



Regular Renaissance Zone Review Board Meeting

Thursday, May 22, 2025, at 9:00 AM

Finance Conference Room, City Hall (10 3rd Ave SW)

Any person needing special accommodation for the meeting is requested to notify the City Clerk's office at 857-4752.

1. CALL TO ORDER/ROLL CALL
2. ADOPT MEETING MINUTES
 - 2.1. ADOPT THE MARCH 27, 2025 MEETING MINUTES
3. RENAISSANCE ZONE APPLICATIONS
 - 3.1. CASE M-109: REQUEST BY CARL CLEMETSON FOR A FIVE (5) YEAR PROPERTY TAX BENEFIT FOR THE REHABILITATION OF A COMMERCIAL PROPERTY LOCATED AT 111 1ST ST SE.
4. FACADE IMPROVEMENT PROGRAM APPLICATIONS
5. OTHER BUSINESS
 - 5.1. BLOCK ANALYSIS PRESENTATION
 - 5.2. FACADE IMPROVEMENT PROGRAM MODIFICATIONS
6. NEXT SCHEDULED MEETING
 - 6.1. NEXT RENAISSANCE ZONE MEETING IS JUNE 26, 2025 AT 9AM IN THE FINANCE DEPARTMENT CONFERENCE ROOM AT CITY HALL
7. ADJOURNMENT

On March 27, 2025, a Regular Renaissance Zone Review Board Meeting of the Minot Renaissance Zone Review Board was held in the Finance Conference Room, City Hall (10 3rd Ave SW). called the meeting to order at 09:01 AM.

1. CALL TO ORDER/ROLL CALL

Members Present: Pat Bailey, Mark Lyman, Jason Bentley, Tom Alexander, Amy Rogers, Luke Heilman

Members Absent: Pete Hugret, Christine Staley, Betty Fedorchak, Tonia Vitko, Jill Ward

2. ADOPT MEETING MINUTES

2.1. ADOPT THE MINUTES FOR THE FEBRUARY 27, 2025 REGULAR MEETING

The motion to Approve February 27, 2025 Regular Meeting Minutes was initiated by Renaissance Zone Board Member Lyman seconded by Renaissance Zone Board Member Alexander and carried by the following roll call vote: ayes: Pat Bailey, Mark Lyman, Jason Bentley, Tom Alexander, Amy Rogers, Luke Heilman; nays: None.

3. RENAISSANCE ZONE APPLICATIONS

4. FACADE IMPROVEMENT PROGRAM APPLICATIONS

5. OTHER BUSINESS

5.1. RENAISSANCE ZONE DEVELOPMENT PLAN BLOCK REVIEW

Welcomed Luke Heilman to the board.

The board discussed the status and potential changes of the Renaissance Zone blocks. The zone is currently maxed out at 42 blocks and the board is considering removing blocks that have been within the zone for an extended time and applications in those areas have stopped coming forward. The blocks considered for removal are 1C, 2A, 5A, 6A, 7A and 7D. Removing those blocks would give the board the ability to add new blocks to the Renaissance Zone. The blocks up for consideration would be around Roosevelt Park and East Burdick as well as 4th Ave NW and on North Hill between area 2E and 1F. Mr. Billingsley noted that they will need to make sure the business and residential areas are balanced to keep the program effective.

5.2. FACADE IMPROVEMENT PROGRAM REVIEW

The board discussed making updates to the Facade Improvement Program Guidelines. Mr. Billingsley went over the changes that might be brought in front of the board to vote at an upcoming meeting. Mr. Billingsley presented the board with different proposal ideas of how the program would pay out moving forward. These changes will also be discussed further and voted on at an upcoming meeting.

6. NEXT SCHEDULED MEETING

6.1. NEXT MEETING - APRIL 24, 2025 @ 9:00 AM

7. ADJOURNMENT

The motion to Adjourn was initiated by Renaissance Zone Board Member Alexander seconded by Heilman and carried by the following roll call vote: ayes: Pat Bailey, Mark Lyman, Jason Bentley, Tom Alexander, Amy Rogers, Luke Heilman; nays: None.

Meeting adjourned at 10:14am.

TO: To Whom It May Concern

FROM: Brian Billingsley, Community Development Director

DATE: May 22, 2025

SUBJECT: CASE M-109: REQUEST BY CARL CLEMETSON FOR A FIVE (5) YEAR PROPERTY TAX BENEFIT FOR THE REHABILITATION OF A COMMERCIAL PROPERTY LOCATED AT 111 1ST ST SE.

I. RECOMMENDED ACTION

Recommend approval of the application.

II. DEPARTMENT CONTACT PERSONS

Brian Billingsley, Community Development Director, 701-857-4122

III. DESCRIPTION

A. Background

The application was received on April 28, 2025.

B. Proposed Project

The project will restore the building to usability and become headquarters for Hometown Elegance Event Catering & Productions offices, including a ground floor conference room and upper floor photography studio.

C. Recommendation Detail

Staff recommends approval of a five-year property tax benefit.

IV. IMPACT

VI. ALTERNATIVES

Table this item and request more information from staff or the applicant.

Economic Development Division

Renaissance Zone Application

APPLICANT INFORMATION

Carl Clemetson	Building 111, LLC	LLC
Applicant(s)	Business	Type of Entity
[REDACTED]	[REDACTED]	[REDACTED]
Address	City	State
[REDACTED]	[REDACTED]	[REDACTED]
Phone	Email	
[REDACTED]	[REDACTED]	
Social Security Number	Federal Tax ID Number	
[REDACTED]	[REDACTED]	

PROJECT LOCATION

ORIGINAL MINOT ADDITION WEST 1/2 OF LOT 5 LESS NORTH 10 Block 11	
Legal Description	Renaissance Zone Block
111 1st St SE	Minot
Address	City
Formerly setup for apartments, currently vacant and ready for rebuild.	
Current Use of Property	

TYPE OF PROJECT

- ☒ Commercial ☐ Residential ☐ Utility Infrastructure Project (UIP)

TYPE OF INVESTMENT

- | | |
|---|---|
| ☐ Purchase Only
(To include new construction) | ☐ Lease Only |
| ☐ Historical Preservation and Renovation | ☒ Purchase with Major Improvements
(Applies to only Commercial Projects) |

Rehabilitation Only

- | | |
|---|---|
| ☒ Commercial
(Must be 50% of true and current value) | ☐ Residential
(Must be 20% of true and current value) |
| ☐ Commercial
(Must be 150% of true and current value) | |

REQUESTED TAX EXEMPTIONS

- ☐ Personal Income ☐ Investment Income ☒ Property Tax Exemption ☐ Historic Tax Credits

PROJECT DESCRIPTION: Please write a brief description of the project below

This project will restore the building to usability. It will become the headquarters for Hometown Elegan

SQUARE FOOTAGE CALCULATIONS:

3000	6936	3000	1968	1968
Lot	Building (Total)	Basement	1 st Floor	2 nd Floor
NA	NA	NA	NA	NA
3 rd Floor	4 th Floor	5 th Floor	6 th Floor	7 th Floor
Date of Acquisition: 1/16/2025		Current True and Full Value: 60000		

Work to Be Done:	Estimated Costs:
Entire building: Insulating all exterior walls and drywall	\$9,200
Entire building: HVAC	\$15,000
Electrical Updates: general updates, dryer installation, HVAC, me	\$10,000
Basement: build out staff bathroom and laundry room	\$2,500
Entire Building: replace all windows, and skylights	\$15,000
Main Floor: Replace all exterior doors & remove awnings	\$5,000
Frame and Drywall interior walls	\$5,500
Plumbing: main trunk line, water heater, water softener, toilets, et	\$3,500
Staff Labor: will not include owner time	\$10,000

Total Estimated Cost \$ **\$75,700**
 Current True and Full Value \$ **60,000**
 Estimated Value After Improvements \$ **\$180,000**

Estimated Start Date: **July 7, 2025**

Estimated Completion Date: **December 2026 (worst case)**

If this project is a UIP, is the applicant a Renaissance Zone Project? ☐ Yes ☒ No

- a) To be considered a Renaissance Zone Project, the project would need to take place in the Renaissance Zone and be a utility company.
- b) If this is a property owner affected by a UIP not participating in a Renaissance Zone Project, is the property owner in the Renaissance Zone? ☒ Yes ☐ No

Is this project a lease? ☐ Yes ☒ No

- a) What type of lease? ☐ New ☐ Expansion ☐ Continuation ☐ Leasehold Improvement

If this is an expansion, what is the additional square footage of the expansion?

