

Prairie City Façade Improvement Program

A public-private partnership designed to revitalize the downtown commercial area in conjunction with JEDCO.

Sponsored by

City of Prairie City, Jasper County Economic Development Corporation (JEDCO)
Supported by the Prairie City City Council and Jasper County Board of Supervisors



Prairie City Façade Improvement Program Guidelines

Purpose

City of Prairie City recognizes that the aesthetic appeal and the economic vitality of a business are influenced by the appearance and success of surrounding commercial establishments. Attractive central business districts can contribute significantly to the appearance of the entire community and extend benefits beyond the community to the entire region.

The Prairie City Façade Improvement Program provides matching funds to business owners within the downtown commercial area (defined below) for façade improvements. The purpose of the Prairie City Façade Improvement Program is to support the revitalization of the downtown business districts by stimulating private investments that enhance the appearance of buildings and properties and encourage business expansion and creation.

Eligibility

Allowable Awards

The City of Prairie City will award a one-time reimbursement grant of up to \$10,000 toward the total project costs of façade improvements. JEDCO, through their Jasper County Façade Improvement Program, will award a one-time reimbursement grant of up to \$10,000 toward the total project costs of façade improvements. The business owner shall provide matching funds equal to or greater than \$10,000.

Projects will be evaluated by the City of Prairie City and JEDCO staff. The Prairie City city council has final approval authority to award the Prairie City grant money; JEDCO Board has ultimate approval authority for JEDCO grant money. Award of grant money is subject to availability of funds in both the Prairie City Façade Improvement program as well as the JEDCO Façade Improvement program.

Eligible Applicants

The goal of the Program is to create public-private partnerships between business owners, City of Prairie City and JEDCO to create the greatest benefit to the citizens of Prairie City. Properties and/or businesses located in the downtown commercial area, as defined and shown below, are eligible for the Prairie City and Jasper County Façade Improvement Programs.

An eligible property and/or business owner shall be the applicant of the Prairie City Façade Improvement Program. Applicant shall work with the City of Prairie City, who shall apply to the JEDCO Jasper County Façade Improvement Program on applicant's behalf. All funds shall be disbursed to the applicant from the City, provided applicant has met all the conditions and requirements of the program. Additional applicant requirements are identified in the "Terms of Agreement" found at the end of the program guidelines.

The eligible business shall be a legally established and licensed business in the State of Iowa and shall be in conformance with all applicable City/County/State codes and regulations.

Ineligible properties include structures that are residential in use, churches and other religious institutions, nonprofit organizations, public buildings, tax delinquent properties, or properties whose owner has any other tax delinquent property in the County.

Façade improvement projects that have commenced prior to their approval by this Program shall be ineligible for funding.

Eligible Improvements

This Program is intended to help support high-quality improvements that will improve the appearance and character of a community's downtown commercial area. Eligible projects are those that make improvements to the exterior portion of existing structures that are publicly visible from the road right-of-way on which the structure fronts.

This Program is not intended to finance routine repairs or maintenance required under existing building codes. Examples of routine repairs or maintenance include: gutters, paint touch up, window frame painting, caulking and sealing of windows and doors.

With the exception of painting, Improvements funded by this Program shall be completed by a licensed contractor and shall be made in conformance with all applicable building codes, laws, zoning requirements, and any local architectural and historic preservation standards. Painting may be completed by the property owner, however, no funds will be authorized for in-kind labor of any kind.

Eligible improvements include:

- Exterior building improvements, either cosmetic and/or structural
- Signage (not including billboards)
- Lighting
- Accessibility
- Windows
- Doors
- Awnings

Application Routing

Once the application materials are complete, a property/business owner shall submit all materials to the City Administrator. The Prairie City Economic Development Commission will review the application, assure that it meets program requirements, and recommend maximum match to be contributed toward the project. The Commission's recommendation will be presented to the City Council for final approval. The City and business owner shall each provide matching funds equal to or greater than the amount that they request from JEDCO. Once the City has made its match determination, it shall forward the application with this information to JEDCO for review.

