

Main Street Exterior Beautification Program Guidelines

Stewartville Economic Development Authority

Program Intent:

Stewartville's Economic Development Authority (EDA) was established to attract, promote, and develop an economically sound future for the City. The EDA continues to be a professional advocate for the business community; they provide ideas, information, financial packaging, and expertise in business development and retention. The EDA's objective is to make Stewartville an even better place to live, work, and do business.

In accordance with the above stated objective and the specified priorities noted in the 2018 Community Survey results, the EDA established this short-term program with the intention to enhance and improve the outward appearance of buildings and/or other areas of Stewartville's Main Street. This program is designed to encourage the beautification of existing property exteriors and enhance the general character of properties located on Main Street in Stewartville; as such, improvements must be visible from Main Street.

Program Funding:

\$50,000 total has been designated for this program.

Duration:

The Program will accept applications from **January 1, 2019- July 31, 2019**, or until all funding has been committed—whichever occurs first. All projects must be completed with submitted invoices and completion photos on or before **December 31, 2019**. Any projects not completed and/or submitted for reimbursement by that time will not be eligible for reimbursement irrespective of approval.

Matching Grant:

Up to \$5,000

Match Requirement:

Dollar-for Dollar

Eligible Properties:

Existing commercial buildings on Main Street in Stewartville. For the purposes of this program, eligible parameters include Main Street businesses on the Highway or directly adjoined to Main Street. Eligible properties must be Central Business District (B-1) zoned properties from 6th Street SE to 6th Street NE excluding those properties that are used for residential purposes.

****Please note: Property must not have any outstanding obligations to the City (including delinquent payments or property taxes), applicant must either own the property or provide written authorization of the project, and project must have all required permits and approvals (if necessary).***

Eligible Projects:

Projects that enhance and improve the aesthetics of the City's Main Street. Projects must be highly visible to be considered eligible. See list of eligible project items on the next page.

To Apply:

Applicants must submit one complete application including necessary attachments to City Hall by no later than the 2nd Monday of the month for consideration at that month's EDA meeting. The EDA will not consider retroactive approval of projects-- **NO WORK MAY BEGIN PRIOR TO EDA APPROVAL.**

An application must include:

Required Application Documentation

- ☐ Completed application form.
- ☐ Cost estimates from at least 2 vendors.
- ☐ Project plans **AND** drawings/sketches.
- ☐ Picture of property **before** work begins.
- ☐ Email confirmation from [City Clerk Roeder](#) that project is compliant with permitting and ordinances.
- ☐ *If property is leased:* A copy of lease agreement **AND** written permission from the property owner.

Required Documentation for Reimbursement

1. Picture of property **after** work is finished.
2. Proof of payment such as copy of paid invoice, Receipt, etc.

Main Street Exterior Beautification Program Guidelines Cont.

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Eligible Project Items:

- Painting of building exterior including necessary scraping, repairing and preparation for completion.
- Pressure cleaning of building exterior.
- Siding.
- Installations of planters that will enhance the property.
- Permanent landscaping and green space.
- Awnings and canopies (including the installation of new awnings and removal of deteriorating awnings and canopies).
- Brick tuckpointing.
- Installation of brick or stone onto building façade.
- Repair and Installation of cornices, corbels and decorative details.
- Exterior lighting.

An applicant may complete an application for a project that includes more than one eligible expenditure; however, a total of \$5,000 may be awarded per property.

Evaluation Criteria:

- Overall impact to the community.
- Aesthetic improvement to the City's Main Street.
- Total owner investment/equity in the project.
- Previous or concurrent usage of other EDA and/or City incentive programs.

Applications will be denied if, in the sole opinion of the EDA, the proposed improvements do not follow these guidelines or improve the general character of the building and community as a whole.

Reimbursement will be provided to approved applicants only after submittal of proof of payment and photos of the completed project.

Any changes in project details or amounts will need to be resubmitted for approval.

Incomplete applications will not be reviewed.

Main Street Exterior Beautification Program Application

Stewartville Economic Development Authority

Name: _____ Date: _____

Phone: _____ Email: _____

Mailing Address: _____

City/State/Zip: _____

Project Address: _____

Project Summary: _____

Total Project Cost: _____ Total Amt. Requested: _____

Applicant Certification

We, the undersigned certify that the information submitted is true and accurate to the best of our knowledge, that we have read, understand, and will comply with the program guidelines. We understand that this application will be reviewed based on the information provided herein and that if the final project does not meet minimum program guidelines, the City reserves the right to deny payment. We confirm that if approved, the City may use the approved business' name and information in promotional/publicity materials, events, etc.

But for the assistance provided through this program by the Stewartville Economic Development Authority, we would not have the resources to complete this project or to complete this project to the extent that we will with assistance.

Name/Title (Printed)

Name/Title (Printed)

Signature

Date

Signature

Date

NO WORK MAY BEGIN PRIOR TO EDA APPROVAL.

Established November 2018