear yard setback and impervious surface coverage variances for the property at 148 Meridian Street South. The second public hearing is for a 5MW solar energy system on property owned by Devine and Johnsons.

### **Other items:**

- In September the PC and Council approved the preliminary plat of Buesgens Commercial Center. The final plat should be considered in November.
- Staff continues moving ahead with *Destination 2040* the City's comprehensive plan update. Land, water, and cultural resource inventories have been completed as well as a social and demographic profile. Existing land use inventory is now underway. Staff's goal is to have the land use plan completed by years end in an effort to be organized for transportation modeling next spring/summer.
- The Commission will likely hold a public hearing in November regarding updated bluff preservation code language.

### **Park Board**

Community Development staff attended the September Park Board meeting to discuss park, trail, and sidewalk issues related to the Buesgens Commercial Center plat. The Board recommended and the Council approved a fee in lieu of parkland dedication for the plat. In addition, the Park Board recommended and the City approved establishment of a trail north of Enterprise Drive and south of CSAH 5/64 east of Hickory Drive and installation of sidewalk south of Enterprise Drive.

### **Other**

- Attended SCALE Tech Team meeting – discussed various planning issues active in the county. Also received update on housing study and commercial/industrial study SCALE commissioned.
- Meeting with Scott County CDA regarding apartments and information exchange.
- Roundtable discussion at end of October with MHFA, financial institutions, realtors, and Metropolitan Consortium of Community Developers regarding millennial housing.
- Staff to attend seminar at University of Minnesota regarding affordable housing.



## MEMORANDUM

DATE: October 10, 2016  
TO: EDA President Krant, EDA Board Members, and Interim Administrator Meyer  
FROM: Cynthia Smith Strack, Community Development Director  
RE: Item 8.1 Work Session: Façade Improvement Loan Program

### GENERAL INFORMATION

For the past several months the EDA has been discussing the façade improvement loan program. Consensus is the program guidelines need to be refined so as to provide more value for the public's investment.

Please find attached a revised loan program policy and a spreadsheet illustrating eligibility for funding by type of project.

Commissioner Shutes (thank you!) is creating a decision tree/flowchart which will be available at the meeting.

Discussion at a detailed individual standard review (if appropriate) is kindly requested.

As you recall, the revised standards were distributed in advance to allow individual review of standards prior to the meeting.

**FAÇADE IMPROVEMENT LOAN PROGRAM POLICY**  
*PROPERTY PRESERVATION AND PROTECTION PROGRAM*  
*COMMERCIAL PROPERTY DEVELOPMENT & IMPROVEMENT PROGRAM*  
*RESTORATION, OPPORTUNITY, SUSTAINABILITY, AND ENTERPRISE 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 promote externally recognizable physical improvement(s) to business properties resulting in:

1. Redevelopment, development, or expansion of existing structures.
2. Removal, prevention, or reduction in blighting conditions.
3. Maintenance or enhancement of property value.

**ELIGIBLE PROJECTS**

1. The following are eligible for program consideration on a dollar for dollar match basis (i.e. \$1 grant for every \$1 applicant match). Projects with higher applicant participation are encouraged.
  - A. Building additions which are consistent with the zoning code and approved by the Design Committee.
  - B. New or replacement of awnings employed for building enhancement purposes as opposed to signage for a building tenant.
  - C. New or substantial improvement of building entrances.
  - D. Building adornment improvements or building upgrades reminiscent of historical building construction.
  - E. Placement or replacement of higher quality exterior building materials defined as brick, marble, granite, natural stone, textured cement stucco, artificial stucco, artificial stone, brick veneer, and stone veneer.
  - F. Repointing of mortar and brick repair of structures deemed by the BPEDA to be of potential historical significance.
  - G. Repair or replacement stucco.
  - H. Expansion of street level building openings (i.e. windows, doors) in the Central Business District.

2. Capital or material expenses associated with the following are eligible for program consideration on a one dollar to five-dollar match basis (i.e. \$1 grant for every \$5 applicant match).
  - A. Re-roofing.
  - B. Painting.
  - C. Residing.
  - D. Window and/or door replacement.
  - E. Landscaping, including planters and baskets.
  - F. New construction consistent with the zoning code and approved by the Design Committee
  
3. Costs associated with the following activities may be used in calculating up to fifty percent (50%) of the required applicant match but are not eligible for loan funding.
  - A. Changing of awnings due to tenant or occupancy change.
  - B. Signage.
  - C. Window and/or door relocation.
  - D. Interior physical improvements to the structure.
  - E. HVAC, electrical, and mechanical upgrades
  - F. Building acquisition.
  - G. Trash or mechanical enclosures.
  - H. Access improvements required under the Americans with Disabilities Act.
  
4. Projects including a combination of grant to applicant matches (i.e. \$1:\$1, \$1:\$5, and 50% applicant match) shall be reviewed concurrently as a single project with individual match component requirements applied.

### INELIGIBLE PROJECTS

The following do not constitute an eligible applicant match activity:

1. Sweat equity.
2. Activities not consistent with the City Code and/or Building Code as may from time to time be amended.
3. Activities proposed by Applicants who are not in good standing with the City. For example, Applicants who have past-due utility bills, delinquent property tax payment(s), delinquent assessments, unresolved building permit issues, non-current rental licenses, and similar issues
4. Activities on property owned by individuals who are not in good standing with the City. For example, property owners who have past-due utility bills, delinquent property tax payments, delinquent assessments, unresolved building permit issues, non-current rental licenses, and similar issues.

