

Downtown Façade Improvement Program

Overview

I. Background

The Downtown Façade Improvement Program is a forgivable loan program provided by the City of Sioux City and Downtown Partners for properties located within downtown Sioux City's Self-Supported Municipal Improvement District (SSMID). This program has allocated funds for matching forgivable loans for qualified projects to be awarded on a competitive basis.

II. Program Objectives

The purposes of the Downtown Façade Improvement Forgivable loan program are:

1. To improve the aesthetic appearance of the exterior façades of existing buildings and businesses within the downtown SSMID.
2. To restore the unique character of buildings in the downtown SSMID as much as practicable.
3. To encourage private investment in properties and businesses in the downtown SSMID.

III. Eligibility

The following persons are eligible to apply and receive forgivable loans:

1. Property owners of buildings within the downtown SSMID.
2. Business owners or tenants of buildings within the downtown SSMID with property owner consent.

For a property to be eligible, it cannot have received financial assistance from the City of Sioux City through a Façade Improvement Program or a Development Agreement after January 1, 2011. The Façade Improvement Program may not be used in combination with other City TIF assistance.

IV. Eligible Improvements

Funds may be used for exterior façade improvements and other site improvements. For the purposes of this program, "façade" includes the exterior of any street facing building wall that is visible from public right-of-way, but does not include interior, roofing, structural improvements, or other site improvements except as specified below. The types of eligible projects include:

1. Repair, restoration, or installation of exterior masonry and siding materials.
2. Repair, replacement, or installation of awnings, windows, trim, doors, gutters, downspouts, stone and brick, or other architectural details.
3. Repair, replacement, or installation of exterior lighting attached to a building or illuminating a sign.
4. Repair or construction of entryways.
5. Cleaning, preparation, and painting exterior walls and trim in an appropriate color palette.
6. Removal of barriers to access for people with disabilities.
7. Removal, replacement, or repair of exterior wall or projecting signs.
8. Screening and landscaping of surface parking facilities and outdoor areas.
9. Public art and murals.
10. Other improvements as approved.

V. Financing

Projects will be awarded through a competitive application process in amounts not to exceed \$60,000 (with a 25% match) per parcel to construct the façade improvements. For the purposes of this program, "parcel" is defined as a tax parcel as determined by the City Assessor. If there are multiple buildings on one parcel, either freestanding or separated by a firewall or party wall, each building is eligible for separate awards under the Forgivable loan program.

For those projects that include multiple buildings on contiguous parcels under one ownership, special considerations may be made regarding award amount per parcel. However, such a consideration must be proposed to and approved by the City Council. In the event of such consideration, the total award amount must still not exceed the total amount eligible for based on the number of parcels. For example, if one owner controlled two contiguous parcels, the total available per program guidelines would be \$120,000. However, Council could make special consideration and approve one parcel award at \$80,000 and the other at \$40,000.

If an application for funding is over \$10,000, the applicant must break down the work into phases, not exceeding \$10,000 each. This will allow for the planning of future funds available, if the amount of funding in a given fiscal year does not support the entire project.

| Project Assistance | Project Funding Request | Private Match Amount |
|---------------------|-------------------------|----------------------|
| Façade Improvements | \$0 to \$60,000 | 25% |

VI. Design

Projects may apply for up to \$6,000 to fund architectural design work to be completed by a licensed architect. Design funds will be awarded to encourage a quality design of the façade improvements. The applicant will work with a designated Design Review Committee for final approval of the design. Projects must be awarded façade improvement funds to qualify for design funds.

| Project Assistance | Project Funding Request | Private Match Amount |
|----------------------|-------------------------|----------------------|
| Architectural Design | \$0 to \$6,000 | 0% |

VII. Application Process

1. Downtown Partners and City staff will send a notice to all property owners in the downtown SSMID setting the application due date.
2. Preliminary Meeting with Downtown Partners and City Staff A preliminary meeting with Downtown Partners and City staff must be scheduled prior to submitting an application to discuss the proposed project and to outline the forgivable loan process. At this meeting, the applicant will receive preliminary feedback of the proposal from staff. A concept plan consisting of scaled sketches, existing and proposed site data, and a site photo should be available for review by staff.
3. Submittal of Completed Application Packet Following the preliminary meeting with staff and before the application due date, the applicant should submit all information required in the application.
4. Staff Development Team Review Within three weeks of receiving a complete submittal, the Staff Development Team will review the application and send a written summary of staff's findings and recommendations. Applicants may be required to resubmit additional information and/or revised plans for review.
5. City Council Public Hearing Following the recommendation by Downtown Partners and City staff, the request is scheduled for Council action. A resolution is drafted and forwarded to the Council for review along with copies of all application materials. At the hearing, staff will present the application,

findings, and recommendations. The Council makes the final decision on the request.

