



408 2<sup>nd</sup> Ave SE  
Medford, MN 55049  
Phone: 507.455.2866  
Fax: 507.455.2088  
Email: medford@medfordminnesota.com

## BUSINESS FAÇADE IMPROVEMENT PROGRAM

The City of Medford recognizes that healthy business areas play an important role in the vitality of a city. To encourage business exterior improvements the City of Medford is announcing the Business Façade Improvement Program. This program is limited to businesses located in the City of Medford and limited funding is available. Therefore, projects will be considered on a first come first served basis and final approval is at the discretion of the Medford City Council.

### **A. Program Overview:**

The purpose of the Business Façade Improvement Program is a reimbursement program that provides incentives to improve and revitalize Medford businesses by improving the appearance of building facades and at the same time, stimulate private investment.

The Businesses Façade Improvement Program can only be used for exterior repairs/improvements, code violation corrections, handicapped accessibility and energy efficiency improvements.

- ⇒ The minimum amount of assistance per building is \$500
- ⇒ The maximum amount of assistance per building is \$2,500
- ⇒ The maximum percentage of assistance per building cannot exceed 50% of the total project cost;
  - The breakdown will be 50% façade improvement program and 50% owner contribution.
- ⇒ Upon completion of project and after proper documentation is shown the applicant will be reimbursed the approved amount.
- ⇒ The project funding is on a first come basis while funding is available, and final approval is at the discretion of the City Council.

### **B. Eligibility:**

- a. Applicant must be located within the City limits of Medford.
- b. Applicant must own the property or have the written consent of the property owner.
- c. Applicant must be current on all City loans, utility payments and property taxes.
- d. Zoned non residential
- e. Eligible projects include exterior improvements visible to the public. These may include but is not limited to the following:
  - i. Rehabilitation or replacement of exterior windows and/or doors visible from public areas

- ii. Replacement of missing decorative building features that are fixed in place or permanent
  - iii. Rehabilitation or replacement of historic rooflines or historic features of materials consistent with the historic nature of the building (including corbels of stone, brick, parapets of stone, brick, metal, wood or other)
  - iv. Awnings
  - v. Approved exterior lighting and signage
  - vi. Historic preservation-related maintenance which requires specialized care or expertise, (examples include tuck-pointing and cleaning)
  - vii. Other projects by approval of the Medford EDA and Medford City Council
- f. Ineligibility projects:
- i. Any interior work
  - ii. Exterior improvements that are not visible from the public realm. Examples include roofs (except if allowable above) or improvements to the back of the building.
  - iii. Landscape improvements or plants
  - iv. Building acquisition
  - v. Building additions or new construction
  - vi. Routine maintenance
  - vii. Parking lots
  - viii. Any improvements completed or in progress at the time of the application
  - ix. If your project is listed in the ineligible project category, inquire with the EDA Coordinator, final approval or disapproval is at the discretion of the Medford City Council.

**C. Application Process:**

1. Applicant must submit a Business Façade Improvement Program Application (see attachment) with appropriate documentation that indicates the following:
  - a. Detailed description of the entire project
  - b. Before pictures
  - c. Bona fide written cost estimates of the entire project
  - d. Indicate the amount of Business Façade Improvement funds being requested
  - e. Indicate the eligible improvements for which the Business Façade Improvements Programs funds will be used
  - f. Identify that matching funds (50% minimum) have been acquired or made available to the project through a letter of credit from a bank or letter stating that the necessary funds are available in applicant's bank account.
  - g. Any other documentation requested by the City.
2. The Economic Development Coordinator/City Staff identifies if the project meets eligibility requirements and, if so, will bring it to the City Council for further review.
3. Upon City/Staff review, the Staff will either recommend the project for final approval by the City Council or deny the request.
4. City Council will be provided with all the appropriate documentation for final approval. The City Council reserves the right of ultimate review. The City Council may,

at its discretion, approve projects that deviate from these guidelines if the proposed project is deemed within the general intent of these guidelines and in the best interest of the community.

5. The Economic Development Coordinator or City Staff will contact the applicant and relay the City Council's decision and if approved will arrange for the signing of required documents.
6. Applicant makes approved façade improvements and pays all invoices related to the improvements.
7. Applicant submits applicable documentation of work completed in accordance with the approved plans and specifications and provides receipts for work completed including pictures of the improvements that have been made to the Economic Development Coordinator.
8. The Economic Development Coordinator will bring all final documentation to the City Administrator. The City Administrator will approve or deny the final request to be taken to the City Council, and the City Council will approve or deny reimbursement based on the completed project, documentation and receipts of work completed and paid for by applicant.
9. At the end of the year, the Applicant receiving \$600 or more will receive a 1099 for the amount of the Facade Program payment.
10. Funds will be available to the approved applicant up to twelve (12) months from the date of City Council approval. Submit the Payment Request Form to City Hall before this date to avoid cancellation of funds. After this date, a new application will need to be processed. The project funding is on a first come basis, while funding is available.