

RESOLUTION NO. R10-116

A RESOLUTION OF THE CITY COUNCIL APPROVING A FAÇADE IMPROVEMENT GRANT PROGRAM PROPOSED BY THE LAUREL URBAN RENEWAL AGENCY.

WHEREAS, the City Council created the Laurel Urban Renewal Agency (LURA) pursuant to Ordinance No. 08-09 as codified at Title 18, Chapters 18.02 and 18.04 of the Laurel Municipal Code to provide input and recommendations regarding the most effective uses of resources gained from the Tax Increment Finance (TIF) District; and

WHEREAS, the City Council appointed a LURA Board of Commissioners pursuant to Resolution No. R08-123 who are responsible for providing guidance and recommendations to the City Council as to the best use of unencumbered available tax increment funds consistent with the Urban Renewal Plan that was additionally adopted by the City Council and codified at Chapter 18.04.020 of the Laurel Municipal Code; and

WHEREAS, the LURA Board is recommending the creation and utilization of available tax increment funds as provided in the attached Façade Improvements Program with the intention of providing businesses the opportunity to improve and enhance the external appearance of buildings which will add to the appeal of the entire business district; and

WHEREAS, the City Council has reviewed the attached proposed Façade Improvements Program and finds it is consistent with the goals and objectives contained in the City's Urban Renewal Plan and is in the best interest of the City of Laurel and its citizens.

NOW THEREFORE BE IT RESOLVED by the City Council of the City of Laurel, Montana, that the attached Façade Improvements Program is hereby approved; and

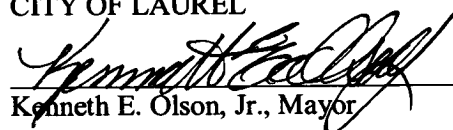
BE IT FURTHER RESOLVED, the City Council hereby delegates its approval authority to the LURA Board as provided in the attached Façade Improvements Program.

Introduced at a regular meeting of the City Council on October 19, 2010, by Council Member
Mace.

PASSED and ADOPTED by the City Council of the City of Laurel, Montana, this 19th day of October, 2010.

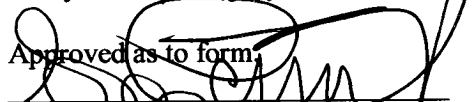
APPROVED by the Mayor this 19th day of October, 2010.

CITY OF LAUREL


Kenneth E. Olson, Jr., Mayor

ATTEST:


Cathy Gabrian, Deputy Clerk

Approved as to form,

Sam Painter, Legal Counsel
Elk River Law Office, P.L.L.P.

PURPOSE:

The purpose of this program is to provide financial and practical assistance to maintain, create, reuse or recycle buildings in the downtown Laurel Tax Increment District. Grant monies are available to developers, owners and tenants to encourage a higher level of quality and design in the downtown environment. Facade improvement projects must support the goals of the Laurel Urban Renewal Agency (LURA) and Mayor/City Council.

Applicants are reminded that grant awards recommended and approved by LURA/City Council are discretionary in nature and should not be considered an entitlement by the applicant. All grant criteria contained herein are guidelines for awards and successful applicants may receive any amount up to the maximum award. Should an application meet all grant criteria, a grant may or may not be approved due to funding limitations, competing applications, and/or competing priorities of LURA.

Process:

The Committee will review applications on a first come, first served basis for the duration of the funding availability. Projects that are recommended for approval by the Committee will be submitted to the LURA membership of five voting Commissioners and four advisory members for approval. Should a project receive a cumulative total of \$5,000. or more from any combination of LURA grant programs, the grant(s) that put the project over this threshold must be submitted to the City Council for additional approval. In all cases, the decision of the Committee is final. Applications that are denied by the Committee may be re-submitted the following funding period.

TIME FRAME:

Funded projects should be completed by June 10th of the current Fiscal Year (Fiscal Year ends on June 30th.) Project applications will be taken until current Fiscal Year funding is gone. LURA's Facade Improvement Grant Committee will review applications at LURA's monthly meetings.

Applicants are advised to submit a complete application and all supporting materials per the instructions in this packet; the committee will not review incomplete applications.

It is highly recommended that applications be reviewed and approved BEFORE construction begins. However, applications will be considered after construction has begun IF the project complies with the goals of LURA AND IF any changes to the proposal, requested by the review committee, can be incorporated into the final project.

GRANT ELIGIBILITY:

Projects must be of a commercial or non-profit classification. The applicant must be the recorded property owners or a tenant under lease with the owner's written permission. Applications will be reviewed by LURA's Façade Improvement Grant Committee.