Application Deadline

Applications are accepted at any time; however, an application must receive approval from the Prairie City City Council and JEDCO prior to the work starting. Qualified projects will be awarded on a first-come, first-served basis following the beginning of the fiscal year.

Awarded projects shall be completed and project bills submitted within twelve (12) months of the funding award date. A complete copy of bills and invoices from expenses relating to the project, along with photos of the completed project, must be presented to the Prairie City Administrator and JEDCO before the funds will be provided. The amount of the funding provided may be adjusted if actual project costs are lower than the cost estimates provided in the project application. Both the City and JEDCO must approve any changes to the approved project as described in the application before those changes are made.

Deviations from the approved project as described in the application made without prior approval by both the City and JEDCO may disqualify the project for reimbursement funding.

Prairie City Façade Improvement Program Application Form

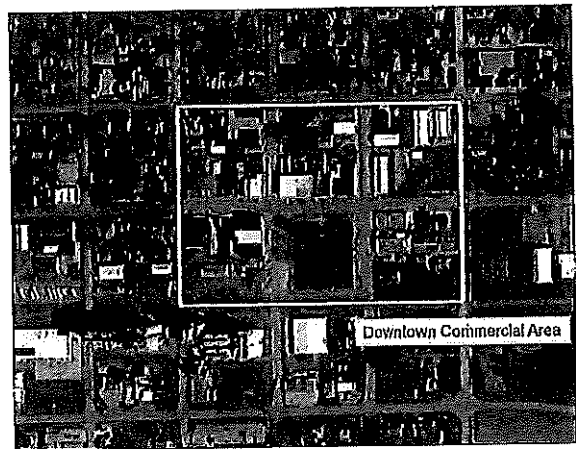


This application must be completed by any property owner or business owner who intends to apply for assistance from the Prairie City Façade Improvement Program. Please use additional sheets of paper to elaborate on any information requested in the application.

Qualifications

To apply for the Prairie City Façade Improvement Program and JEDCO Jasper County Façade Improvement Program, you must meet the following qualifications:

- Own or lease property for commercial use in the Downtown Commercial Area (see map).
- Have a legally established and licensed business in the State of Iowa
- Business is in conformance with all applicable City/County/State codes and regulations.
- Ineligible properties include structures that are residential in use, churches and other religious institutions, nonprofit organizations, public buildings, tax delinquent properties, or properties whose owner has any other tax delinquent property in the County.



Project Information

Project Address 100 E Jefferson St, Prairie City, Iowa 50228

Property Owner Gregory and Margaret Ingle

Business Owner Melody and Morgan Burkman
(if different from Property Owner)

Name of Business Coffee and Carnations

Applicant Mailing Address 9608 S 96th Ave W, Prairie City, Iowa 50228

Phone (515) 314-8254

Email Address coffeeandcarnations50228@gmail.com

Total Project Cost

\$ 25,420.00

**Prairie City Façade Improvement Program
(Amount Requested)**

\$ 8,473.00

**JEDCO Jasper County Façade Improvement Program
(Amount Requested)**

\$ 8,473.00

Applicant Contribution

\$ 8,474.00

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

The space was used as Pella Regional doctor's office, up until the moment they relocated to a new office building within town.

Describe the Proposed Project(s). Be as specific and detailed as possible.

Grant money will be used to create a 1,600 sq ft open space for coffee shop, florist shop, local goods retail and meeting space.

Interior work to be done:

Floors: new hardwood flooring installed throughout the space

Walls: existing interior walls will be removed, exterior brick walls will be stripped back to the brick, brick and mortar repaired as needed and sealed to leave the brick exposed.

Ceiling: existing suspended ceiling removed, clean up exposed floor joists in order to leave them exposed.

Paint: refresh paint in seating areas and focus walls in coffee bar and florist space.

