



ST. JOSEPH BUSINESS DISTRICT FAÇADE ARCHITECTURAL DESIGN GRANT PROGRAM (As Amended January 1st, 2022)

PURPOSE

The St. Joseph Business District Façade Architectural Design Grant Program provides incentives to stimulate visible investment in St. Joseph businesses. Property owners are encouraged to consider improvements that incorporate the surrounding community including but not limited to aesthetics, environment, cultural and historic elements, and architecture. These improvements should create a cohesive, inviting environment. The program provides a matching grant for actual design and construction costs, up to \$2,000 per property address, per calendar year. Qualifying projects must be of an approved design, be applied for by commercial property owners and/or merchants, and be applicable to exterior building, landscape improvements, and other similar improvements visible from a public right-of-way. Approved projects will be funded on a first-come/first-served basis until all funds are expended. In addition, the opportunity exists that the St. Joseph Economic Development Authority's revolving loan program could be available to assist with construction costs associated with the implementation of façade designs.

ELIGIBILITY

1. All work must be done on the exterior of the building/property and/or result in a publicly visible improvement.
2. All work done must be in accordance with the City of St. Joseph Code of Ordinances, the Downtown Revitalization Plan and subsequent design guidelines, and the building code. All required permits must be obtained. Work shall include the correction of any known exterior building code violations.
3. Work in progress or performed prior to project approval will typically not be eligible for funding unless the EDA finds significant underlying purposes for work beginning prior to project approval.
4. Funds may be used for the design of exterior building improvements, awnings, windows, doors and/or site landscaping, other than sod or seed, resulting in a publicly visible improvement and for actual construction costs related to an approved improvement. Other uses may also be eligible if prior approval is granted by the St. Joseph Economic Development Authority.
5. Signs are eligible for this program but must be in connection with a façade improvement project. Sign are not eligible as a "stand-alone" project.
6. The following types of property are not eligible:
 - Tax delinquent
 - Special Assessment delinquent
 - Property in litigation
 - Property in condemnation or receivership
 - Tax exempt properties
 - Exclusively residential buildings
 - Properties zoned industrial
 - New construction projects on lots previously undeveloped (redevelopment and/or rehabilitation projects remain eligible) unless it results in a project beyond typical construction and is consistent

with Design Standards and is found to have a significant impact on the character of the downtown.

- Property considered non-conforming to the City's Code of Ordinances, unless the proposed improvements are intended to correct all the non-conforming issues.

PROJECT APPROVAL GUIDELINES

Program oversight and authority for grant approval is delegated to the City of St. Joseph Economic Development Authority. The Economic Development Authority will review and approve all grants based on the following guidelines:

1. A project for which an application has been received will only be reviewed if it is filled out completely. Photographs illustrating subject building(s) and property and proposed site changes/improvements may be required by the EDA.
2. Multiple property owners must submit separate applications for each property/project.
3. Any business owner under a lease who submits an application must obtain and provide written consent of the property owner.
4. Preference will be given to projects which:
 - Will positively contribute to the City revitalization/renewal efforts
 - Will eliminate a blighting influence
 - Will result in a visible improvement that would not be made otherwise
 - Demonstrate a ratio of private investment to public investment greater than 2:1
5. Project is consistent with the Comprehensive Plan, transportation plans, and other applicable plans.
6. Projects must be completed within a timely manner from date of official project approval (i.e. one year with a maximum extension of an additional six months). As indicated, dollars are limited and reimbursement will be made after project improvements are completed, and reimbursement requested.

7. Grant Disbursement

Awarded loan funds will be dispersed to the applicant upon submittal of receipts or invoices for supplies purchased and inspection which certifies the work completed is in accordance with the EDA approval and other city ordinances.

PROPERTY OWNER REQUIREMENTS

Upon the application submittal for a project, the Applicant will play an important role in a partnership that includes the City of St. Joseph and the Economic Development Authority. The following may be required to review plans depending on the scope of the project: City staff, the Planning Commission, the EDA and the City Council. Those required to review the plans and/or grant application will review design drawings, proposed work specifications, and the architectural materials. Below are items that will be required of as part of completing your project.

1. Attendance at an informational meeting which will outline the entire project procedure.
2. Property owners' attendance at various meetings, reviews etc. with representatives of either the City or EDA to expedite various stages of the project.
3. All work to be done on the project shall be the sole responsibility of the property owner. The City of St. Joseph/EDA administers the grant program herein and the City/EDA is not responsible for any work undertaken as a result of the grant. The owner hereby holds the City and EDA harmless for any and all liability commencing out of any work constructed and paid for the design grant herein.



**APPLICATION FOR
ST. JOSEPH BUSINESS DISTRICT
FAÇADE ARCHITECTURAL DESIGN GRANT PROGRAM**

**** Please remember to include photos of your building(s) and/or property as they relate to the types of improvements indicated on this application. ****

APPLICANT AND PROPERTY OWNER INFORMATION:

Applicant _____

Phone: _____ Email: _____

Mailing Address: _____

Property Owner: _____

Phone: _____ Email: _____

Mailing Address: _____

PROJECT INFORMATION:

Business Name: _____

Business Address: _____

1. On the attached page, please identify the specific improvements you are proposing for the building(s) and/or property.
2. Based on the proposed improvements identified, please provide your best estimate of the entire project cost: \$_____
3. If the project cost comes in at, or exceeds your estimate, do you have private funds readily available to complete the proposed the project? _____ Yes _____ No

If No, by what means will you secure funding and still complete the project within a timely manner _____

4. If your project is approved, does completing the project timely pose any concerns for you?

Grant Disbursement

Awarded loan funds will be dispersed to the applicant upon submittal of receipts or invoices for supplies purchased and inspection which certifies the work completed is in accordance with the EDA approval and other city ordinances.

Certification

City staff or an authorized representative shall have the right to inspect the property to be improved at any time from the date of application upon giving due notice to the owner and to occupants.

I/We understand that any intentional misstatements will be grounds for disqualification.

I/We authorize program representatives the right to access the property to be improved for the purpose of the grant program and to take photographs of the structure before and after rehabilitation.

I/We further understand that I/we will make the final selection of the improvements to be made with the loan funds and that the contract for improvements will be solely between myself and the contractor(s). The administering agency will not be liable for the inadequate performance of the contractor(s).

The information on this application is accurate. I have read, understand, and agree to comply with the program criteria for the St. Joseph Business Façade Architectural Design Grant Program.

Signature of Applicant

Date

Signature of Owner(s) (if different than Applicant)

Date

Contact:

Nate Keller, Community Development Director
(320) 557-3524
nkeller@cityofstjoseph.com

Submit completed application by email to nkeller@cityofstjoseph.com or to:

St. Joseph Government Center
75 Callaway St. E
St. Joseph, MN 56374