FACADE IMPROVEMENT GRANT CRITERIA:

Facade improvement grant funds amounts are based upon three factors and amounts are cumulative:

Building Frontage – the length of the face of the building along a public street. Building frontage is the only measurement that is considered, regardless of the position of interior or common walls.

Building Height – The number of stories of the building (stories are as defined by the current building code.)

Architectural Significance – Buildings that have been deemed eligible for the National Register and have successfully completed a Part One application for the National Register. Please note that grant funds may not be used for the purpose of pursuing a historic designation.

Factor (Nominal measurements)	Grant Amount Up to \$	Required Match
Up to 30' feet frontage	\$2,000.	1/1
Over 30' to 55' frontage	4,000.	1/1
Greater than 55' frontage	6,000.	1/1
2 stories and taller	additional 1,500.	1/1
Qualifying historic property	additional 1,500.	1/1

Please note these amounts are the maximum Façade grant awards that may be made per property under the same ownership/tenancy in any 2-calendar year period.

Facade Improvements:

Matching grants are available up to 50% of the cost of façade improvements according to the above guidelines.

Eligible facade improvements include: water cleaning, prepping and painting, window replacements/repairs, door replacement, entry foyer repairs, exterior lighting, façade restoration/rehabilitation, architectural/design fees, landscape/hardscape improvements, building permits, and other façade improvements as deemed eligible by the LURA Façade Improvement Grant Committee.

Signage and Awning Grant Criteria:

In addition to the maximum grant amounts listed above, separate matching grants are available for signage and awning improvements.

Awnings: Separate matching grants are available up to 50% of the cost of design, permits, fabrication and installation of awnings with a \$3,000. maximum.

Signs: Separate matching grants are available up to 50% of the cost of design, permits, fabrication and installation of signs to a maximum of \$3,000.

Façade Improvement Grant Committee:

This Committee will consist of design professionals, business or property owners, and community members with an interest in downtown vitality. The Committee will review applications on a first come, first served basis for the duration of funding availability. Projects that are recommended for approval by the Committee will be submitted to LURA/City Council for approval.

All applicants will be apprised of the status of their application by written communications from LURA. Award recipients will receive a Letter of Award indicating the amount of grant funds award and any conditions deemed necessary by the Committee for receipt of the award. Applicants are required to return a signed copy of the letter to LURA before funds will be committed to the project.

Mid Year Status Report:

All grant recipients who have applied before December 10 of the current fiscal year must submit a mid year progress report to LURA by December 10. If appropriate, they may request partial payment of invoices at that time.

Release of Funds:

Applicants will receive grant funding after the project is completed and all associated costs have been paid. Upon completion of approved work, in order to receive grant payments, the applicant must submit documentation of work completed and proof of payment to the City of Laurel. It is the responsibility of the award recipient to maintain proper documents of funds expended in the course of completing the façade improvement project.

The Committee will review applications on a first come, first served basis for the duration of the funding availability. Projects that are recommended for approval by the Committee will be submitted to the LURA membership of five voting Commissioners and four advisory members for approval. Should a project receive a cumulative total of \$5,000. or more from any combination of LURA grant programs, the grant(s) that put the project over this threshold must be submitted to the City Council for additional approval. In all cases, the decision of the Committee is final. Applications that are denied by the Committee may be re-submitted the following funding period.

Release of funds is subject to submission of this documentation to the City of Laurel by the award recipient. The façade improvement project must be completed essentially as presented to the LURA Façade Improvement Committee in order to receive payment.

Acceptable documentation is defined as PAID invoices and/or schedule of values from vendors clearly detailing the work done for the façade project or copies of the cancelled check showing payment accompanied by a vendor invoice.

Grant funds will be paid out according to the following criteria:

1. All payment documentation must be received by June 10 of the current fiscal year in order to receive payment.
2. Payment documentation must be submitted to the LURA at the Planning Dept., 115 W. 1st St., City Hall, Laurel, MT 59044.
3. Grant awards will be paid at the completion of a project with one mid year progress report due on December 10.
4. One partial payment will be allowed during the course of the project.

The City of Laurel is required to file informational returns (Form 1099-G) for individuals and entities receiving grants. This information is confidential and will only be used for informational return reporting purposes. Grant recipients must sign and return a Substitute W9 form to the City of Laurel before funds can be distributed.