Electrical: add electrical outlets within seating area, electrical service to new kitchen

Plumbing: Plumb coffee bar, kitchen prep area and an additional restroom facility

Exterior work to be done:

Remove wooden overhang and replace with period appropriate panels and trim work.

Install collapsible canvas awnings to provide shade for outside seating area

Installation of period-appropriate sidewalk security lighting

Installation of historic-looking signage and flood lights

Proposed use (in detail).

Coffee café and full-service floral shop. A space where locals can meet in the early morning, providing them with breakfast, lunch, grab-and-go lunch alongside a large variety of coffees, teas and hot cocoas. Wifi will be available within the café. Event room available to rent/reserve for meetings, celebrations, etc. Retail display areas will offer local makers space to sell their products, baked goods and pastries.

Brief description of business plan:

Storefront location for C-corporation Coffee and Carnations, which will be a gathering place for good fellowship, delicious food and beverages, local products and full-service florist shop.

Proposed improvements with itemization of costs.

See attached Appendix A

Any professional architects, designers, or decorators involved? Contractors who will be involved?
None currently, working with local MSquared Customs for design concepts and construction.

Proposed structural changes, if any (in detail).

Interior walls (not original to building) removed, back to exterior brick walls. Suspended ceiling removed. Addition of another restroom. Add and plumb kitchen prep area. Removal of existing wooden overhang, replacing it with period-appropriate panels and trim. Addition of collapsible canvas awnings to cover outside seating area. Installation of historic-looking sign with flood lights and necessary period-appropriate sidewalk security lighting.

Additional items to submit with application: (MUST be complete or application may be denied)

- ☒ Color photograph(s) of existing conditions
- ☒ Drawings, photos, plans, etc. of the building, which illustrate all proposed work. This includes any structural work or repair, paint, colors, signage, etc.
- ☒ Project budget that includes detailed cost estimates, with at least one itemized third party bid/quote. If property owner is affiliated with a qualified contractor/company, that company may bid on the project. However, another third party quote is required for comparison purposes.
- ☒ Information on methods and materials to be used. Special consideration should be given to how the project will put forth a good faith effort to follow best practices for the preservation and rehabilitation as outlined in the Secretary of the Interior's Standards for the Treatment of Historic Properties as well as consideration of how the project will complement existing neighboring buildings.
- ☒ Any design documents prepared by a licensed architect or engineer, if available.

ELIGIBLE FAÇADE IMPROVEMENTS

- Exit doors (exterior): Installation, repair, and replacement of exit doors and hardware, which face public roadways, meet current building and fire codes, and/or improve the overall appearance of the building.
- Painting: Painting of the exterior surface of the buildings. Painting of brick surfaces is not desirable.
- Shutters and Awnings: Repair, replacement, or addition of exterior shutters and awnings (exceptions: backlit and/or plastic awnings are not eligible for funding).
- Signs: Repair and replacement.
- Stairs, Porches, Railings, Exits: Repair and replacement (including installation) of exterior stairs, porches, railings, and exit facilities, including those improvements made to increase accessibility.
- Walls: Repair and rebuilding of exterior walls, including cleaning, sealing, tuckpointing, painting, etc.
- Windows: Repair of frames, sills, glazing, replacement of glass, and installation of new windows.
- Cornices: Repair or construction of cornices in order to replicate building's original façade.

The following items are not eligible for reimbursement grants under the Façade Improvement Program:

- Any work commenced prior to execution of a Façade Improvement Agreement;
- Building permit fees and related costs;
- Exterminations of insects, rodents, vermin, and other pests;
- Sidewalks;
- Title reports and legal fees;
- Acquisition of land or buildings;
- Architect or design work, to include drawings.

