The meeting was called to order by Victoria Hallin. Members present were Charles Snustead, Thom Walker, Jules Zimmer, and Genny Reynolds. Staff present were Robert Barbian (Administrator) and Mary Lou DeWitt (Comm. Dev. Assistant).

Absent: Troy Minske and Sharon Sandberg.

AGENDA ADDITIONS / DELETIONS:
SNUSTEAD MOVED, SECOND BY REYNOLDS, TO APPROVE THE AGENDA. UPON THE VOTE, THERE WERE 5 AYES, 0 NAYS. MOTION CARRIED.

APPROVAL OF MINUTES FROM REGULAR MEETING ON MAY 17, 2018
REYNOLDS MOVED, SECOND BY WALKER, TO APPROVE THE MINUTES OF MAY 17, 2018. UPON THE VOTE, THERE WERE 5 AYES, 0 NAYS. MOTION CARRIED.

Façade Grants & Building Improvement Loans
PROGRAM PURPOSE
The objective of the downtown façade grant program is to provide financial assistance for property owners or tenants seeking to improve or restore commercial properties within the City of Princeton’s downtown. The grant program is intended to stimulate architecturally appropriate building improvements mindful of the historical significance and uniqueness of the downtown. The appearance of the downtown business area reflects not only the local business climate, but also the history, character, and quality of life of the Princeton community.

Façade Improvement Grants
APPLICATION ELIGIBILITY REQUIREMENTS
Property owners or tenants of commercial or mixed-use structures located within the downtown are eligible to apply. For purposes of this grant, the geographic boundaries will be in the B-1 District of the downtown. If a tenant is applying, the permission of the property owner is required. Property taxes and all other City account must be current. Property owners or tenants may not receive more than one award per calendar year.

ELIGIBLE IMPROVEMENTS
All grant-funded improvements are target for the external front facades although and visible rear and sides are eligible. The improvements must be permanent and fixed in type and/or nature. Improvements must meet all City of Princeton code requirements including zoning, building, and safety codes. The applicant must obtain all necessary permits and pay any corresponding fees. The City of Princeton Planning Commission reserves the right to determine the eligibility of all items in a project’s scope of work. Eligible items include, but may not be limited to:
* Façade rehabilitation
* Door and window repair and replacement, if part of larger project or historic restoration
* Exterior painting
* Masonry cleaning and/or repair
* Cloth awnings
* Lighting
* Shutters
* Gutters
* Hardscape service: decks, fountains, patios, etc.
* Signage
* Design/Architect Fees

**INELIGIBLE IMPROVEMENTS**
* Cost of new construction, repair, or replacement of a new roof unless it is a significant Architectural element of the building and is visible from street level in the immediate vicinity of the building
* Tinted windows
* Landscaping
* Vinyl awnings
* Removal of architecturally significant features
* Purchase of property
* Sandblasting
* Electronic signs
* Security systems
* Paving
* Land acquisition
* Equipment
* Furnishings
* Costs for a graphic designer to develop a logo or brand
* Inventory and operating capital
* New construction or additions that would increase space
* Any activity started prior to receiving final approval of grant funds

**BUY LOCAL**
Whenever possible, applicants are strongly encouraged to use local contractors to complete all tasks associated with their renovation. This will not only help garner support to continue this program, but more importantly help boost our local economy.

**APPLICATION REVIEW PROCESS**
In order to qualify, applicants cannot start on their project until after receiving the necessary approvals. If work begins before application or approval, grant funds will not be awarded.
1. Applications and supporting documentation are submitted to the City of Princeton.
2. The application is reviewed by the Planning Commission; approved projects will receive a letter of intent committing to providing the grant funds upon completion of the project. If denied, applicants may submit a revised application.
3. Applicants sign an agreement with the City of Princeton.
4. Applicants take out appropriate building or sign permits. Projects must be completed within 12 months of the approval date. Minor changes to the project will require submittal and approval by the Building Inspector and Zoning Administrator. Significant changes, as determined by the Building Inspector and Zoning Administrator, will require approval of the
Planning Commission. The City of Princeton reserves the right to withhold funding for project that are not completed on time or significantly change in scope.

5. Payment is made on reimbursement basis upon completion of the project. Applicants shall provide itemized paid invoices for the project for eligible expenses of the grant.

EVALUATION CRITERIA
The City of Princeton Planning Commission’s decision to accept an application will be based on available funds, the merits of the proposed project, and the support it provides to the general beautification of downtown Princeton. All approved projects will meet the criteria presented in this document.

* Appropriateness to the original historic façade of the building or architecturally appropriate design
* Significant improvements of the visual appearance of the building and surrounding area
* The level of investment being made to the property
* Collective participation of adjacent property owners, if applicable
* Relationship of the project to the overall existing architecture

Façade Improvement Grants
Grants will be awarded on a first-come, first-serve basis. This is a reimbursable program. Grants made under this program shall not exceed $2,500 and generally will not exceed 50% of the total project cost. Grant request for architectural or design fees and stand-alone signage shall not exceed $300.

APPLICATION SUBMISSION:
Please send the completed application form and accompanying materials to the City of Princeton.

Downtown Building Improvement Loan Program
Qualifications
√ Building to be improved must be located downtown within the B-1 Zoning District.

√ Building must be determined to be suitable for investment.

√ Funds must be used to improve, rehabilitate or repair.

