

MANDAN GROWTH FUND FORGIVABLE LOAN

Storefront Improvement Program

Revised April 3, 2018

Introduction

Visual presentation is an important aspect of marketing and gaining customer loyalty. The exterior appearance of a building is the initial point of interaction between the business operating within and a potential customer. Studies have shown that thoughtful design improvements can often lead to greater sales for a business. The economic vitality as well as the aesthetic quality of each business enterprise is important, and both are linked in part to the success of surrounding commercial establishments. The physical character of downtown Mandan contributes greatly to the overall image of the community for its residents, customers and visitors.

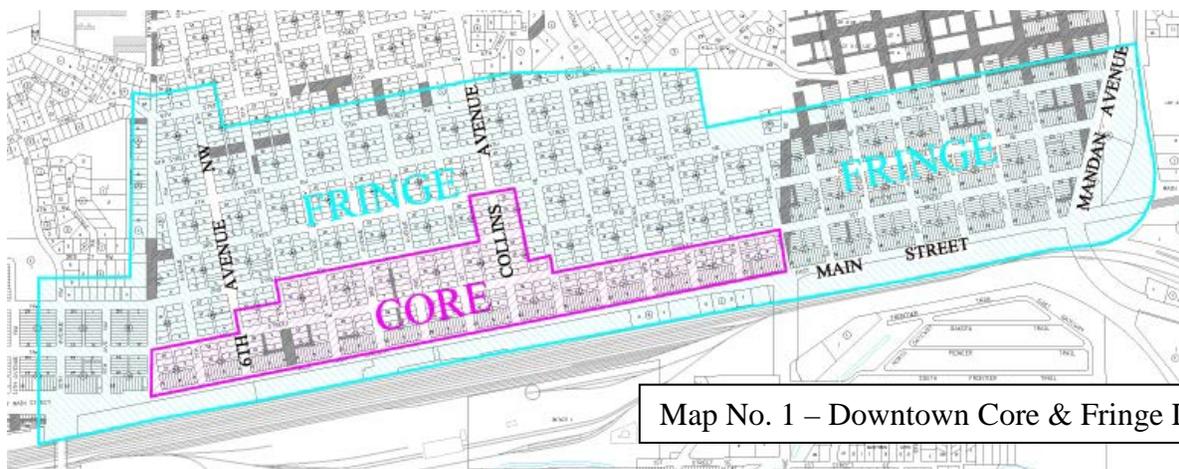
The intent of Mandan's Storefront Rehab program is to:

- enhance, protect and promote downtown Mandan's historic character and unique identity
- renovate the exterior facades of deteriorating buildings in the downtown area,
- improve the appearance of individual building storefronts including signs and awnings or canopies as well as the overall look of the area, and
- leverage private improvements while making revitalization affordable, creative and community-based.