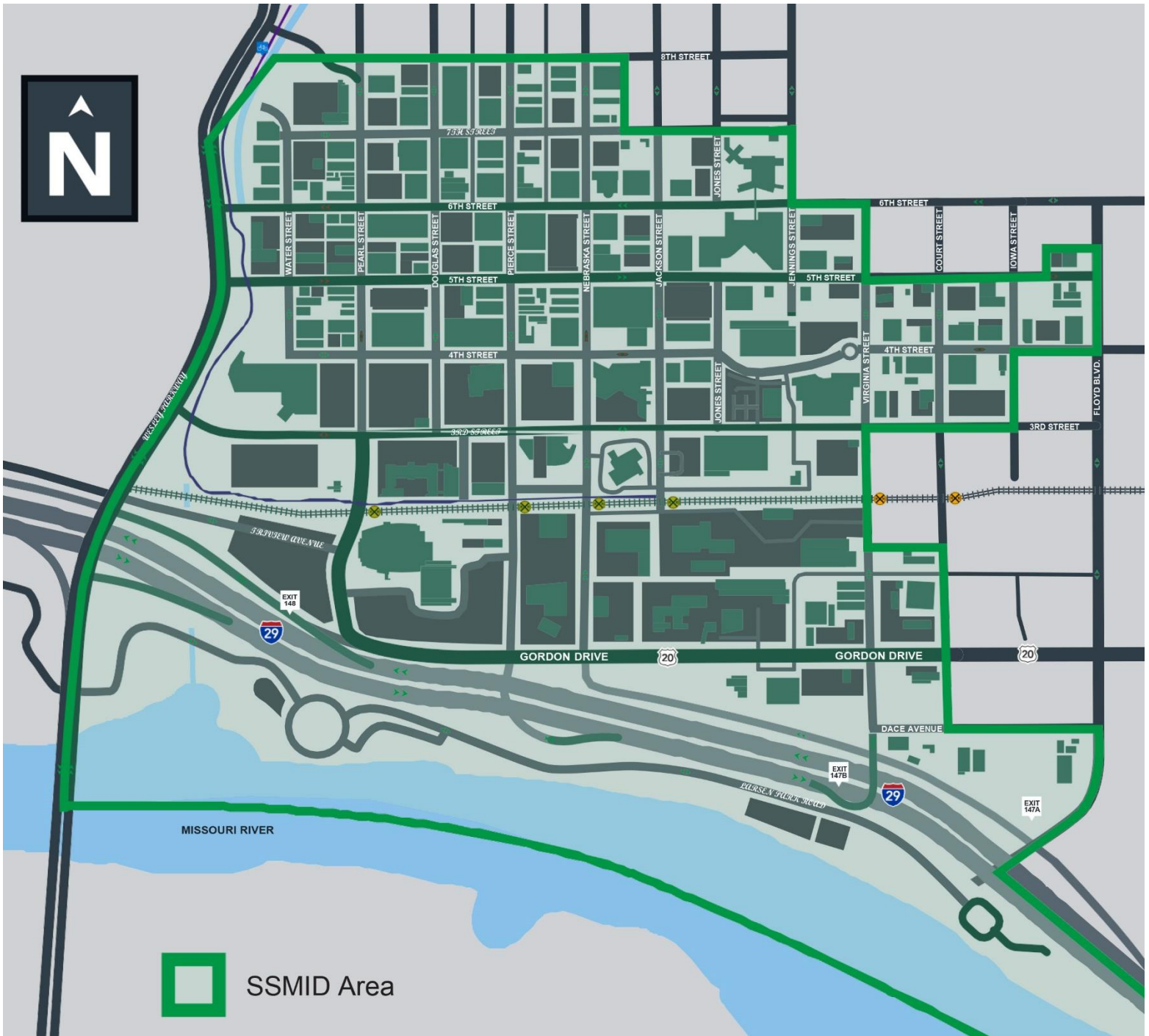
6. The applicant signs a letter of award with the City of Sioux City and Downtown Partners.
7. The applicant secures two bids for any work completed (if applicable) and enters into contract with the lowest bidder.
8. After the project is completed, the City reimburses the applicant, within 30 days. In order to receive reimbursement, the application must provide documentation regarding the two bids received (if applicable) and receipts.