- b) If it is a lease project, does it involve the relocation of a business from one location in the city to the Renaissance Zone or from one zone property to another zone property ☐ Yes ☐ No

Does this project involve historical preservation or renovation? ☐ Yes ☒ No

- a) For projects that involve historical preservation or renovation, but are not part of a rehabilitation project, provide a description of the work and the estimated costs. A letter of approval from the Historical Society is required to claim any historical tax credits either on a rehabilitation project or renovation.
- b) Information for historical properties may be obtained by contacting the Historical Society at: (701) 328-2666 or email history@nd.gov

Is the project being funded by a Renaissance Fund Organization? ☐ Yes ☒ No

If yes, describe the type and amount of financing and name of the Renaissance Fund Organization.

Provide the estimated state and local tax benefit to the taxpayer for 5 or 8 years (applies to all projects)

Total State Tax Benefit for ☐ five (5) or ☐ eight (8) years \$ _____

Total Property Tax Benefit for ☐ five (5) or ☐ eight (8) years \$ _____

Total Non-Participation Owner Tax Credit \$ _____

Is the entity subject to the financial institution tax (N.D.C.C.57.35.3)? ☐ Yes ☐ No

If yes, total state tax benefit for five (5) or eight (8) years \$ _____

Compute the amount spent per square feet of structure \$ _____



Office Address: 1025 31st St. SE
Mailing Address: PO Box 5006
Minot, ND 58702
Email: jonathan.rosenthal@minotnd.gov
Office Number: 701-857-4122

OFFICE ONLY

Zone Authority and City Documentation

Date of Approval or Conditional Approval

_____ (date)

Provide a copy of minutes or other supporting documentation that indicates the formal approval by the approving entity.

Identify from the Development Plan the specific criteria used to approve the project:

NOTE: The DCS reserves the right to reject a zone-approved project or to continue negotiating its approval. When a project is approved by the DCS, the local zone authority will be notified in writing.

If after a project is approved and the property changes hands or a replacement project is approved during the five year exemption period, the DCS does not need to approve the transfer or the replacement project. The zone authority, however, must notify the DCS of the change and provide the applicable information about the new homeowners, business, and/or investor tax would affect the exemption provided.

Once the project is completed, DCS must be informed by email, fax or letter of the exact date of completion, and project number before the final letter of approval can be issued.

On historical renovations/rehabilitations, documentation from the Historical Society approving the final restorations must be submitted to DCS before a final letter of approval can be issued.

Signature

Date

Renaissance Zone Project Checklist:

Office
Use

- | | | |
|--------------------------|--------------------------|---|
| ☐ | ☐ | 1) For residential projects, provide evidence that the home purchased is the taxpayer's primary residence. |
| ☐ | ☐ | 2) If the property is currently a vacant lot, provide evidence that it was previously developed. |
| ☐ | ☐ | 3) Provide a "Letter of Clearance" from the State Historical Society if seeking historic tax credits. |
| ☐ | ☐ | 4) Provide an estimated start and completion date for the project (must follow approval by DCS). |
| ☐ | ☐ | 5) Include site plans, building plans and colored renderings of the elevation of the building. |
| ☐ | ☐ | 6) Provide a break out of capital improvements. |
| ☐ | ☐ | 7) Provide documentation that the project cost meets the City's minimum criteria. |
| ☐ | ☐ | 8) Provide the estimated state and local tax benefit to the taxpayer of five (5) or eight (8) years (see your accountant). |
| ☐ | ☐ | 9) Provide copies of receipts showing proof local real estate taxes have been paid (Ward County Treasurer 701-857-6426) |
| ☐ | ☐ | 10) Provide evidence that the applicant is current on state taxes – Certificate of Good Standing from the State Tax Commissioner (1-800-638-2901) – May take a few weeks. |
| ☐ | ☐ | 11) Provide Current True and Full Value (contact City Assessor 701-857-4160) |

Comments:

Construction Proposal for 111 1st Street SE, Minot, ND

Submitted for Renaissance Zone Program Application

Property Overview:

- Address: 111 1st Street SE, Minot, North Dakota
- Property Type: Commercial Use (formerly vacant)
- Current Condition: Vacant and gutted, ready for remodel
- Proposed Use: Photography studio, conference/meeting space, storage, and business offices for Hometown Elegance

Scope of Proposed Work:

Structural Work:

- - Framing of new interior walls on the main floor..
- - Remodeling two existing bathrooms on the top floor: one to serve as a private restroom/changing room for the photography studio and one for Hometown Elegance offices.
- - Construction of a new single-stall public restroom on the main floor to serve the meeting space.

Interior Improvements:

- - Fully insulate of exterior walls (basement through top floor) using closed-cell foam board.
- - New drywall installation on all public facing and exterior walls with foam board.
- - Installation of all new lighting in public facing areas through out the building
- - Construction of a service room with small warming oven, sink, under-counter dishwasher for event and meeting support.
- - Break room kitchenette for Hometown Elegance staff.

Mechanical, Electrical, and Plumbing (MEP) Upgrades:

- - Full HVAC installation: Two high-efficiency (98%) forced air systems, one for main floor and one for top floor.
- - Basement heated with electric garage-style heaters.

- - Electrical upgrades, including a new subpanel for the basement.
- - Replacement of 90% of water lines with new PEX piping.

Exterior Improvements:

- - Removal of existing awnings.
- - Painting the building a similar color palette that's in line with downtown Minot's aesthetic.
- - Highlighting and preserving the original stamped company name on the foundation by painting it a separate accent color.
- - Replacement of all exterior windows with high-efficiency windows.
- - Replacement of doors with commercial-grade doors.
- - Two small roof leaks to be mitigated

Security and Safety Upgrades:

- - Installation of security cameras and Wi-Fi enabled door locks.
- - Installation of exit signs and emergency lighting as required by code.
- - No fire sprinklers anticipated due to the building's concrete construction and intended use.

Site Work:

- - No site or parking improvements are planned.

Timeline of Work:

- Estimated Start Date: July 2025
 - Stage 1: Replace all exterior doors, replace top floor windows, remove awnings, frame an entrance hallway on the main floor, and install all HVAC.
 - Stage 2: Replace the main floor windows, insulate the exterior walls, and complete remaining finishes. (Estimated Cost: \$10,000)
- Estimated Completion Date: November 2026 as a worst case scenario

Execution Plan:

- Building 111, LLC (owner) will perform general contracting services.
- Licensed contractors will handle all HVAC, electrical, and gas work.
- Building 111, LLC will self-perform framing, plumbing, and sheet rocking.
- Construction will proceed in phases, with phased inspections scheduled accordingly.

Energy Efficiency Improvements:

- High-efficiency closed-cell foam insulation.
- Energy Star rated high-efficiency windows.
- 98% efficient gas HVAC systems.
- All-LED lighting throughout.
- Solar panels are planned for future installation several years later.

Intended Operations:

- Top floor front: Photography studio open to rental by local and military spouse photographers.
- Top floor back: Storage and offices for Hometown Elegance.
- Main floor: Conference/meeting room available for rental; remainder for storage.
- Basement: Storage, laundry, and staff restroom.

Community Impact:

- Supporting military families by providing flexible rental space for photographers.
- Supporting corporate needs by providing a downtown private meeting space.
- Revitalizing a vacant, blighted building and activating it with a sustainable, revenue-generating operation.

Ownership:

- Building 111, LLC

Project Cost:

- Estimated materials and labor investment: \$75,000
- Current property value: \$60,000

Special Notes:

- No residential use; building will remain fully commercial.
- No historic preservation restrictions apply.
- Minimal structural repairs required beyond basic maintenance.

Business Philosophy:

Hometown Elegance and Building 111, LLC operate on the philosophy that "Minot Deserves Better." This project reflects a commitment to caring deeply about the quality of work performed and the value provided to the community. While the renovated spaces will help offset operational costs, they are fundamentally designed to serve the Minot community, especially supporting military families and small businesses.

End of Proposal

HIS Electric, Inc.

