



City of Hopkins Façade Improvement Program Guidelines

PURPOSE

The City of Hopkins is offering a grant opportunity to downtown businesses for façade improvements. The purpose of this program is to provide technical and financial assistance to property and business owners within the core of Downtown Hopkins in order to upgrade and improve the facades and appearance of commercial/retail buildings. The goal of this program is to strengthen the vitality of Mainstreet by improving the pedestrian experience, increasing building transparency, and beautifying buildings through façade revitalization efforts, which will have a lasting impact on downtown Hopkins.

ELIGIBILITY

Businesses located in Downtown Hopkins between 7th Avenue and 13th Avenue and between 1st Street North and 1st Street South (see attached map) are eligible, assuming the property has no delinquent bills, charges, or taxes due to the City. All improvements must result in permanent, external building improvements that add to the goals listed above. Due to the limited amount of funds, all applications are subject to a competitive selection process which will be based on project goals, impact, readiness of the project, and the ability of the property owner to provide a local match. All applications and plans are subject to the review and approval of the City. Submitting an application and plans does not guarantee approval.

Eligible Applicants

- The applicant must be the property owner or a tenant with written permission from the property owner to make façade improvements to commercial or retail buildings
- There must be no delinquent bills, charges, or taxes due to the City
- Projects must be located in the designated area of eligibility
- All projects must result in permanent, external building improvements
- Property must have conforming uses
- All façade improvements must follow the principles and guidelines of the Hopkins Building Code, Hopkins Zoning Code, and the Façade Improvement Program Guidelines

Eligible Improvements:

- Exterior painting or re-siding
- Restoration of exterior finishes and materials
- Masonry repairs and tuck pointing
- Removal of architecturally inappropriate or incompatible exterior finishes and materials
- Restoration of architectural details or removal of materials that cover architectural details
- Repair, replacement, or installment of windows and doors (replacements must be architecturally appropriate)
- Window and cornice flashing and repair

- Canopy or awning installation or repair
- Murals
- Installation or repair of exterior signage
- Removal of barriers to access the building from outside for people with disabilities
- Exterior lighting
- Window, wall, and hanging signs advertising the business name and identity

Ineligible Improvements, include any improvements not listed in eligible improvements above, including, but not limited to, the following:

- Improvements in progress or completed prior to preliminary approval
- Routine maintenance that is not part of an eligible façade improvement project
- Billboards
- Roofing
- Mechanicals and HVAC systems
- Interior work
- New construction
- Pylon, temporary, or roof signs
- Interior window displays
- Security systems (including metal roll down gates, window bars, cameras)
- Trash and mechanical enclosures
- Fencing
- Landscaping
- Improvements regarding parking areas
- Purchase of property

GRANT TERMS AND CONDITIONS

Property owners, or business owners with the approval of the property owner, may apply for grant assistance of up to 50% of the cost of improvements. Grants shall be no less than \$5,000 and no greater than \$25,000. The Façade Improvement Grant will be structured as a 10-year loan with no payments, with 10% of the loan being forgiven each year for 10 years. If the building is sold before 10 years, the balance of the loan must be repaid by the property owner.

The final design is subject to the review and approval of the City of Hopkins. The City of Hopkins reserves the right to require all property owners to comply with city ordinances.

The City of Hopkins has the right to terminate any agreement under the Façade Improvement Program if a participant is found to be in violation of any conditions set forth in these guidelines. In addition, the following requirements apply:

- All work must be done in accordance with all local, state, and federal building codes, Hopkins' Zoning Code, and the rules and regulations for the Façade Improvement Program

- Labor costs are only eligible to be covered by the grant if the labor is done by a third party who has no financial interest in the building (i.e. the building owner may not receive funds for labor that he/she completed on the project)
- All construction must be made in strict compliance with any approval plans and applicable local, state and federal rules and regulations.
- All work must be completed within 6 months from the date the grant is approved by the City and any applicable agreements, as required by the City, are executed.

DESIGN GUIDELINES

Eligible proposals/applications will be required to follow the design standards set forth by the City Zoning Code and Façade Improvement Program guidelines. These guidelines are provided to assure appropriateness of the proposed work, and to provide for compatibility with the affected building's original appearance and with other surrounding buildings.

All properties eligible for this grant are located in the Downtown Overlay District which was set in place to meet the following goals:

- Preserve the small-town, unique character of Mainstreet Hopkins
- Complement the existing historic architecture
- Enhance the pedestrian orientation of downtown Hopkins and encourage streetscape design that is inviting and on a human scale
- Communicate the community's vision for Mainstreet area

Information regarding the City's design standards and guidelines for this district can be found at: <http://www.hopkinsmn.com/197/Downtown-Overlay-District>.

GENERAL MAINTENANCE REQUIREMENTS

- Painting of trim may be required if peeling, fading, and/or flaking conditions exist
- Staining of wood surfaces may be required if fading
- Tuck pointing may be required if loose mortar or brick exists
- Stucco repair may be required if cracked, falling, or discolored conditions exist
- Awning replacement or removal may be required if faded, torn or otherwise in disrepair
- Windows should be in good repair, caulked and sealed as necessary

APPLYING FOR THE GRANT – Deadline July 1, 2019 at noon

Submit a completed application for eligibility and description of the façade improvements that you are interested in having funded by the grant. Include your timeline and commitment to the 50% match. In the application, address how your project will meet the goals of the program.

APPLICATION REVIEW

City staff will review grant applications and evaluate them based on the following criteria:

- Impact to the vitality of downtown Hopkins (15 points)
- Impact to the aesthetic character of downtown Hopkins (10 points)
- Readiness – What is your timeline? (5 points)

GRANT PROCESS

1. Complete grant application and submit all required materials to the City of Hopkins Planning and Economic Development staff.
2. If project is selected, meet with City staff and Wilkus Architects to develop preliminary plans and a project budget for your façade improvements. The City of Hopkins will pay for the preparation of façade concept plans through a cooperative relationship with Wilkus Architects, who are located in Hopkins at 15 9th Ave N.
3. Once completed, review façade design concept with city staff and if staff approves then move into construction plans.
4. Work with Wilkus Architects, or another architect of your selection, to prepare final design and construction plans of the project. These final plans will then be used to submit to the City for final review and approval and building permits. Depending on the extent of the proposed improvements, site plan approval may be required. The property or business owner will cover the cost of final design and preparation of construction documents – this can be included in the total project cost. Fees for site plan review and building permits are the responsibility of property or business owner.
5. The City will require a promissory note and a mortgage that would be recorded against the property. The City will cover any cost associated with filing and title work. The funds from the agreed upon grant amount will be put into an escrow account, along with property/business owner's 50% match, to be drawn down during construction. Any fees associated with the escrow account will be covered by the City. Construction may commence once any necessary permits are issued.