VIII. General Conditions

1. Approval of program applications is contingent upon available funds.
2. Funding is limited to one forgivable loan per parcel as defined herein per fiscal year. The total available over the lifetime of the property through this Program cannot exceed \$60,000 unless otherwise exempted by the City of Sioux City Council as described in V. Financing.
3. All projects must conform to all applicable regulations in the City of Sioux City Municipal Code.
4. All buildings must pass a structural and electrical inspection by the City's Inspections Department prior to award.
5. Once an application is approved, the applicant will be required to sign an award letter with the City.
6. Construction may begin only after an application is approved. Any work completed prior to formal approval and signing of the letter of award is ineligible for reimbursement.
7. If awarded design funds, design work must be completed by a licensed architect.
8. All contractors used must be licensed.
9. Only projects utilizing a licensed contractor will be eligible for reimbursement of labor costs. Projects not completed by a licensed contractor are eligible for material costs only.
10. Projects are required to be completed within six months from the date of the award approval.
11. Applicants are responsible for obtaining all necessary permits (i.e., building, electrical) prior to conducting work.
12. Additional conditions may be included with the award approval.
13. It is expressly understood and agreed that the applicant shall be solely responsible for all safety conditions and compliance with all safety regulations, building codes, ordinances, and other applicable regulations.
14. The applicant understands that the City of Sioux City and Downtown Partners reserve the right to make changes in conditions of the Facade Improvement Program as warranted.
15. The applicant authorizes the City of Sioux City and Downtown Partners to promote an approved project, including but not limited to displaying a sign at the site, during and after construction, and using photographs and descriptions of the project in materials and press releases.

16. It is expressly understood and agreed that the applicant will not seek to hold the City of Sioux City, Downtown Partners, and/or its agents, employees, officers and/or directors liable for any property damage, personal injury, or other loss relating in any way to the Facade Improvement Program.
17. The applicant shall be responsible for maintaining valid and sufficient insurance coverage for property damage and personal injury liability relating to the Facade Improvement Program.
18. The applicant agrees to maintain the property and improvements.
19. The applicant has read and understands the “Downtown Sioux City SSMID Façade Improvement Program Overview” document outlining program guidelines and procedures.
20. The signing of a Promissory Note and Mortgage is mandatory at the time of submittal. These documents require the property owner to retain ownership for a period of five years, with 20% of the loan total forgiven each year. If the property is sold before the five year term, a percentage of the loan will need to be returned to the City.

Downtown Sioux City SSMID Boundary Map



Downtown Sioux City SSMID Façade Improvement Program **Application**

I. General Information

Name of Applicant: _____

Project/Business Address: _____

Legal Description of Property: _____

Phone Number: _____ Fax Number: _____

Address: _____

E-mail address: _____

Type of Business: _____

Is the applicant also the property owner?

- Yes
- No (*if no, notarized property owner authorization required*)

Is there any pending code enforcement action on the property?

- Yes
- No

Is the property currently for sale?

- Yes
- No

Property owner's name (if different from applicant): _____

Property owner's address: _____

Property owner's phone number: _____

II. Project Description

Please provide a description of the proposed improvements (*attach additional sheets if needed*):

Please keep the project scoring sheet in mind when answering the question above. A successful application will address all of the components listed in the application scoring criteria. Please attach photos of the existing building conditions and photos/sketches/plans for the proposed improvements. Plans for the proposed improvements do not need to be professionally engineered; however, they should be clear and to scale allowing staff to fully evaluate the request.