701-721-2204
811 25th AVE. NW
Minot, ND 58703

701-721-2204 cell
701-852-5516 office & fax
his@srt.com email

Estimate

Date	Estimate #
5/1/2025	1477

Name / Address
Building 111, LLC 111 1st. St. SE Minot, ND 58701

Terms
Time & Material

Project	
Due Date	5/31/2025

Description	Qty
Materials & Labor Owner has a budget of \$10,000.00 to : - Update Basement sub panel - Install (2) dryer receptacles - Merge former apartment circuits into main panel and eliminate the need for the (2) apartment meters. - Install required circuits and disconnects for (2) new HVAC systems Wiring Certificate will reflect actual cost of the job.	1
Thank you for the opportunity to meet your electrical needs	
Total	
\$10,000.00	

DATE: May 7, 2025

TO: City of Minot Renaissance Zone Review Board

FROM: Ryan Kamrowski, City Assessor

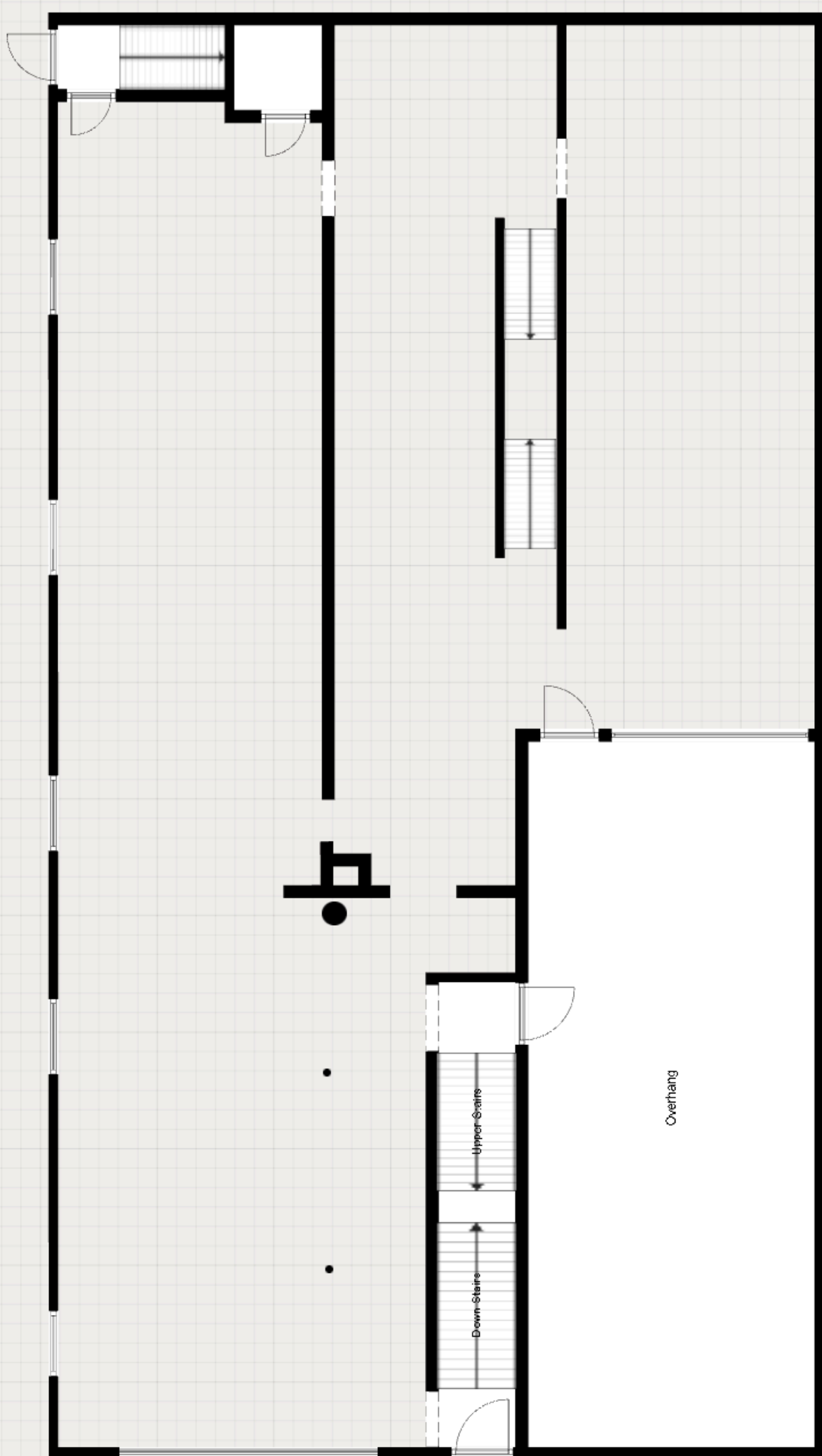
REFERENCE: Renaissance Zone Prospective Project located at 111 1st St SE

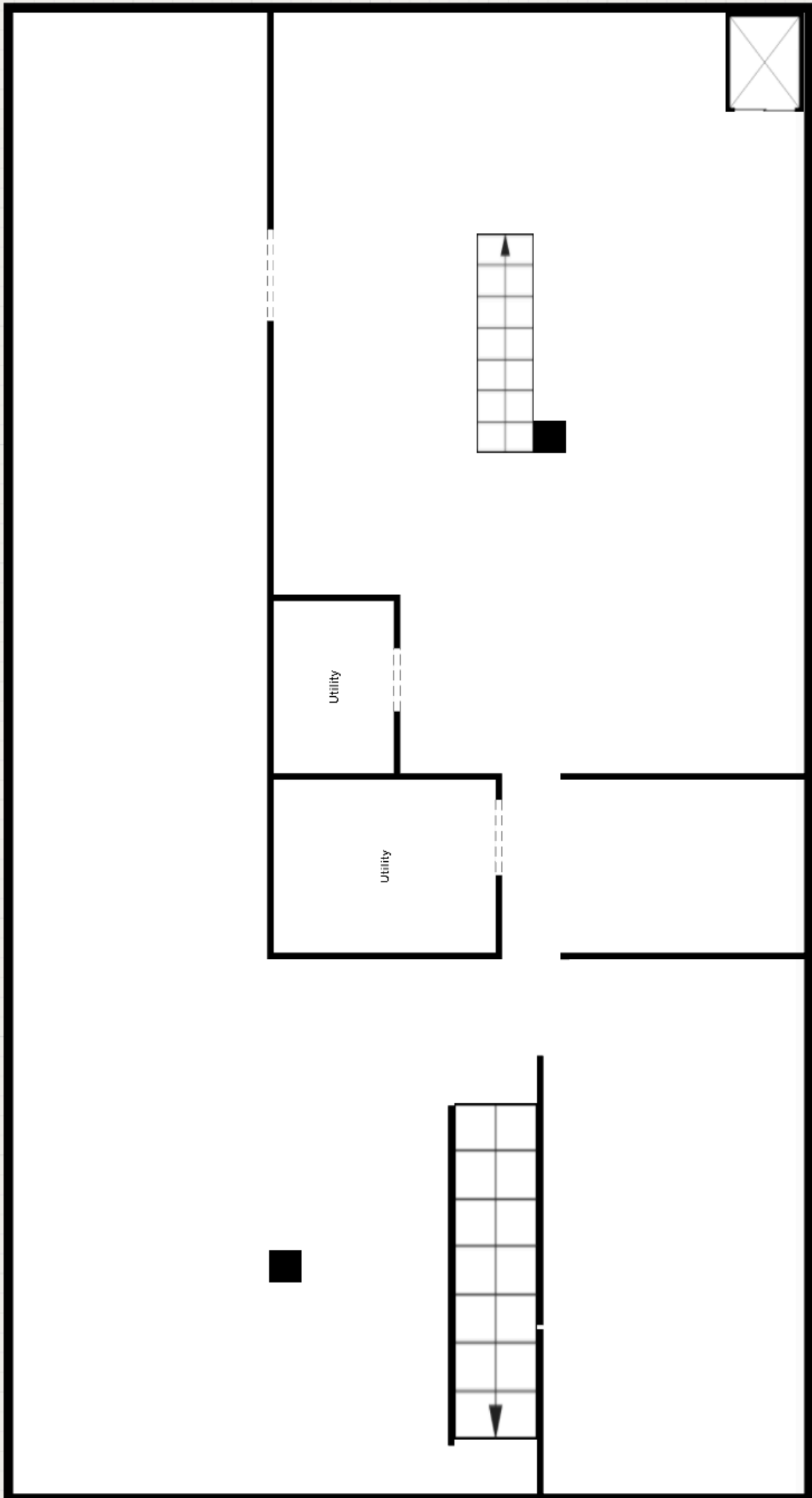
I have been asked to provide some property tax information on the current and estimated future assessment of a building at 111 1st St SE. The 2025 True and Full assessment is \$60,000. The building assessment portion is \$39,000 and the estimated taxes on the building amount for 2025 are \$665.