Encumbrance Policy:

Applicants receiving funds under the Façade Improvement Grant Program during the course of a given fiscal year (July 1 through June 30) are eligible to carry forward/encumber unexpended funds for a maximum of one additional fiscal year if an effort has been made to begin the project in the initial year; and/or when circumstances related to weather, construction season, etc. prohibit the completion of the project. Applicants must advise the LURA by June 1 if they will be requesting a carry forward/encumbrance. Invoices for expenditures of the current fiscal year are due by June 10.

If You Have More Than One Project:

Façade grant applications will not be considered if the single building under the same ownership has received maximum façade grant funds within two previous fiscal years.

Disclaimer:

Neither the LURA nor the Façade Improvement Grant Committee nor its affiliates shall be responsible for the planning, design, or construction of improvements to property that is owned the applicant. No warranties or guarantees are expressed or implied by the description of, application for or participation in the Façade Improvement Grant Program. The applicant is advised to consult with licensed architects, engineers, or building contractors before proceeding with final plans or construction.

How to Apply:

Contacts will be placed on LURA's monthly meeting agenda. Before contacting LURA, complete the application on the City of Laurel website or the Planning Dept., 115 W. 1st St., Laurel, MT 59044.

09/30/2010

**LAUREL URBAN RENEWAL AGENCY (LURA)
Façade Improvement Project
Application**

(For Office Use Only)

Project Location

Address of Property to be improved: _____

Assessor Parcel Number(s): _____

Can be found at <http://www.co.yellowstone.mt.us/gis/>

Name of Business(es) in Project: _____

Building Frontage Measurement of Project _____

Applicant Information

Name: _____

Mailing Address: _____

_____ City: _____

_____ State: _____ Zip: _____

Phone: _____

Email: _____

Do you own, rent or lease the subject property?

Businesses or Services Offered on Site:

Description of Proposed Improvements:

Please identify ways in which this project supports the Laurel Urban Renewal Plan/Tax Increment District mission (information available at City Hall):

Submittals:

Application must include the following materials, if applicable, for consideration by the Façade Incentive Grant Committee.

Applications lacking sufficient materials to describe the project will not be reviewed.

- a) current photo(s) of the proposed project site
- b) rendering or sketch of proposed improvements
- c) architectural plans, including dimensions/measurements
- d) color and material samples for paint, awning, signs, etc.
- e) sign plans
- f) awing design
- g) historical significance designation

Estimated Costs and Timing:

Please provide copies of vendor bids/estimates or other documentation of cost estimates for all proposed work façade work.

Applications lacking sufficient cost estimates will not be reviewed.

a) Water clean exterior	\$ _____
b) Exterior prep and paint	\$ _____
c) Window replacement/repair	\$ _____
d) Door replacement/Entry Foyer Repairs	\$ _____
e) Exterior Lighting	\$ _____
f) Façade restoration/rehabilitation	\$ _____
g) Architectural/Design Fees	\$ _____
h) Landscape/hardscape Improvements	\$ _____
i) Building Permit	\$ _____
j) Other Proposed Improvements (specify)	\$ _____
_____	\$ _____
_____	\$ _____
_____	\$ _____
_____	\$ _____
Subtotal	\$ _____
k) Signage	\$ _____
l) Awnings	\$ _____

Subtotal \$ _____

TOTAL ESTIMATED COST \$ _____

Estimated Days/Months for Completion _____

SIGNATURES:

Signed: _____ Signed

Property Owner(s) Signature(s)

Applicant(s) Signature(s)

Checklist: Please review the checklist below to ensure all information/materials have been prepared for submission with this application. Applicants are advised to submit a complete application and all supporting materials per the instructions in this packet; the committee will not review incomplete applications.

- Project location (page 5)
- Assessor parcel number (page 5)
- Building frontage measurement (page 5)
- Applicant information (page 5)
- Listing of businesses or services offered on site (page 5)
- Description of proposed improvements (page 5)
- Identification of project's support of the Urban Renewal Plan and/or Tax Increment District mission (page 5)
- Current photo of project site (page 6)
- Rendering or sketch of proposed improvements (page 6)
- Architectural plans – elevation drawing, dimensions, measurements, etc. (page 6)
- Color and material samples – as applies (page 6)
- Sign/Awning design drawings and/or plans – as applies (page 6)
- Historical significance designation – as applies (page 6)
- Documentation of cost estimates – copies of vendor bids, estimates, etc. (page 6)
- Signature of Property Owner (page 7)
- Signature of Applicant (page 7)

APPROVAL (for office use only)

Amount Approved: _____

Date Approved: _____

08/20/2010