## DURATION

Loans may be made under these policies to the extent that funds are available as allocated by the City Council on an annual basis.

## NATURE OF LOANS

1. Maximum Loan Amount and Term.
  - A. For projects with a building permit value of less than \$10,000 the maximum amount for the loan is \$1,500 and the term is one year.
  - B. Projects with a building permit value of \$10,000 or more may be eligible for an additional \$1,500 for every \$10,000 in building permit value. The loan term will be calculated as one (1) year per each \$1,500 in loan proceeds, rounded up with \$1,500 forgiven each year.
2. Maximum Number of Loans.
  - A. One per structure per calendar year, and
  - B. One outstanding loan per structure, and
  - C. One outstanding loan per Applicant, defined as individual owners, partnerships, corporations, tenant operators, or contract for deed purchasers of property and building within the City of Belle Plaine.
3. Required property owner match may be in the form of equity or a loan from a lender provided the lender is not the City of Belle Plaine or the BPEDA.

## LOAN APPROVAL PROCESS

Loan applications will be accepted year-round and reviewed as followed:

1. The Application shall be signed by the owner of the subject property. The Applicant may be the property owner or property lessee.
2. The Applicant shall complete and submit an application on a form approved by the BPEDA.
3. The Applicant shall provide required information as directed. Required information may include estimates from contractors, material/color samples, site or building plan drawings or illustrations, and other pertinent information.
4. Staff will review each loan application and make a recommendation to the Belle Plaine Economic Development Authority (BPEDA). The BPEDA will review the request. The BPEDA may approve the full loan amount requested, approve of a portion of the loan amount requested, or deny the request. Loan disbursements shall be approved by resolution of the City Council. If the BPEDA denies the loan request no City Council action is required.

5. The Applicant shall execute a promissory note prior to loan disbursement.
6. The following criteria will be used to evaluate the loan application:
  - A. Whether or not the required applicant match is met. Projects including a larger applicant match than required will receive priority consideration. Projects not meeting the required match will not be considered.
  - B. The extent to which the project will promote retention of existing businesses or promote the establishment of new businesses.
  - C. The overall cost of the project and the resulting increase in estimated market value. Projects with higher overall costs and/or projects resulting in higher estimated market value increases will receive priority consideration.
  - D. The extent to which the project utilizes local contractors, suppliers, vendors, professionals, and/or financial institutions. Projects using more local resources will receive priority consideration.
  - E. Whether or not the project is consistent with the Comprehensive Plan and zoning code. Projects not consistent with the Comprehensive Plan or zoning code will not be considered unless appropriate action is taken to remedy the inconsistency (e.g. Comprehensive Plan amendment, variance issued, rezoning, etc).
7. Application Review/Decision Timeline. Applications will be accepted on a year-round basis. Applications shall be reviewed as follows:
  - A. Applications for projects of \$10,000 or more in projected costs as evidenced by a signed estimate from a professional contractor(s) will be considered on a monthly basis.
  - B. Applications for projects less than \$10,000 in projected costs as evidenced by a signed estimate from a professional contractor(s) will be considered on a quarterly basis (March, June, September, December). The City may require additional estimates from professional contractors to validate project costs.
  - C. Applications shall be reviewed based on merit of the project as defined by the established review criteria and not dependent on the date a completed application was received.

#### 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.

#### PAYMENT OF LOAN

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 the maximum loan amount. 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. For loans with terms exceeding one year, the loan amount shall be forgiven by \$1,500 per year.

#### 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 reserves the right to deny any application based on written review criteria, written policy, and/or limited program funds.

#### TIMELINE

The project shall be completed within six (6) months of loan approval, however, a one-time additional six (6) month extension may be approved by the BPEDA upon written request of the loan Applicant. Failure to complete the project within the required timeline shall result in complete cancellation of loan approval without action of the EDA.

Proposed Activity	Match Eligibility			
	\$1:\$1	\$1:\$5	≤ 50% of match	Not eligible
Building addition	X			
New awnings	X			
Replacement awnings structural	X			
<b>New or substantial improvement of building entrances</b>	X			
Building adornment improvements reminiscent of historical building construction	X			
Building upgrades reminiscent of historical building construction	X			
Placement/Replacement high quality exterior building materials	X			
Repointing, structures of potential historical significance	X			
Brick repair, structures of potential historical significance	X			
Repair of stucco	X			
Replacement of stucco	X			
Expansion of street level building openings (i.e. windows, doors) in the CBD	X			
Re-roofing		X		
Painting		X		
Residing		X		
<b>Window and/or door replacement</b>		X		
Landscaping, including planters and baskets		X		
New construction consistent with the zoning code and approved by the DC		X		
Changing of awnings due to tenant or occupancy change			X	
Signage			X	
<b>Window and/or door relocation</b>			X	
Interior physical improvements to the structure			X	
HVAC, electrical, and mechanical upgrades			X	
Building acquisition			X	
Trash or mechanical enclosures			X	
Access improvements required under the Americans with Disabilities Act				
Sweat equity				X
Activities not consistent with City and/or Building Code				X
Activities proposed by applicants not in good standing with the City				X
Activities on property owned by persons not in good standing with the City				X