If the project were to receive approval under the renaissance zone exemption, the estimated True and Full Value on the building after completion of construction and through the 5 year exemption period would be approximately \$250,000. The estimated taxes on this amount for the building would be about \$4,200 per year. If the renaissance application were approved, approximately \$21,000 would not be collected over 5 years of tax exemption.

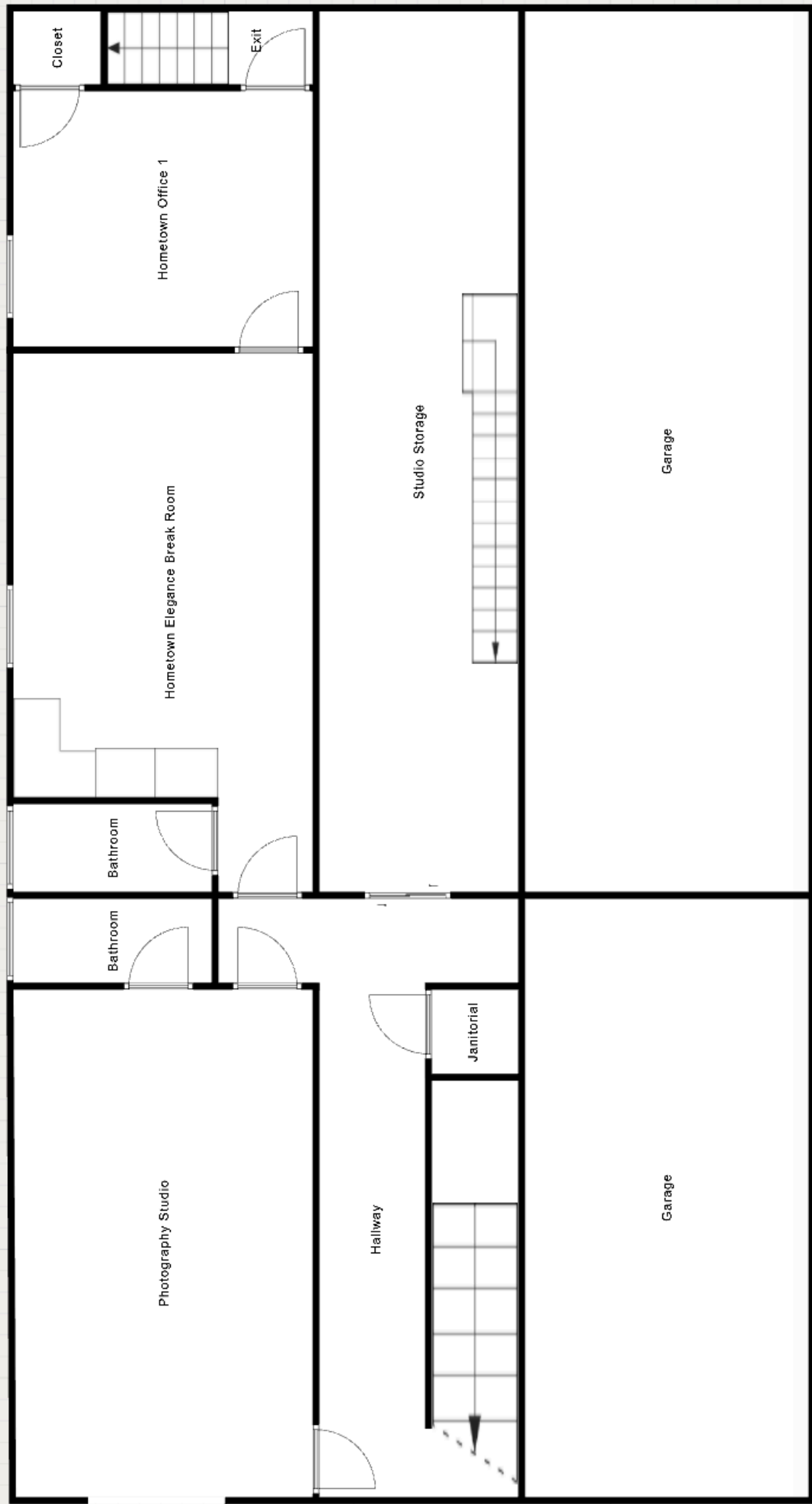
Please remember it is difficult to project values and tax rates into the future and if the completed building becomes different than proposed, estimates could change.

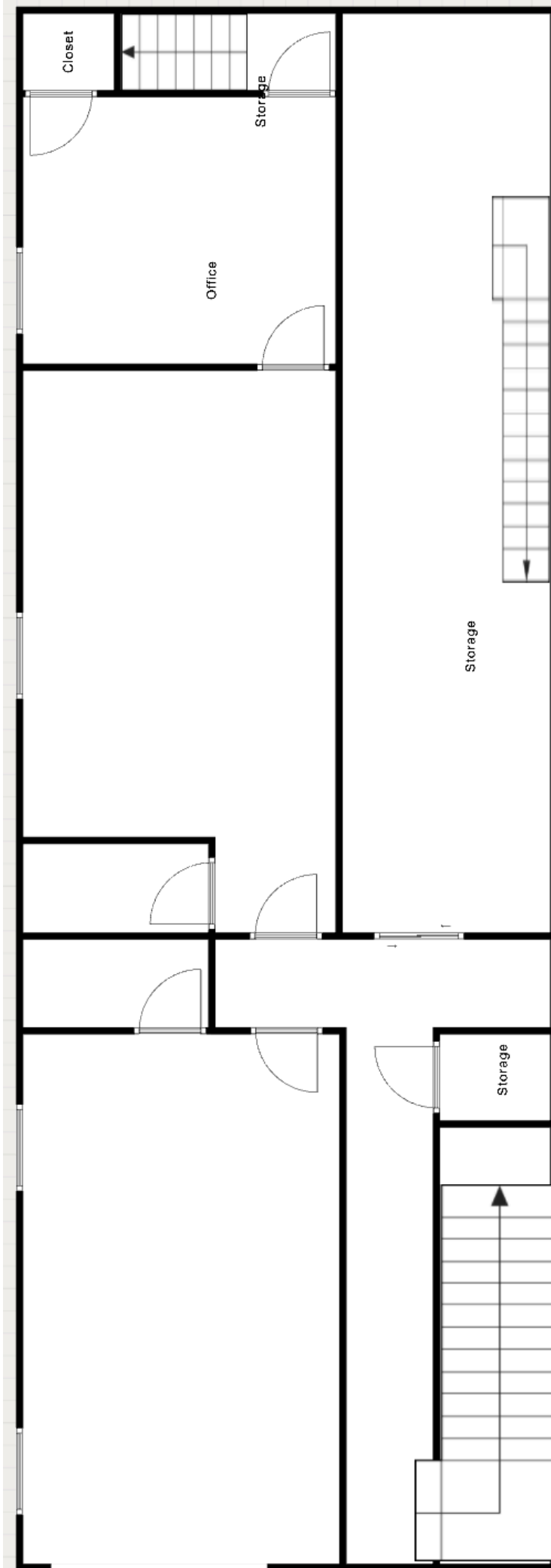
Please reach out to my office for any further questions.





NORTH



























TO: To Whom It May Concern

FROM: Brian Billingsley, Community Development Director

DATE: May 22, 2025

SUBJECT: BLOCK ANALYSIS PRESENTATION

I. RECOMMENDED ACTION

Staff recommends the Board review the attached power point presentation and take action on eliminating completed blocks from the zone. Specific recommendations are mentioned in the power point.

II. DEPARTMENT CONTACT PERSONS

Brian Billingsley, Community Development Director, 701-857-4122

III. DESCRIPTION

A. Background

In April, staff toured several Renaissance Zone blocks and took pictures of existing buildings.

B. Proposed Project

At the March meeting, the Renaissance Zone Review Board requested staff to conduct a tour of the existing blocks.

C. Recommendation Detail

Staff recommends the Board review the attached power point presentation and take action on eliminating completed blocks from the zone. Specific recommendations are mentioned in the power point.

IV. IMPACT

VI. ALTERNATIVES

The Board can table this item and request more information from staff.