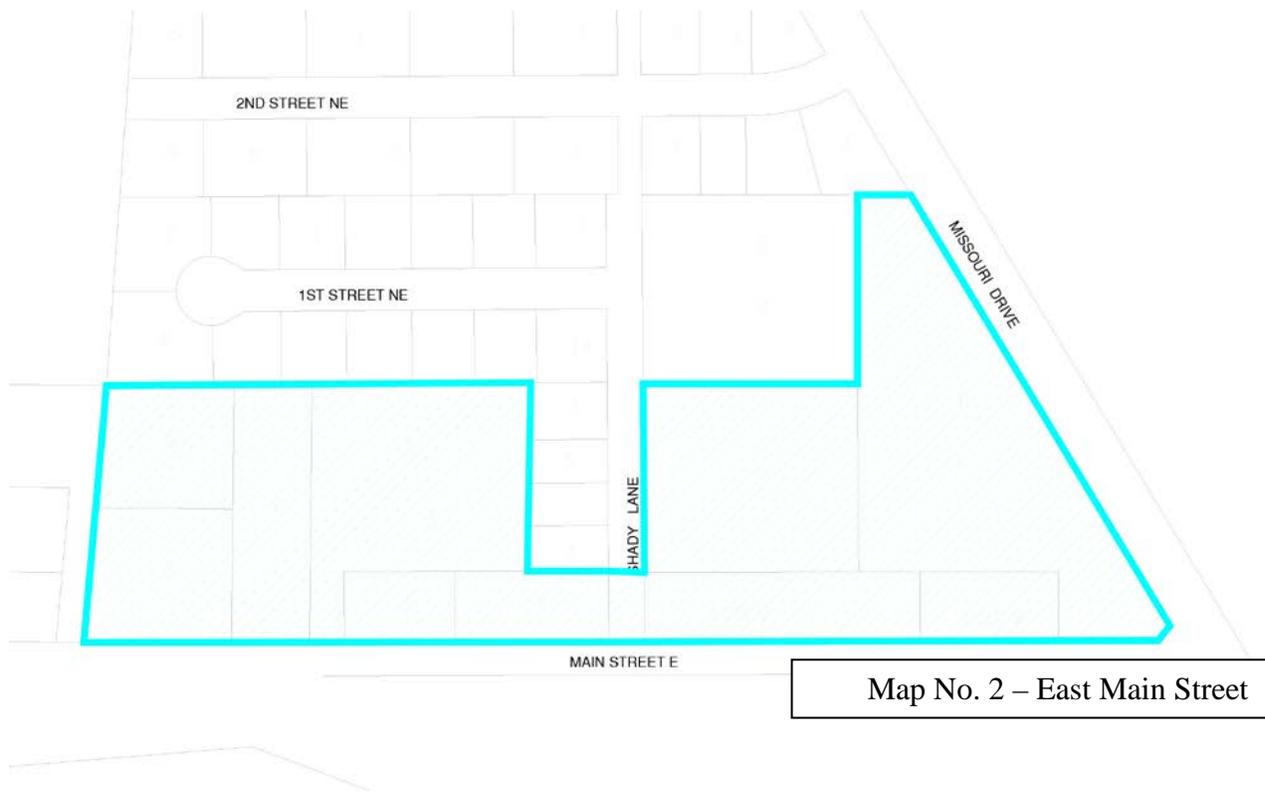
Program Summary

The program is offered through the Mandan Growth Fund and administered by the City of Mandan's Business Development Office. The funding source is a portion of the City's 1 percent sales tax revenue set aside in the Growth Fund for economic development purposes. Availability of funds for the program will depend on the balance in the Growth Fund at the time of application. Funding for qualified applicants is encumbered on a first-come, first-served basis.

Interested commercial property owners may apply for a forgivable loan, not to exceed \$30,000, for up to 50% of their investment in rehabilitating a building façade. Buildings located on a corner lot may be eligible for up to double the amount available for one façade depending upon the project and surface area. The building must be located in the Downtown Core or Downtown Fringe districts as defined Mandan Municipal Code 105-4-2.1 and 105-4-2.2. (see Map No. 1) or in the commercially zoned area of East Main Street to include Shady Lane and Missouri Drive to Second Street NE as illustrated by Map No. 2.



Map No. 1 – Downtown Core & Fringe Districts



The interest-free loan will be pro-rated and forgiven over the course of 5 years contingent upon project completion and the building remaining intact during this period. Any building owner or store proprietor/tenant with lease authority or authorization from the owner may apply for funding. Tenants must have a minimum of two years remaining on their lease. Subject building must be in a commercially-zoned area.

Application and Approval Process

1. Submit completed application to the City of Mandan Business Development Office for preliminary review to assure that all necessary information is provided.
2. Participate in a preliminary review of the application by the Mandan Architectural Review Commission to assure compliance with Downtown Core and Fringe district site and building design standards. Preliminary MARC review allows the applicant to adjust his or her request for a forgivable loan in the event that changes to the proposed project are required or requested. Applicant will be notified of the meeting and asked to attend to present his or her project proposal.
3. Participate in a meeting of the Mandan Growth Fund Committee to review and consider the application including any MARC requirements or requests. Applicants will be notified of the meeting and asked to attend to present their project proposal. The Mandan Growth Fund Committee will review projects and award matching funds in the form of forgivable loans using the following criteria:
 - For commercial and/or mixed use commercial/retail properties.
 - Properties exempt from general property taxes through non-discretionary means are not eligible unless operating a retail business. For example, a church operating in a downtown storefront is not eligible.

- Use of property and rehabilitation plan is consistent with published City of Mandan plans (2003 Downtown Mandan Redevelopment Plan, 2018 Downtown Subarea Study, Renaissance Zone, Architectural Review Commission community design and appearance standards (Municipal Code Chapter 105-4-2) and sign code (105-1-15.)
- Comprehensive renovation project that addresses all stories of a building façade and eliminates all signs of blight/deterioration from affected façade. Projects involving only exterior painting or signage will not be considered. Project is ready to proceed in timely fashion (completed within 12 months from City Commission approval).

Other contributing factors

- Preservation of historic properties
- Current condition of property
- Ownership history
- Size of the property
- Amount of private funds in the project
- Utilization of other incentives (i.e., Renaissance Zone, Growth Fund, Lewis and Clark Regional Development Council, Historic Tax Credits)

Qualifying improvements must be to areas visible from the public right of way and include:

- Design or architectural services for the building's facade
- Awnings and canopies (signage on awning is discouraged)
- Lighting
- Paint
- Removal/replacement of inappropriate or incompatible exterior finishes or materials
- Recessing/reconfiguring entrances
- Door/window replacement or repair including automatic doors
- Signs (new, repairs, replacements, removal)
- Landscaping

Ineligible improvements include:

- Hard surfacing or resurfacing of off-street parking areas
- Sidewalk replacement or repair
- Non-visible roof replacement or repair

Note: Bids or official estimates from licensed commercial contractors or other providers of needed services and materials are required. Applicants seeking to perform work themselves must 1) be licensed contractors that perform work for others, 2) must obtain quotes from two other licensed contractors, and 3) will be held to the lowest quote.