III. Project Budget

Please provide estimated costs for the applicable project items below. If costs exceed \$10,000, please provide a phasing plan for the project. (*attach additional sheets with the required information if needed*).

| Proposed Budget | |
|--|----------------|
| Project Item | Estimated Cost |
| Professional Design Services | |
| Repairs and Improvements (please identify below) | |
| 1. | |
| 2. | |
| 3. | |
| 4. | |
| 5. | |
| 6. | |
| 7. | |
| 8. | |
| 9. | |
| 10. | |
| Total Project Cost | |
| Total Eligible Project Costs | |
| Program Request (Up to 75% of the Total Eligible Project Costs)* | |

*Award funding reimbursement will not increase if final costs exceed initial estimates.

In conjunction with this project, are you completing any other renovation/rehabilitation work to the property (interior or exterior)?

- No
- Yes

If answer is "yes" to above question, describe additional work and estimated cost:

Are you interested in applying for funds to hire a licensed architect to complete design work for the façade improvements? Projects may apply for up to \$6,000.

- No
- Yes (If yes, what dollar amount in design funds are you requesting \$_____)

Are funds available or is financing secured in order to proceed with façade improvements immediately following project award?

- No (If no, please provide the estimated date that funds will be available ___/___/___)
- Yes

IV. Additional Information

Have you applied for or received financial assistance through a *Façade Improvement Program or Development Agreement with the City of Sioux City* previously?

- Yes (If Yes, what was the date and dollar amount of the financial assistance ___/___/___; \$_____)
- No

What is your timeline for project completion? The requirements of the program are such that the improvement must be completed within in six months. If the project cannot be completed within six months, please provide a detailed justification regarding the extension request. (*Attach additional sheets if needed*)

Downtown Sioux City SSMID Façade Improvement Program Application Checklist

Please confirm that you have provided the following items by placing a check next to the item on the list. Incomplete applications cannot be accepted and will be returned to the applicant:

- Completed Application
- Color photographs of the existing building façade, showing all sides of the building
- Detailed sketches, photos, or drawings of the proposed improvements (including placement, color, dimensions, materials, signage, lighting, etc.)
- Timeline for project completion
- Proof of property ownership or, if a tenant, a copy of the lease
- Property owner notarized authorization (*only if applicant is not same as property owner*)
- Documentation identifying that any loans and mortgages on the property are current and in good standing, or a copy of the title if no mortgage exists
- Documentation indicating that all property tax payments are current
- Proof of property insurance
- Promissory Note and Mortgage Form
- Any additional information specifically requested by the City of Sioux City

Prior to submitting an application, applicants must meet with a Project Manager from the City and/or Downtown Partners. This is required.

I have:

- Discussed my proposed project with:
 - City Project Manager (Renaë Billings)
 - Downtown Partners Project Manager (Ragen Cote)
 - Other City Staff Member
Name: _____
- Not talked with any City staff members in regards to my project

Applicant's Certification:

I have read and understand this application and I hereby submit the application together with attached photos, plans, and additional supporting documentation for the proposed project and understand that the City of Sioux City, hereinafter referred to as "City," must approve the application. I further understand that if I accept the award I will enter into an agreement with the City and will comply with all of the requirements contained therein. No funding is guaranteed until a completed application is approved by the City and a subsequent agreement executed by both parties. I understand that Program monies will not be reimbursed until the project is completed as approved and copies of all paid invoices/receipts are provided. The project must be completed within one year of award approval, or the approval and funding shall expire.

Print Name

Signature of Applicant

Date

Downtown Sioux City SSMID Façade Improvement Program
Property Owner Authorization

I, _____ understand that

_____, a leaseholder of my property located at

_____ is considering improvements under the City of Sioux City and Downtown Partners' Façade Improvement Program, hereinafter referred to as "Program." For the purposes of this authorization, hereinafter the City of Sioux City shall be referred to as "City" and Downtown Partners shall be referred to as "DP."

I have received and reviewed the Program guidelines and reviewed the application submitted by my tenant. I agree to permit the proposed improvements to my building. I understand that I am not financially responsible to complete these improvements.

I understand and agree that the City and DP do not assume responsibility or liability to me or any other part for any action or failure of any contractor or other third party and in no way guarantee any work to be done or material to be supplied.