Minot Renaissance Zone Block Analysis and Recommendations

Brian Billingsley, AICP, Community & Economic Development Director

Block 7A



- Created in 2006
- Old neighborhood
- Built on a hill
- Main Street developments
 - Providence House
 - Office
 - Seeds of Eden

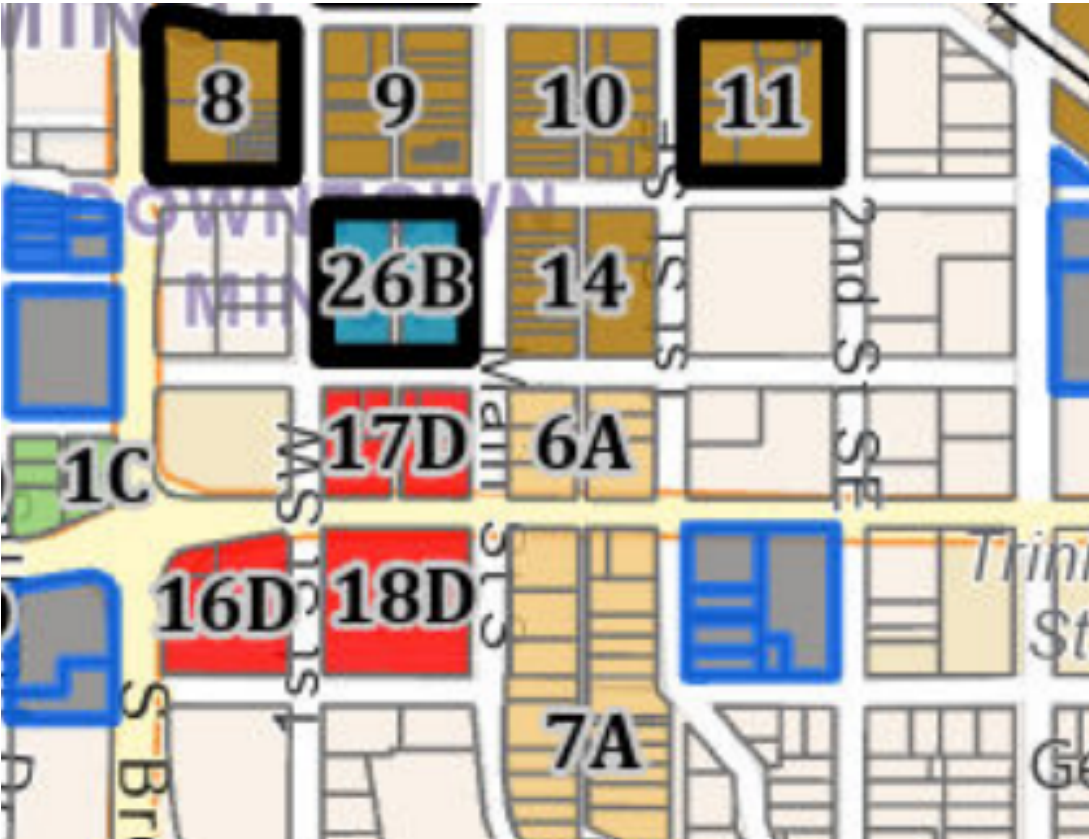


Block 7A Recommendation

- Most of the homes are in decent or excellent condition.
- Seeds of Eden and Office Building under construction.
- Apartment complex on Burdick might need work.

Staff believes there has been enough redevelopment activity in this block, which was created in 2006, to justify its removal from the zone.

Block 6A



- Created in 2006
- Only contains three buildings
 - Main Medical Building
 - Lutheran Church
 - M&H Gas Station

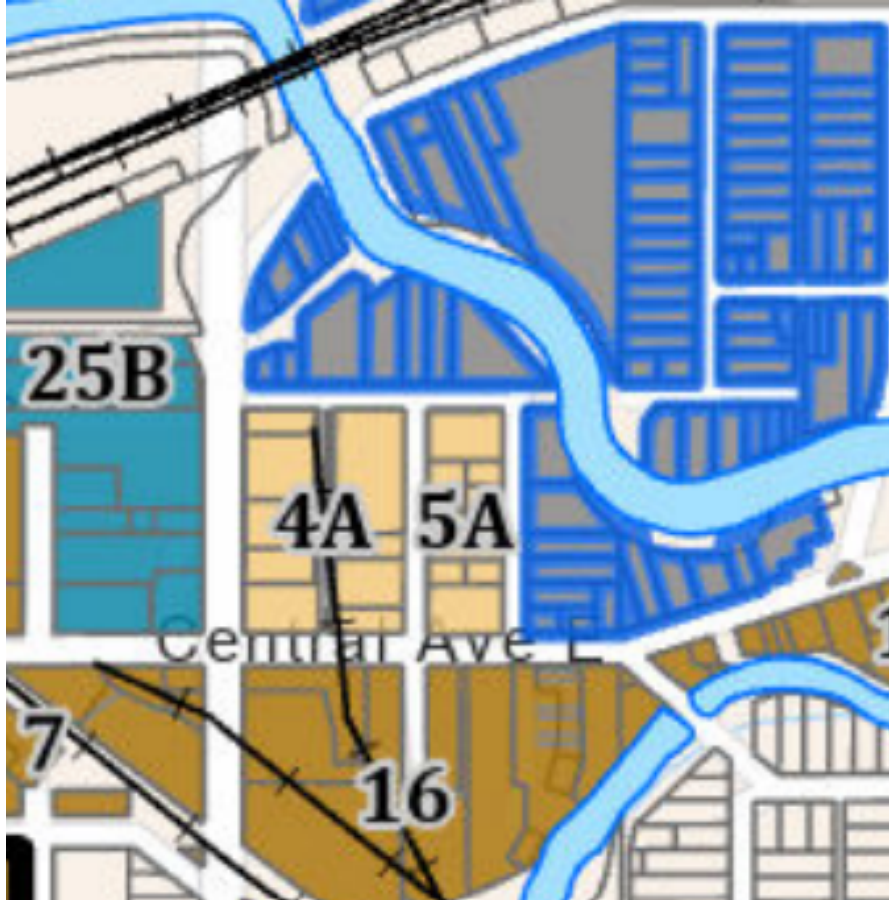


Block 6A Recommendation

- It is highly unlikely we will see the church and gas station redevelop into a different use.
- The Main Medical Building has not taken advantage of the program, but could need rehabilitation in the future.

Staff is undecided on the future of this block.

Block 5A



- Created in 2006
- Only contains three buildings
 - Two residences on a dead-end street
 - 16 4th St. SE
 - 8 4th St. SE (Approved in March)
 - Flower Central

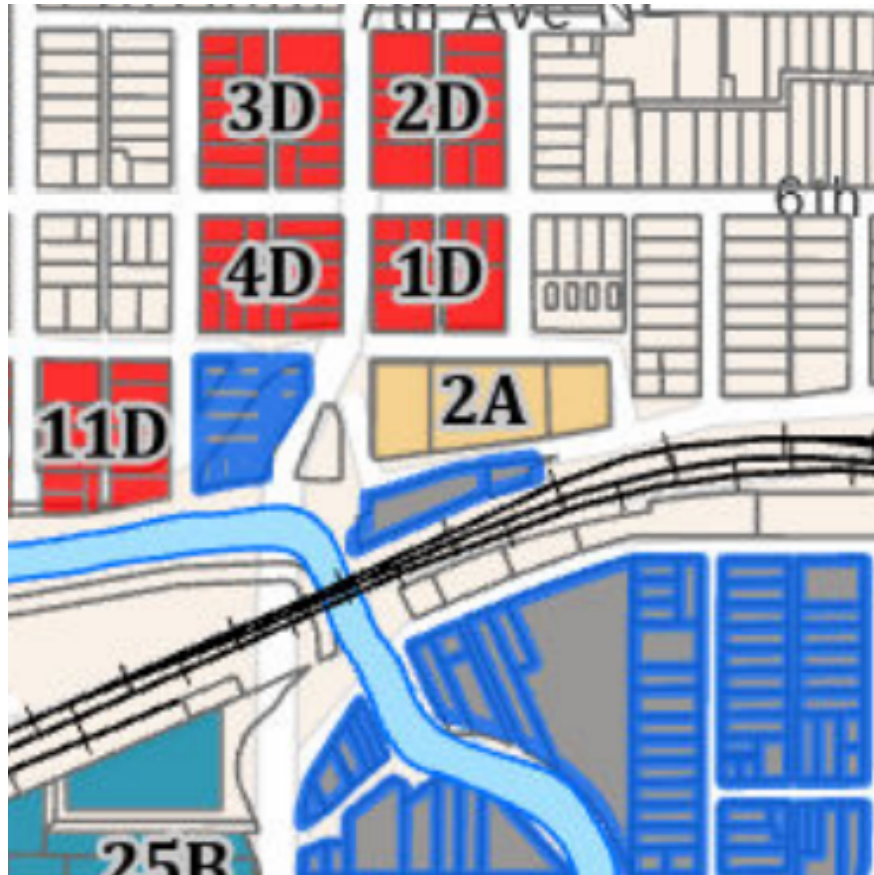


Block 5A Recommendation

- Due to flood control efforts, this street will have very little traffic
- Flower Central appears to be in pretty good shape and is unlikely to take advantage of the program in the near future.