The undersigned applicant affirms that:

- The information submitted herein is true and accurate to the best of my (our) knowledge.
- I (we) realize and understand the conditions of the Façade Improvement Program and agree to abide by its conditions and guidelines.
- I (we) understand that all work completed on the project must follow the description of approved methods and materials listed in the above section. Any variance from the agreed upon procedure, without prior approval, may result in forfeiture of any funds for which I may have qualified.
- I (we) have, to the best of my (our) ability, attempted to follow the aesthetic and preservation-based guidelines set forth by the Façade Improvement Program in the planning of my (our) project.
- I (we) understand that any funds this project qualifies for will only be disbursed by the City as a reimbursement after the project is complete. All expenses must be documented and submitted to the City at project completion.
- I (we) understand that the Façade Improvement Program is based on **actual** project costs. Therefore, if the project costs less than the total approved by the City, my (our) reimbursement will lessen accordingly. However, if the project goes over budget, the Program reimbursement will not exceed the approved total.
- Approval or denial is at discretion of City Review Committee, and subject to final approval by City Council. The undersigned applicant agrees to comply with the requirements of this program as outlined in Prairie City Façade Improvement program, the JEDCO Façade Improvement Program and Application.

Signature of Applicant	Date
Signature of Co-Applicant	Date

Approved by Review Committee?	Yes X	No
Approved by City Council (and date of action)	Yes	No

The City of Prairie City Façade Improvement Program is designed to promote the continued use and maintenance of commercial buildings in the downtown area by helping property owners and tenants rehabilitate and restore eligible buildings. Reimbursement grants are provided to owners or tenants in recognition of the positive impact that individual building improvements can have on the overall appearance, quality, and vitality of the downtown

Jasper County Façade Improvement Program Terms of Agreement



- The applicant is the City.
- The applicant and property/business owner meet all of the eligibility criteria outlined in the Jasper County Façade Improvement Program.
- No funds are approved for the proposed improvements until the applicant is notified in writing and meets all Program requirements. Work completed prior to final approval is ineligible for funding.
- All funds are distributed on a reimbursement basis after all work is completed.
- The City shall ensure that work is performed in a satisfactory manner and conforms to the approved application, project budget, and project schedule and all applicable local ordinances and design standards. The City is responsible for ensuring compliance with all local permitting that is required.
- The City and business owner shall each provide matching funds equal to or greater than the amount that they request from JEDCO. The City shall keep a record of all documents, receipts, lien waivers, etc., to substantiate that they and the business owner are in conformance with this requirement.
- No changes to the approved project plans shall be made without prior consent from JEDCO.
- JEDCO funds shall be disbursed only upon the project's satisfactory completion in accordance with the approved plans for the project. It is the responsibility of the applicant to demonstrate that the project is satisfactorily complete.
- Funds are only to be used for the scope of the project approved by JEDCO.
- The applicant and business owner authorize JEDCO to promote their approved project, including, but not limited to, displaying a sign at the site during and after the construction and using photographs and descriptions of the project in JEDCO media materials.

By providing your name below, you certify that to the best of your knowledge, you have submitted all the required information to apply for a façade grant and that the information is accurate.

You further acknowledge that you have read and agree to the Terms of Agreement outlined above.

Acknowledgment of Terms of Agreement

Property/Business Owner

Date

Name & Title of Chief Elected Officer

Date

Appendix A Nature of Improvements

Ground Floor, 100 E Jefferson St Interior

- Removal of existing internal walls.
- Removal of interior plaster on brick walls, cleaning and sealing of brick surface.
- Removal of suspended ceiling. Cleaning of floor joists for them to remain exposed in seating area.
- Build out window seat with overhead loft storage area.
- Build out kitchen prep area, office/storage and florist area, with applicable plumbing and electrical work. Create overhead loft storage area.
- Add additional restroom.