I further agree to hold the City and DP harmless from and indemnify them for and against any and all claims which may be brought or raised against the City, DP, or any of its officers, representatives, agents or agencies regarding any matters relevant to the participant obligations under the Program.

I have read the above statements and acknowledge that they are true and complete to the best of my knowledge. I have no objection to the applicant pursuing the proposed improvements project, and I authorize the leaseholder to make the proposed improvements under the provisions of the Program.

Property Owner Signature

Date

~~~~~

STATE OF IOWA

COUNTY OF \_\_\_\_\_

The foregoing instrument was acknowledged before me this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_ by

\_\_\_\_\_, who is personally known to me or who has produced

\_\_\_\_\_ as identification.

\_\_\_\_\_

Notary Public

# Downtown Sioux City SSMD Façade Improvement Program Application Score Sheet

FOR USE OF REVIEW COMMITTEE ONLY  
NOT FOR APPLICANT USE – DO NOT FILL OUT

All façade program applications will be scored on the following criteria, on a 0 – 5 points system, with 0 being the lowest and 5 being the highest score in each section. The outcome of scoring will be presented as part of the application to the City Council.

**Project Address** \_\_\_\_\_

**Applicant** \_\_\_\_\_

**1. Property visibility.** Some properties have greater visibility than others. Two-story buildings, corner lots, and uniquely designed buildings may stand out more than other buildings surrounding them. Buildings (both historic and modern) that provide a “gateway” into downtown or a historic district may have a higher visibility than those situated in the center of the block. These “gateway” buildings introduce people to the district and can greatly influence their perception of the area. Properties that front roads with lower vehicular and pedestrian traffic may not be considered as visible. Ranking the visibility of each property should be done on an individual basis taking these factors into consideration. Priority should be given to projects that enhance the most visible properties. **Please circle a number to score.**

**Lowest to Highest**

1                    2                    3                    4                    5                    N/A

**2. Importance to the Area.** Certain buildings/businesses are important to the character of downtown and the surrounding area. New businesses that are located in downtown are important to the revitalization efforts and should be assisted when possible. Larger buildings and vacant buildings are also important because of their potential impact on the tax base. Properties with unique and exceptional architectural details are important because they help create a distinctive atmosphere. Priority should be given to properties that are important to downtown. **Please circle a number to score.**

**Lowest to Highest**

1                    2                    3                    4                    5                    N/A

**3. Significance of Property.** The historic character of the property can be enhanced / diminished by other buildings in the area. Buildings that play an important role in the history of Sioux City are significant. Unique examples of architecture are also considered significant. Priority should be given to projects that enhance historically and architecturally significant buildings. **Please circle a number to score.**

**Lowest to Highest**

1                    2                    3                    4                    5                    N/A

**4. Existing Condition / Potential for Improvement / Long-Term Viability.** The existing conditions of downtown buildings range from poor (structurally unstable) to excellent (well maintained). Buildings that have been neglected may no longer be viable and façade improvements may not be significant enough to ensure their continued existence and improve long-term viability. Properties already in excellent condition may require less assistance and may have less potential for improvement. **Please circle a number to score.**

**Lowest to Highest**

1                    2                    3                    4                    5                    N/A

**5. Impact of Improvement.** Some changes may benefit the property more than others. The replacement of inappropriate modern windows may have a greater impact on the property than new signage. Restoring original transom windows or replacing a dated metal awning may have a greater impact than repainting a building. Priority should be given to projects that will have the greatest impact on the building. **Please circle a number to score.**

**Lowest to Highest**

1                    2                    3                    4                    5                    N/A

**6. Development in the area.** Building renovations that are part of a group of buildings being improved within the same block should receive priority. **Please circle a number to score.**

**Lowest to Highest**

1                    2                    3                    4                    5                    N/A

**7. Project Readiness.** Projects that have funds available or have secured financing in order to proceed with façade improvements immediately following project award should receive priority. **Please circle a number to score.**

**Lowest to Highest**

1                    2                    3                    4                    5                    N/A

**Total Points Received:**

**Total Points Applicable:**

**Total Project Score:**

**Comments:**