Staff recommends that this block be removed from the zone.

Block 2A



- Created in 2006
- Only contains multiple commercial buildings
- No residential buildings
- Flood control improvements were recently completed near this block



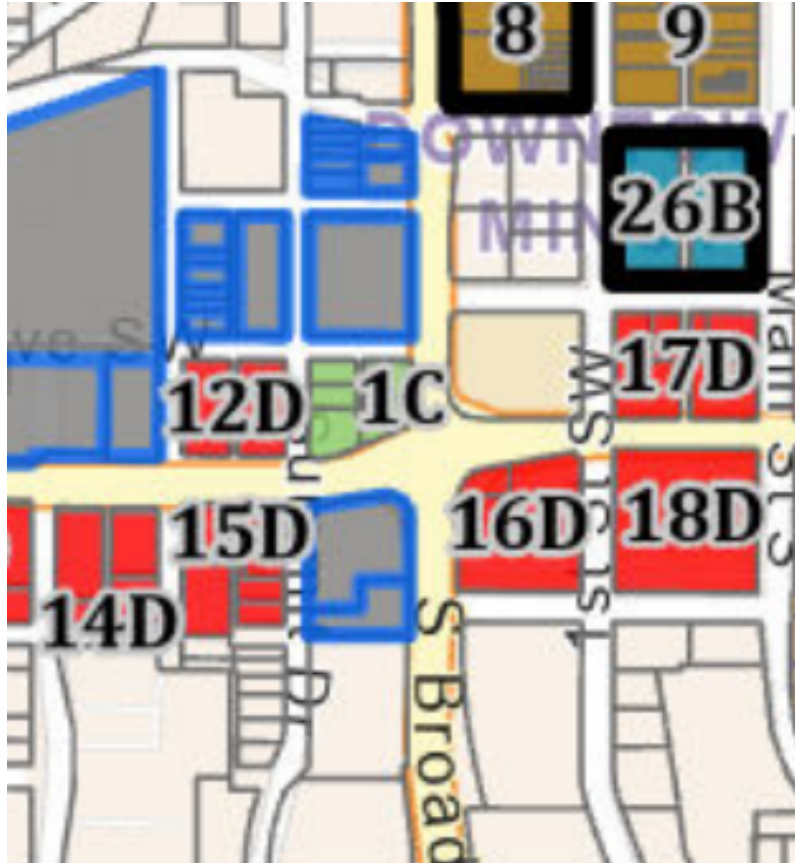


Block 2A Recommendation

- Due to recent flood control efforts in this neighborhood, there could be a greater likelihood of future building improvements.
- The buildings facing 3rd Street NE have seen some minor remodeling. The buildings facing 5th Ave NE and the river are blighted and in need of investment.

Staff recommends that this block remain in the zone.

Block 1C



- Created in 2015
- Only contains one dilapidated commercial building
- No residential buildings
- Located at the busiest intersection in Minot

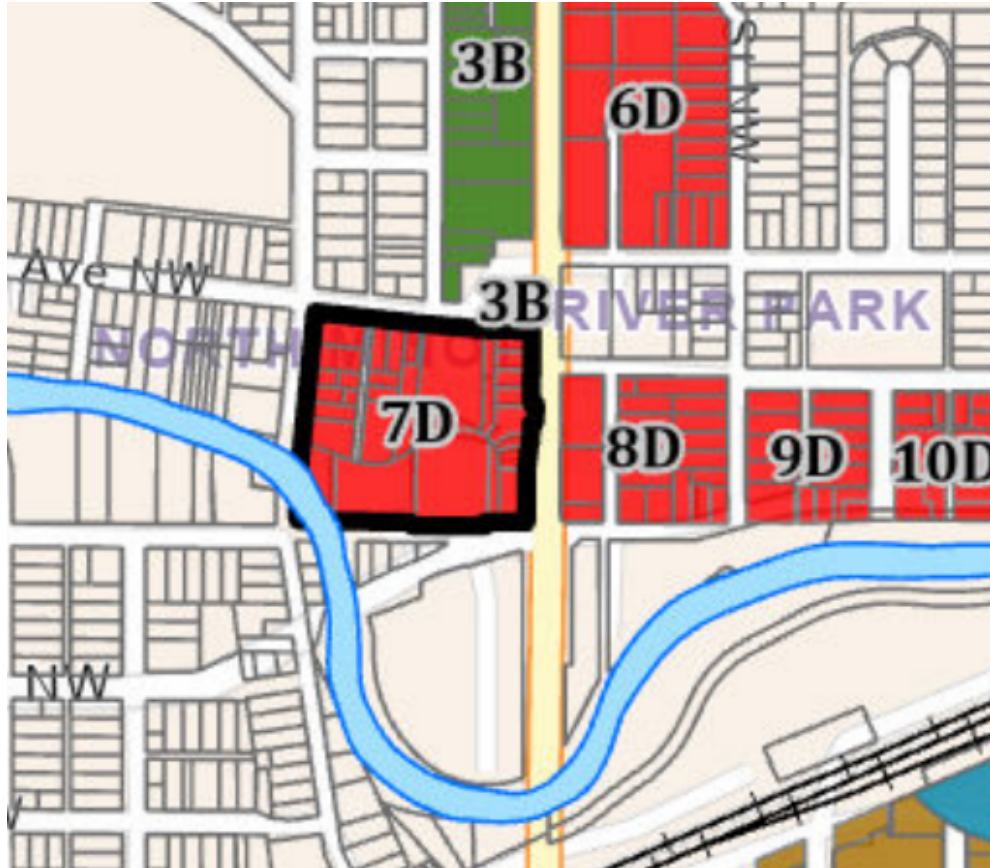


Block 1C Recommendation

- This block has a great potential to see redevelopment in the near future.

Staff recommends that this block remains in the zone until it redevelops.

Block 7D



- Created in 2020
- Has attracted a strip mall and the 5th Ave. Investments
- Large number of residential buildings, many need assistance
- Redevelopment potential along Broadway
- This is a government half-block







Block 7D Recommendation

- A great amount of activity has taken place on this block in the past five years:
 - Bones BBQ
 - 5th Avenue Investments
 - Strip Mall (Jersey Mike's, Noodles & Co.)
- There are two vacant lots, a house, and a pawnshop/dealership on the west side of Broadway that are in need of assistance.

Staff recommends that this block remain in the zone until the dilapidated and vacant properties along Broadway are redeveloped.

FAÇADE IMPROVEMENT PROGRAM – CAP ADJUSTMENT PROPOSAL

Proposal A – Symmetrical cap reductions broken down into three height classifications.

Stories	Single Façade (currently \$100,000)	Double Façade (currently \$180,000)
1 Story	\$60,000	\$100,000
2 Stories	\$75,000	\$130,000
3+ Stories	\$90,000	\$160,000

Proposal B – Slight reduction in funding for shorter buildings. Adds an additional height classification.