4. Applicants receiving a recommendation for approval for \$25,000 or more in matching funds, or receiving \$25,000-plus through a combination of this and any other local program, must complete a Business Incentive Agreement (SFN 59686).
5. Recommendations of the Growth Fund Committee will be presented to the City Commission for final approval within 45 days from receipt of the application.

Project Administration Upon Approval

1. In order to be eligible for reimbursement, contracts for work in the agreed upon scope of the project must not be signed, nor may a building permit be obtained before City Commission approval is attained. Advance design, architecture and engineering services may be obtained and these fees are among the eligible costs.
2. The project applicant will be notified in writing and both the City and the Applicant will sign a Recipient Agreement once the City Commission has approved a project.
3. The applicant will be responsible for all applicable bills and invoices associated with the project. Reimbursement will be based on a request from the applicant that must include a summary of expenditures with copies of invoices and proof of payment for completed work. City of Mandan Building Inspections staff must review the completed project to determine that the actual work performed is the work approved before payment for the loan will be provided.
 - a. If the applicant is a licensed contractor who performed a portion of the work themselves, their invoice must document dates when work was performed, the type of work performed, hours and wage rates within industry standards.
4. The City of Mandan will issue a notice of potential lien on the subject property which will require repayment of the loan to the City within 5 years of project finalization if the subject structure ceases to remain intact during this period.
5. Properties that have previously received Storefront Improvement funds are not eligible for additional funding.

Special Notice

Voters in the Nov. 4, 2008, election in the City of Mandan approved an initiated ordinance that states, "Installation of electric handicap accessible entrance doors are required on every building open to the public that has received public funds in any form whatsoever." Any property receiving Storefront Improvement funds since Nov. 14, 2008, is subject to the requirement in accordance with municipal code 111-2-9.



STOREFRONT IMPROVEMENT APPLICATION

PRIMARY CONTACT INFORMATION FOR THIS APPLICATION

Name: _____

Address: _____

Phone: _____ Fax: _____

E-mail: _____

Applicant Name:

(name of person/entity
to receive grant)

Property Owner:

Property Address:

Architect/Firm:

(if applicable)

Description of Property

Current tenant(s): Commercial _____

Residential # occupied: _____ # vacant: _____

Building History (if available): _____

Total Cost of façade renovation: \$ _____

Forgivable
Loan Amount of
Requested: \$ _____

Is the façade renovation part of a larger project?

Yes No, the façade is the only work I am doing

If yes, please describe comprehensive project.

Summary of Existing Condition of Façade: (please attach pictures – Attachment 1)

Summary of Proposed Scope of Work: (materials, color schemes, etc.) Please attach colorized drawings that include pre- and post- rehab detail, indicating specifically what will be modified and how (Attachment 2). Bids or official estimates from licensed commercial contractors or other providers of needed services and materials are required. (Attachment 3)

Historic Character: How will proposed project affect historic character? (*if applicable*)

How will your project complement downtown redevelopment efforts?

For more information, call the Business Development Office at 701-667-3485.

Signature of applicant: _____ **Date:** _____

Signature of property owner: _____ **Date:** _____
(if different than applicant)

Special Notices

- 1) Properties are eligible only once to receive Storefront Improvement funds.
- 2) Voters in the Nov. 4, 2008, election in the City of Mandan approved an initiated ordinance that states, "Installation of electric handicap accessible entrance doors are required on every building open to the public that has received public funds in any form whatsoever." Any property receiving Storefront Improvement funds since Nov. 14, 2008, is subject to the requirement. Include an estimate for an automatic door at least for the main entrance if you do not have one.



STOREFRONT IMPROVEMENT APPLICATION

ATTACHMENT 1: PHOTOS

(current and historic, if available)



*STOREFRONT IMPROVEMENT
APPLICATION*

**ATTACHMENT 2:
DRAWINGS
PRE & POST**

*(Building elevations as improved,
site and/or landscaping plans)*



***STOREFRONT & LANDSCAPE
IMPROVEMENT APPLICATION***

ATTACHMENT 3: BIDS & COST ESTIMATES

Note: Bids or official estimates from licensed commercial contractors or other providers of needed services and materials are required. Applicants seeking to perform work themselves must 1) be licensed contractors that perform work for others, 2) must obtain quotes from two other licensed contractors, and 3) will be held to the lowest quote.

Summary of Proposed Expenditures		
Source of Estimate or Bid	Purpose	Estimated Cost
Total		\$