√ The property must be structurally and financially feasible for rehabilitation. The sum of the cost of rehabilitation should not exceed 50% of the current market value of the property.

√ Personnel Guarantees are required.

Types of Loan
Designed to encourage and support economic growth and community revitalization efforts. These loans fund reinvestment into downtown buildings & facilities. The loans are below market rates and can include terms which defer payments of principle and interest if justified.
The length of the loan term varies with the type of improvement and building condition. The maximum term is 15 years and an average term of 7 to 8 years. Loans can be amortized for up to 20 years when accompanied by a balloon payment.

The loans require a mortgage on the property and are due upon sale, transfer or conveyance.

**Eligible Loan Improvements**

- Improvements must be permanent general improvements. Permanent general improvements include replacement, conversions, alterations, renovation, or repairs on and in existing structures.

- The improvements must correct defects and deficiencies in the property relating to health, safety, habitability, function, and energy consumption.

- Each improvement must be made in compliance with all applicable health, fire prevention, building, housing and energy codes and standards.

- Estimates & bids are required.

- All expenditures must occur after a loan application has been submitted and written approval received.

**How Can I Apply?**

You can apply by contacting the City of Princeton Community Development Department and completing the application.

Barbian said that this has moved a couple steps forward. Façade funding is through the Community Development Block Grant. You would have to meet the design guidelines and the funding is $2,500 and will not exceed 50% of the total project cost. The applicant could use this funding for a new roof.

Hallin asked if this loan is through the CDBG has a match.

Barbian is not sure yet. Other cities do have a match requirement. This Façade Grant would be for the downtown area. $2,500 in a grant will not get you a lot of work done, but for the downtown it could be helpful. There will be design guidelines with the Façade Grant. Barbian has two interested architects that would like to present their idea. The City did budget some money for this type of use. He has invited the Planning Commission Board members to attend the presentation. Hallin will be coming. He would have the meeting posted in case there were enough members to make a quorum. The TIF District has been established for Aero Business Park and those funds would provide to the two loans.

Walker mention that we have the Crystal Cabinets loan funds that will be coming back to the city. He is not sure of the time line on that.
Barbian said these programs are a Deed funding from the Federal Government.

Snustead asked if the Chamber is aware of this loan program.

Barbian said yes. He has spoken to the downtown people a few.

Snustead asked what if they do not pay the loan back and are a renter at the site.

Barbian said it would be the property owner who would be responsible for the loan. It is their building.

Reynolds said the Design Team had ideas on the downtown.

Barbian said he has those and the sketches of what they had. He would work with the downtown business owners on what they would like.

Reynolds said public input would be good.

Zimmer said the brickton brick would be nice to see more of. Look what they did to the Villa Manor.

Walker said the brick would be a huge cost to update your building.

Reynolds asked where the funding for the architects would come from.

Barbian said in the Capital Improvement Plan there are some funds available. Two are willing to come out and ask what we are looking for and suggest what ideas he has. There are a number of properties in the downtown that could use the synergy on the design. It is good to have a design in place when the community grows. The EDA Board was okay with two meetings with different architect firms and Barbian would send emails on the date and time set up.

**MISCELLANEOUS:**

A. **EDA Balance Sheet**

There was no Balance Sheet for this meeting.

B. **Reports**

Barbian said the City will be hosting an open house on July 26th, from 5:30 – 6:30 P.M., at City Hall Council Chambers. The public will receive information and gather input about the implementation of a utility franchise fee to pay for Princeton’s $480,000 portion of the Great Northern Trail and also potential park improvements. There will not be any formal action that night. It will be August 6th for the formal action.

Barbian said the engineering is proceeding with the roundabout on the south side of town and also the trail discussion for the curb and such. Barbian said the MN Employment and Economic Development handout he thought the EDA might like to review. He came across it when
looking at the GPS 45:93. GPS 45:93 represents the regional area. Barbian is making edits to our area. He is trying to put Princeton into a regional context to make it larger, like a shopping district.

Hallin suggested using the School District population for this.

Barbian continued that they will be going through the Capital Improvement Plan for the airport and that will be on Monday, July 30. There is T-hangers request, and other items to look at for the future. John Sutter had presented this to the Planning Commission Board in June. He will send out a reminder on this meeting if anyone wants to attend. Reynolds said she would like to attend. The last item on that he would like to mention is that the City Council will have a discussion on the transit merchant permit in August at their Study Session. There has been a complaint from a local business that says there is someone who has a food truck and the local business believes this is taking away from their sales. The food truck had gotten a five-day permit. If they go on private property they do not need a permit.

Reynolds said some businesses have slim margins so it could mean a lot to them to have that type of competition.

Barbian said the discussion will be to leave as is, or no permits, or have a distance from the food truck and the competing local business.

Reynolds suggested raising the price for the transit merchant permit.

Hallin said check what other cities are charging for the transit merchant permit.

Walker does not have a problem with the food trucks.

C. City Council and Planning Commission Minutes for June, 2018
The EDA Board had no comments.

ZIMMER MOVED, SECOND BY SNUSTEAD, TO ADJOURN THE MEETING. UPON THE VOTE, THERE WERE 5 AYES, 0 NAYS. MOTION CARRIED. THE MEETING ADJOURNED AT 7:29 P.M.

ATTEST:

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Victoria Hallin, President   Mary Lou DeWitt, Comm. Dev. Assistant