Stories	Single Façade (currently \$100,000)	Double Façade (currently \$180,000)
1 Story	\$50,000	\$80,000
2 Stories	\$70,000	\$120,000
3 Stories	\$90,000	\$160,000
4+ Stories	\$100,000	\$180,000

No.	Name	Frontage	Stories	Bid Amount	City Cost	Proposal A	Proposal B
FI-1	Auslander	Double	2	\$258,445	\$180,000	\$130,000	\$120,000
FI-2	Whiskey Nine	Double	2	\$194,650	\$145,987	\$130,000	\$120,000
FI-3	Mouse River Players	Single	1	\$85,330	\$63,998	\$60,000	\$50,000
FI-4	Margie's Art Glass	Single	3	\$112,750	\$84,563	\$90,000 (\$84,563)	\$90,000 (\$84,563)
FI-6	Century Eyewear	Single	3	\$134,360	\$100,000	\$90,000	\$90,000
FI-7	Chaos Games	Single	3	\$124,736	\$100,000	\$90,000	\$90,000
FI-8	Big M Building	Double	8	\$349,000	\$180,000	\$160,000	\$180,000
FI-9	Pitner Trust	Single	2	\$149,800	\$100,000	\$75,000	\$70,000
FI-10	Boomtown Ent.	Double	2	\$400,585	\$180,000	\$130,000	\$120,000
FI-11	2D Ink	Double	2	\$179,325	\$134,498	\$130,000	\$120,000
FI-12	Union Annex	Double	3	\$174,073	\$130,255	\$160,000	\$160,000
FI-13	Walker Properties	Double	3	\$251,458	\$180,000	\$160,000	\$160,000
FI-14	Ebenezer's	Double	3	\$299,300	\$180,000	\$160,000	\$160,000
				\$2,713,812	\$1,759,301	\$1,559,563	\$1,524,563

Properties East of Broadway

Address	Use	Frontage	Stories	Max. Funding	Proposal A	Proposal B
10 1st Street NW	Original Comics & Collectables	Single	1	\$100,000	\$60,000	\$50,000
24 W Central Avenue	Brady Martz & Associates	Double	2	\$180,000	\$130,000	\$120,000
14 W Central Avenue	Nickel & Dodge	Single	1	\$100,000	\$60,000	\$50,000
1 N Main Street	First National Bank	Double	4	\$180,000	\$160,000	\$180,000
2 N Main Street	Taube Museum of Art	Double	3	\$180,000	\$160,000	\$160,000
6 N Main Street	Photography Studios	Single	2	\$100,000	\$75,000	\$70,000
10 N Main Street	Restaurant	Double	2	\$180,000	\$130,000	\$120,000
24 N Main Street	Sand Law	Double	2	\$180,000	\$130,000	\$120,000
28 N Main Street	DDI	Double	2	\$180,000	\$130,000	\$120,000
13 E Central Avenue	Central Avenue Variety	Single	1	\$100,000	\$60,000	\$50,000
17 E Central Avenue	Clute Office Equipment	Single	2	\$100,000	\$75,000	\$70,000
21 E Central Avenue	Ironhorse/Creedence	Double	3	\$180,000	\$160,000	\$160,000
19 1st Street NE	The Railroad Museum of Minot	Double	2	\$180,000	\$130,000	\$120,000
2 2nd Street NE	The Spot	Double	2	\$180,000	\$130,000	\$120,000
10 3rd Street NE	Minot Assembly of Believers	Single	1	\$100,000	\$60,000	\$50,000
313 E Central Avenue	Vacant Building	Double	1	\$180,000	\$100,000	\$80,000
405 E Central Avenue	Flower Central	Double	1	\$180,000	\$100,000	\$80,000
507 E Central Avenue	Commercial or Residential?	Single	2	\$100,000	\$75,000	\$70,000
400 E Central Avenue	Bricks Building	Double	3	\$180,000	\$160,000	\$160,000
7 3rd Street SE	Renaissance Center	Double	2	\$180,000	\$130,000	\$120,000
222 E Central Avenue	Val's Cyclery	Double	1	\$180,000	\$100,000	\$80,000
212 E Central Avenue	Vacant Building	Double	2	\$180,000	\$130,000	\$120,000
12 3rd Street SE	Arny's 2.0	Double	1	\$180,000	\$100,000	\$80,000
18 3rd Street SE	Former Houston Engineering	Double	1	\$180,000	\$100,000	\$80,000
110 E Central Avenue	Citizen's Alley	Double	2	\$180,000	\$130,000	\$120,000
11 1st Street SE	Citizen's Garage	Single	1	\$100,000	\$60,000	\$50,000
13 1st Street SE	11 Apartments	Double	2	\$180,000	\$130,000	\$120,000
109 1st Avenue SE	Rau Garage	Double	1	\$180,000	\$100,000	\$80,000
115 1st Avenue SE	RMM Downtown Garage	Double	1	\$180,000	\$100,000	\$80,000
21 1st Avenue SE	The Parker Suites	Double	9	\$180,000	\$160,000	\$180,000
17 1st Avenue SE	Olson Burns Lee Law	Single	3	\$100,000	\$90,000	\$90,000
23 S Main Street	Rick's Jewelry/Tap Room/Apartments	Double	2	\$180,000	\$130,000	\$120,000

21 S Main Street	Multi-tenant Office Building	Double	2	\$180,000	\$130,000	\$120,000
19 S Main Street	Peggy's Gift Shop	Double	2	\$180,000	\$130,000	\$120,000
17 S Main Street	Putt District	Single	2	\$100,000	\$75,000	\$120,000
15 S Main Street	Off the Vine	Single	2	\$100,000	\$75,000	\$120,000
13 S Main Street	Budget Music Studio/Artmain	Single	3	\$100,000	\$90,000	\$90,000
3 S Main Street	Minot Art Space Lofts	Double	4	\$180,000	\$160,000	\$180,000
2 S Main Street	Mainstream Boutique	Double	2	\$180,000	\$130,000	\$120,000
6 S Main Street	Fiancee	Single	2	\$100,000	\$75,000	\$70,000
8 S Main Street	Main Street Books	Single	2	\$100,000	\$75,000	\$70,000
12 S Main Street	Multi-tenant Office Building	Single	2	\$100,000	\$75,000	\$70,000
16 S Main Street	Lillian's	Single	2	\$100,000	\$75,000	\$70,000
18 S Main Street	Salon 18	Single	2	\$100,000	\$75,000	\$70,000
22 S Main Street	Skyward Building	Double	4	\$180,000	\$160,000	\$180,000
20 1st Street SW	Bremer Bank	Double	2	\$180,000	\$130,000	\$120,000
17 1st Avenue SW	U.S. Bank	Double	2	\$180,000	\$130,000	\$120,000
13 1st Avenue SW	First Avenue Building	Single	5	\$100,000	\$90,000	\$100,000
100 S Main Street	Fountain Plaza Office Complex	Double	1	\$180,000	\$100,000	\$80,000
104 S Main Street	Benina Plus	Single	2	\$100,000	\$75,000	\$70,000
106 S Main Street	Grow With Me	Single	2	\$100,000	\$75,000	\$70,000
108 S Main Street	Ascend Wellness	Single	3	\$100,000	\$90,000	\$90,000
112 S Main Street	Vacant Building/Apartments	Single	3	\$100,000	\$90,000	\$90,000
114 S Main Street	Thomas Law Firm	Single	3	\$100,000	\$90,000	\$90,000
122 S Main Street	Gourmet Chef/The Fair	Double	3	\$180,000	\$160,000	\$160,000
123 S Main Street	Magic City Hoagies	Double	1	\$180,000	\$100,000	\$80,000
119 S Main Street	Retail 4/Apartments	Single	4	\$100,000	\$90,000	\$10,000
115 S Main Street	Cookies for You	Single	2	\$100,000	\$75,000	\$70,000
113 S Main Street	Charlie's	Single	3	\$100,000	\$90,000	\$90,000
107 S Main Street	Lien's Jewelry	Single	3	\$100,000	\$90,000	\$90,000
101 S Main Street	The Drop Zone	Double	1	\$180,000	\$100,000	\$80,000
110 1st Street SE	Eagle's Lodge	Double	3	\$180,000	\$160,000	\$160,000
116 1st Street SE	Park Place Indoor Garage	Single	1	\$100,000	\$60,000	\$50,000
17 2nd Avenue SE	Traveling Axt	Single	2	\$100,000	\$75,000	\$70,000
13 2nd Avenue SE	Look Aesthetic	Single	3	\$100,000	\$90,000	\$90,000
111 1st Street SE	Mouse River Players Side Building	Single	2	\$100,000	\$75,000	\$70,000