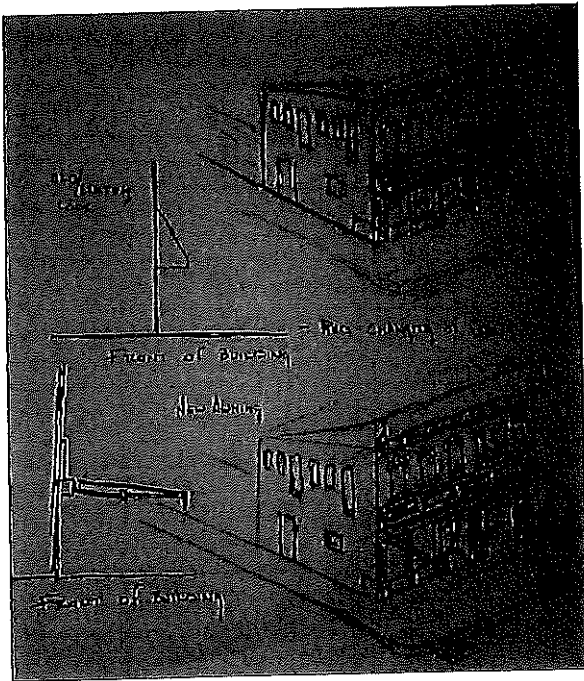
Exterior

- Removal of existing wooden overhang
- Installation of period-appropriate panels and trim
- Installation of collapsible canvas awnings
- Installation of historic-looking sign with flood lights
- Installation of period-appropriate sidewalk security lighting

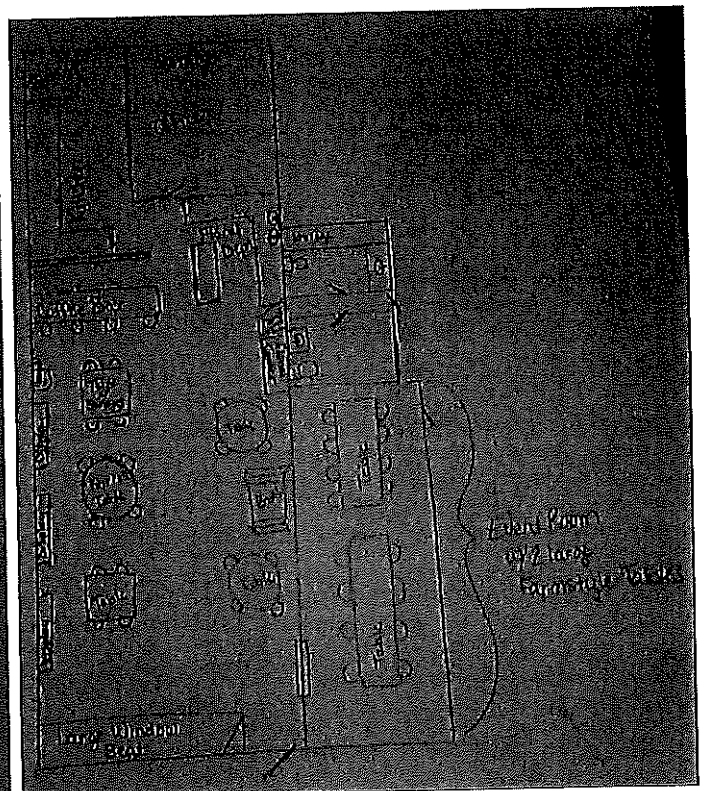
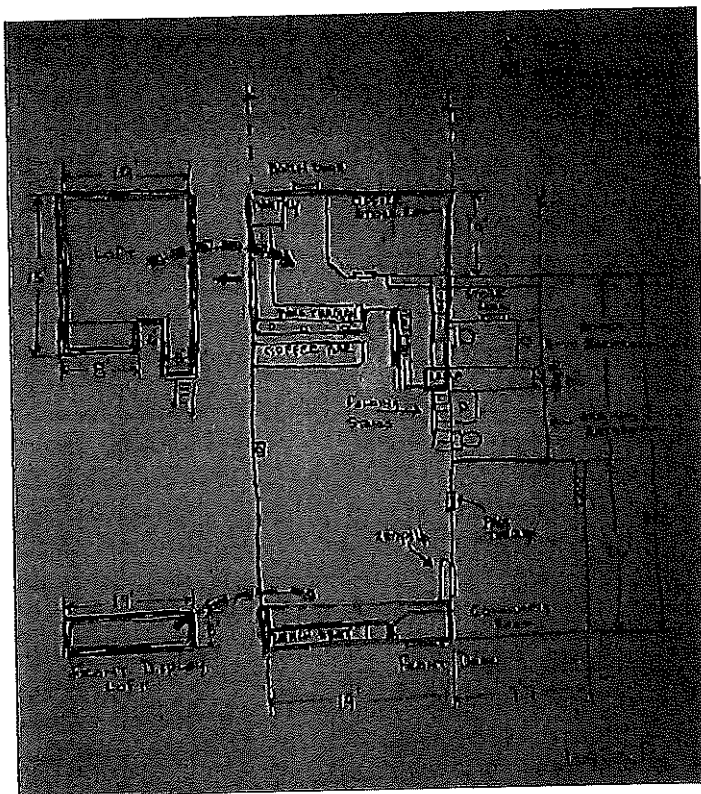
Current Façade:



New façade plans



New Floor plans



Expense Summary:

Interior			
	Installation of hardwood flooring	\$ 8,000	estimated materials and labor
	Brick walls (cleaning, prep, sealing)	\$ 6,500	estimated materials, labor in kind
	Window seat area and loft	\$ 3,000	estimated materials and labor
	Coffee bar	\$ 3,000	estimated materials and labor
	Additional bathroom	\$ 7,500	estimated materials and labor
	Labor, in kind	\$ 6,000	estimated
	<i>Interior subtotal</i>	<i>\$ 34,000</i>	
Exterior			
	Removal of front overhang	\$ 1,200	
	Frame in front, add detail trim	\$ 1,550	
	Awnings	\$ 15,600	
	Attach awnings	\$ 250	
	Signage	\$ 5,120	
	Outside lighting (sidewalk, sign flood)	\$ 1,200	
	Lighting installation	\$ 500	
	<i>Exterior subtotal</i>	<i>\$ 25,420</i>	
Total project		\$ 59,420	

Quotes from M2 Customs:

Take off overhang (roof), frame in front, add detail trim & attach new awnings	\$2980.00
Reframe front window area, bench seat with storage built in, clean up & patch front outside under windows	\$620.00
Front loft area, frame, insulate, sheet, shiplap, hanging bar, reframe front wall	\$1120.00

Awning

ORDER STATUS | ☒ CART



CALL TODAY
1-800-876-2340

Order Summary

Item	QTY	Price
20ft Plat Plus PRO XL-13 Espresso Wal-R	1	\$6,243.00 \$6,013.00
remove		
Projection 13 ft 1 in		\$1,137.00
Frame in Cream color		
Sub-Total:		\$7,150.00
Shipment:		\$179.00
Sales Tax:		\$429.00
Order Total:		\$7,758.00

PLEASE PRINT YOUR ORDER

Lighting:



Shipping & Delivery

Payment & Review

Confirmation



Shipping Address

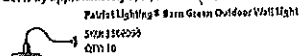
Melody Switzer
Celia & Camille
100 E Jefferson St
Prairie City, IA 50228-7709
Edit this address | Add New Address
(319) 314-0121
celiaswitzer@comcast.net

Shipping Method

7 Ground \$81.15

☐ Expedited Packaging \$125.00

Get it by approximately 3/15/2022 - 3/21/2022



Order Summary

Merchandise Subtotal	\$628.50
Processing Fee	\$8.40
Shipping Charge	\$81.15
Price Subtotal	\$718.05

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BACK

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To meet your expectations, we process orders as quickly as possible. Please verify the shipping address and item quantities prior to completing your order, as we will not be able to make changes once the order is in process.



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Model Number: LTHSPLTMR16GU10LED27KORBM4
Menards® SKU: 3007701
LTHSPLTMR16GU10LED27KORBM4

EVERYDAY LOW PRICE \$43.88
11% MAIL-IN REBATE Good Through 3/12/22 \$4.83
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