



504 Broad Street ▲ Story City, IA 50248

🌐 CityofStoryCity.org

515.733.2121

**COUNCIL WORK SESSION AGENDA
MONDAY, OCTOBER 30, 2023 – 5:00 P.M.
CITY HALL – SECOND FLOOR**

I. CALL TO ORDER AND ROLL CALL, 6:00 P.M.

II. APPROVE/AMEND THE AGENDA

III. WORK SESSION ITEMS:

1. Wastewater Treatment Plant Project
2. Broad Street Reconstruction Project
3. Downtown Building Grant Program
4. Update on 614 Broad Street
5. Golf Course Irrigation System
6. Update on Economic Development Projects
- 7.

IV. COMMENTS REGARDING NON-AGENDA ITEMS

V. ADJOURNMENT

STORY CITY DOWNTOWN BUILDING GRANT PROGRAM GUIDELINES

PROGRAM OBJECTIVE:

The Story City Downtown Building Grant Program is designed to aid in the restoration and renovation of downtown buildings. It is to facilitate the growth and development of Main Street businesses, enhance visual appeal, or upgrade the usable square footage of the Story City Main Street District. The emphasis is to focus on the preservation of the building's architectural character and design.

PROPERTY REQUIREMENTS:

1. Commercial buildings located within the designated Main Street district.
2. Property tax and assessments must be current and paid to date.
3. The applicant is required to have and maintain insurance coverage.

ELIGIBLE USES:

- < Awnings
- < Replacement of siding
- < Window & Door upgrades.
- < Masonry repair
- < Cornice repair
- < New paint
- < Lighting
- < Tuck pointing of building
- < Replacement of signage, not exclusively but along with major storefront renovation
- < Roof repairs
- < Electrical and plumbing repairs
- < HVAC

INELIGIBLE USES:

- < Concrete sidewalks
- < Unattached signs, etc.

APPLICATION PROCESS:

1. Applications shall be available from and completed applications shall be returned to the Story City City Administrator's office.
2. Applicant shall be required to review and consent to terms and conditions outlined in the program guidelines.
3. Applicant shall be required to complete application form.
4. One approved application per building in a three (3) year period may qualify.
5. The project cannot begin until final approval by the City Council. Once the project is approved, improvements must follow that plan. Changes, without approval, could result in the loss of grant funds. In order to secure your grant, the committee must review and the City Council must approve any proposed changes to the original plan.
6. No program fees are required of the applicant.
7. The grant review committee (consisting of the Mayor, two City Council members, one person appointed by the Story City Economic Development Corporation, one person appointed by the GCC, and one person appointed by the Story City Historical Society) shall review all applications and supporting documentation. The committee will forward a recommendation to the City Council for their consideration. The City Administrator shall serve in an ex-officio capacity.
8. The City Council shall grant final approval or disapproval on the application.
9. The applicant shall be notified when the committee and City Council will consider their application.
10. Completed applications shall be reviewed in the order in which they are received.
11. Applicant shall have one (1) calendar year from the date of City Council approval to complete the work and request final inspection. The City Administrator may extend this period if circumstances warrant such an extension.
12. A letter shall be sent to an applicant if funds are no longer available for assistance.

FINANCIAL ASSISTANCE:

1. Fifty percent (50%) matching grant for funding improvements of up to \$5,000 for minor projects and \$25,000 for major projects: Additional funding may be allocated depending upon the scope of the project.
Minor Projects: signage, awnings, and/or exterior lighting.
Major Projects: exterior building repairs, exterior painting, tuck pointing and masonry repairs, window and door repair/replacement, roof repairs, HVAC, electrical and plumbing.
2. Deferred Grant: Each applicant shall be required to sign a Promissory Note and Mortgage to secure the full amount of a Major Project grant award. The term of the Note and Mortgage shall be four years, with the principal due decreasing proportionally with the passage of time and bearing no interest. The collection of the Note shall be accomplished according to the following schedule:
 - a) If rehabilitated property is sold, transferred, or vacates the property prior to the first anniversary of the agreement, one hundred percent (100%) of the Note becomes due.
 - b) If rehabilitated property is sold, transferred, or vacates the property between the first and second anniversary dates of the agreement, seventy-five percent (75%) of the Note becomes due.
 - c) If rehabilitated property is sold, transferred, or vacates the property between the second and third anniversary dates of the agreement, fifty percent (50%) of the Note becomes due.
 - d) If rehabilitated property is sold, transferred, or vacates the property between the third and fourth anniversary dates of the agreement, twenty-five (25%) of the Note becomes due.
 - e) After the fourth anniversary of the agreement, one hundred percent (100%) of the Note is forgiven.
3. Program funds shall be disbursed directly to the applicant upon:
 - 1) Final inspection and approval of the work by the City Council.
 - 2) Certification to the City of the actual costs including submitting copies of receipts.
 - 3) Proof the contractor(s) have been paid in full.

Signature of Applicant:

Date: _____

**STORY CITY
DOWNTOWN BUILDING GRANT PROGRAM
APPLICATION**

Name of Applicant: _____

Mailing Address: _____

Project Address: _____

Does the applicant own the project building? YES NO (Please circle one)
If not, please attach letter from the owner expressing approval of the project.

Estimated Project Cost: \$ _____

Amount of Grant Request: \$ _____

Application Submittal Requirements:

A description, design/sketch/rendering, and photos of the proposed project with an itemized cost break down.

The contractor(s) estimate must be attached.

The design/sketch/rendering should be done in collaboration with the IEDA Downtown Resource Center.

Identify sources of 50 percent match.

Proposed Start Date: _____ Proposed Completion Date: _____

What is the existing use(s) of the building? _____

Will the project correspond with a change in the building use? If so, please explain:

Does the proposed project comply with City codes? YES NO
Signature of City Administrator _____ Date _____

The undersigned applicant affirms that:

1. The information submitted herein is true and accurate to the best of my knowledge.

2. I have read and understand the conditions of the Story City Downtown Building Grant Program and agree to abide by its conditions and guidelines.

Signature of Applicant:

Date: _____