



CITY OF HOWARD LAKE

Community Development Department

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City of Howard Lake

Downtown Revitalization Assistance Program

September 2016

Background & Summary

Howard Lake's Downtown is an important and valued part of our historical past and we want to ensure it's a vibrant part of our future. We are seeking to create a safe, clean and aesthetically pleasing place where retail, service, manufacturing and residential uses are not only permitted, but encouraged to co-exist to create a strong sense of community identity and pride. In the summer of 2016, the City of Howard Lake obtained funding through the federal Small Cities Development Program. This will serve as the starting point and catalyst to both the funding and planning efforts of an all-inclusive Downtown Revitalization Program. To further assist with the financial obstacles of private property owners, the City has set aside funds to collectively create the Howard Lake Downtown Revitalization Assistance Program.

Purpose

The purpose of the Downtown Revitalization Program is to encourage restoration and improvement of commercial buildings located in the Downtown Business District to further enhance the vibrancy of downtown. The City of Howard Lake is offering assistance and incentives to promote this goal the City will offer Downtown Revitalization Grant (DRG) Direct grants of up to \$5,000 for each property/property owners may be sought for enhanced façade treatments, approved signage and design treatments for properties located in the officially designated Downtown Revitalization District.

Objectives

Assistance is intended to encourage investment in downtown buildings that may not normally occur. More specifically, the program's objectives are to:

1. Obtain a minimum benchmark for property maintenance and preservation within the downtown business district.
2. Enhance the City's sense of community by creating a strong and diverse collection of business enterprises in the downtown business district;
3. Increase property investment downtown and overall economic development for local contractors and skilled tradesmen in the service area.

Eligibility

The Downtown Revitalization Grant Program is available to qualifying nonresidential properties located in the official Howard Lake Downtown Business District. The district is defined as the area between County Road 6 North and County Road 6 South, inclusive of 8th Avenue and all commercially zoned properties within this boundary area.

Projects eligible for financial assistance through the Downtown Revitalization Program shall include projects that improve the general appearance of a downtown building's exterior. Such improvements would include, but are not limited to:

- Restoration of the building's historic façade or architectural elements;
- Restoration or replacement of the building's historic windows and/or doors;
- General cleaning or replacement of exterior finishes; and
- New or restoration of signage and/or awnings.
- Structural elements of the "envelope" of the building: roof/foundation, tuck pointing etc.
- Additional eligible items not listed may be possible depending on the funding program(s) sought by the property owner.

Ineligible Improvements Include (not limited to):

- Items generally eligible under the Small Cities Development Program
- Items that are considered temporary or non-fixed assets including furniture, fixtures and equipment.
- HVAC and electrical components
- Interior design or cosmetic work
- Landscaping
- Additions
- Improvements completed or in progress at the time of the application
- Property acquisition or capital
- It is assumed this list is not comprehensive and may be amended through the course of the program.

Minimum and Desired Qualifications

All businesses that are considered must meet each of the minimum qualifications listed below and will also be evaluated based on their ability to meet the desired qualifications for assistance. Please note that a project meeting one, some, or all of the qualifications creates no contractual obligations on the part of City to approve a project.

Minimum Qualifications:

- Meet one or more of the aforementioned Howard Lake Downtown Revitalization Program Objectives.
- The project must be consistent of the Downtown Maintenance & Design Guidelines.
- Provide an approved scope of work detailing the proposed improvements with cost estimates showing anticipated sources and uses of funding.

Desired Qualifications:

- Meet the specified qualifications and requirements of the Small Cities Development Program and participate in the SCDP.
- Preference will be given to projects that best and most completely meet the objectives and guidelines of the Howard Lake Downtown Revitalization Plan and the guidelines, goals and objectives described within said plan.
- Preference will be given to projects that propose significant improvements or restoration. This will be calculated in by comparing the total project estimate to the assistance and incentives received through the City of Howard Lake.
- These building would likely be considered a significant “eye sore” in the downtown area without such renovation. Applicants that leverage the grant and loan to the largest perceived benefit.

Approval Process

1. Submit Application, receive notification of funding. No work can commence until official notification of funding is received from the City of Howard Lake.
2. Grant Funds will be disbursed upon completion of the improvements and submittals of paid invoices to the City.
3. Exceptions may be made in order for property owners to receive funding in advance of completing work or purchasing materials through providing detailed cost estimates, signed contract for work to be performed or providing other verifiable and eligible expenses.
4. Individual applications would be submitted, scored and approved administratively similar to the SCDP. Therefore, applications and application related materials would NOT be part of council agendas/approvals.

Legal Disclaimers

The City of Howard Lake reserves the right to amend funding criteria, eligibility and target area of the program. By offering and dedicating said funding does not offer any guarantee to any particular property owner or project to receive funding.

APPLICANT NAME: _____
BUSINESS NAME: _____
PROPERTY ADDRESS: _____
PROPERTY OWNER: _____ OWNER ADDRESS: _____
EMAIL: _____ PHONE: _____
DATE SUBMITTED: _____

PROJECT DESCRIPTION (Include details of improvements, scope, design, timeline and cost estimates)

PROPOSED USE OF FUNDS

AMOUNT REQUESTED _____ TOTAL PROJECT ESTIMATE _____

CONTRACTOR(S) INFORMATION

NAME _____
LICENSE NUMBER _____

SIGNATURES & ACKNOWLEDGEMENTS

PROJECT LEAD

PROPERTY OWNER

CONTRACTOR

By signing this application, you acknowledge that is full and accurate to the best of your knowledge. That funds obtained under the grant agreement must be approved by the City prior to releasing funds unless otherwise noted. The City reserves the right to reject part or all of applications as deemed appropriate. Finally, the funds received under the program will be used in a manner consistent with the terms presented and failure to do so may result in the applicant not receiving funding or having to pay back grant proceeds. Receiving funding does not negate the need to obtain any other city approvals related to planning, zoning or building permits.

GENERAL SUBMITALS

1. Property Information
2. Project Estimates/Bids
3. Pictures, design sketches etc