105 1st Street SE	Cypress Office Complex/Event Center	Double	4	\$180,000	\$160,000	\$180,000
108 1st Avenue SE	Cypress Apartments	Single	4	\$100,000	\$90,000	\$10,000
118 1st Avenue SE	Blue Rider	Double	1	\$180,000	\$100,000	\$80,000
215 3rd Avenue SE	Bethany Lutheran Church	Double	2	\$180,000	\$130,000	\$120,000
205 3rd Avenue SE	Project Bee Shelter	Double	2	\$180,000	\$130,000	\$120,000
218 1st Street SE	St. Leo's Catholic Church	Double	1	\$180,000	\$100,000	\$80,000
24 2nd Avenue SE	SRT Downtown Office	Double	2	\$180,000	\$130,000	\$120,000
219 S Main Street	Coldwell Banker	Single	2	\$100,000	\$75,000	\$70,000
217 S Main Street	Nodak Insurance	Single	2	\$100,000	\$75,000	\$70,000
213 S Main Street	Bray's Saddlery	Double	2	\$180,000	\$130,000	\$120,000
209 S Main Street	Day Spa	Double	2	\$180,000	\$130,000	\$120,000
207 S Main Street	Former Century Eyewear	Single	2	\$100,000	\$75,000	\$70,000
205 S Main Street	Oliver's Attick	Single	2	\$100,000	\$75,000	\$70,000
201 S Main Street	Heritage Place	Double	2	\$180,000	\$130,000	\$120,000
101 3rd Avenue SW	Trinity Health West	Double	2	\$180,000	\$130,000	\$120,000
21 3rd Avenue SW	Thompson Larson Funeral Home	Double	2	\$180,000	\$130,000	\$120,000
13 3rd Avenue SW	Thompson Apartments	Single	4	\$100,000	\$90,000	\$100,000
304 S Main Street	Thomas Funeral Home	Double	2	\$180,000	\$130,000	\$120,000
20 W Burdick Expy	Trinity Health Center East	Double	6	\$180,000	\$160,000	\$180,000
318 S Main Street	Main Medical Building	Double	3	\$180,000	\$160,000	\$160,000
301 S Main Street	All Saints Parish	Double	1	\$180,000	\$100,000	\$80,000
25 E Burdick Expy	M&H Store	Single	1	\$100,000	\$60,000	\$50,000
305 1st Street SE	St. Leo's Church Rectory	Double	2	\$180,000	\$130,000	\$120,000
400 E Burdick Expy	Trinity Medical Arts Building	Double	3	\$180,000	\$160,000	\$160,000
407 3rd Street SE	Trinity St. Joseph's Hospital	Double	4	\$180,000	\$160,000	\$180,000
410 3rd Street SE	Trinity Office Building	Double	1	\$180,000	\$100,000	\$80,000
200 E Burdick Expy	St. Paul's Lutheran Church	Double	2	\$180,000	\$130,000	\$120,000
108 E Burdick Expy	Minot Housing Authority	Double	2	\$180,000	\$130,000	\$120,000
20 E Burdick Expy	Dunn Diehl Dentistry	Double	1	\$180,000	\$100,000	\$80,000
401 S. Main Street	Apartment Complex	Double	2	\$180,000	\$130,000	\$120,000
415 S Main Street	Providence Holdings	Single	2	\$100,000	\$75,000	\$70,000
1 W Burdick Expy	Trinity Health Legacy Hospital	Double	6	\$180,000	\$160,000	\$180,000
				\$14,520,000	\$10,670,000	\$10,030,000

Properties West of Broadway

Address	Use	Frontage	Stories			
10 S Broadway	I Keating Furniture	Double	2	\$180,000	\$130,000	\$120,000
302 1st Avenue SW	I Keating Furniture Repair Shop	Double	1	\$180,000	\$100,000	\$80,000
100 S Broadway	Wells Fargo Bank	Double	1	\$180,000	\$100,000	\$80,000
308 2nd Avenue SW	Office Complex	Single	2	\$100,000	\$75,000	\$70,000
200 S Broadway	Papa John's	Double	1	\$180,000	\$100,000	\$80,000
212 S Broadway	Midtown Office Complex	Double	2	\$180,000	\$130,000	\$120,000
216 S Broadway	Midtown Office Complex	Double	2	\$180,000	\$130,000	\$120,000
200 3rd Street SW	First Baptist Church	Double	1	\$180,000	\$100,000	\$80,000
315 Western Avenue	Salvation Army Church	Double	1	\$180,000	\$100,000	\$80,000
300 3rd Avenue SW	Civic Center Plaza	Double	1	\$180,000	\$100,000	\$80,000
220 S Broadway	Planet Pizza/Sports on Tap	Double	2	\$180,000	\$130,000	\$120,000
220 W Burdick Expy	Vacant Building	Double	1	\$180,000	\$100,000	\$80,000
312 3rd Street SW	The Stereo Shop	Double	1	\$180,000	\$100,000	\$80,000
300 3rd Street SW	Word of Mouth Window Tinting	Double	1	\$180,000	\$100,000	\$80,000
315 3rd Avenue SW	Independence, Inc.	Double	1	\$180,000	\$100,000	\$80,000
604 W Burdick Expy	Metro Square Apartments	Double	1	\$180,000	\$100,000	\$80,000
529 W Burdick Expy	Sinclair Gas Station	Double	1	\$180,000	\$100,000	\$80,000
425 W Burdick Expy	Car Quest Auto Parts	Double	1	\$180,000	\$100,000	\$80,000
409 W Burdick Expy	Pawn Shop/Payday Loans	Double	1	\$180,000	\$100,000	\$80,000
400 4th Street SW	Prudential Realtors Office	Double	1	\$180,000	\$100,000	\$80,000
315 W Burdick Expy	General Trading Company	Double	1	\$180,000	\$100,000	\$80,000
301 W Burdick Expy	Flower Box	Double	1	\$180,000	\$100,000	\$80,000
400 S Broadway	Multi-Tenant Building/Mattress Firm	Double	1	\$180,000	\$100,000	\$80,000
500 S Broadway	Westlie Motor Company	Single	1	\$100,000	\$60,000	\$50,000
				\$4,160,000	\$2,455,000	\$2,040,000
GRAND TOTAL				\$18,680,000	\$13,125,000	\$12,070,000
					30% Reduction	35% Reduction

GOVERNMENT PROPERTIES

Address	Use	Frontage	Stories			
315 3rd Street SE	Ward County Courthouse	Double	3	\$180,000	\$90,000	\$80,000

225 3rd Street SE	Ward County Administrative Building	Single	4	\$100,000	\$90,000	\$100,000
205 3rd Street SE	Fire Station #2	Double	1	\$180,000	\$100,000	\$80,000
120 Burdick Expy E	CTE	Double	2	\$180,000	\$130,000	\$120,000
215 2nd Street SE	Minot Public Schools Armory	Double	2	\$180,000	\$130,000	\$120,000
105 2nd Ave SE	Carnegie Center	Double	2	\$180,000	\$130,000	\$120,000
5 W Central Ave.	Central Parking Ramp	Double	1	\$180,000	\$100,000	\$80,000
100 1st Street SW	Federal Courthouse	Double	3	\$180,000	\$160,000	\$160,000
10 3rd Avenue SW	City Hall	Double	3	\$180,000	\$160,000	\$160,000
205 1st Street SW	Renaissance Zone Ramp	Double	1	\$180,000	\$100,000	\$80,000
310 2nd St SE	Milton Young Towers	Double	14	\$180,000	\$160,000	\$180,000
				\$1,900,000	\$1,350,000	\$1,280,000
				GRAND TOTAL	\$20,580,000	\$14,475,000
					30% Reduction	35% Reduction
						\$13,350,000



FACADE IMPROVEMENT PROGRAM

Program Guidelines

Adopted by City Council: July 6, 2021

Last Revised: February 22, 2023

PROGRAM PURPOSE:

The City of Minot (hereinafter “City”) is undertaking a Façade Improvement Program (hereinafter “Program”) to provide public funds as an incentive to encourage private investment for exterior façade improvements to properties located in the City’s Central Business District zoning district. The Program is intended to encourage property owners in downtown to initiate transformational building projects; this Program is not intended to fund general building maintenance or encourage partial repairs.

Specific information regarding properties included in the Central Business District is available on the City’s website (<https://city-of-minot-open-data-minotnd.hub.arcgis.com/>) and in the Community Development Department.

PROGRAM GOALS:

The goals of the Program include:

- Promote private redevelopment and investment in downtown properties (exterior and interior);
- Inspire local commercial development to address market failures;
- Encourage beautification in Minot, generally, and in the Central Business District, specifically;
- Revitalize downtown as a unique cultural and retail hub of Minot;
- Support aesthetic improvements to the Central Business District;
- Increase community support for downtown;
- Reduce vacancies in the downtown;
- Provide a unique experience that draws visitors and residents, and supports other economic development efforts; and
- Improve conditions for the renovation of upper stories for residential and/or commercial uses.

PROGRAM ELIGIBILITY:

Minimum requirements exist for Program eligibility, as follows:

- Applicant must own the property to be improved;
- Property to be improved must be located in the Central Business District;
- Government properties are ineligible for financial assistance;
- Applicant must be willing to fully comply with the requirements of the Program, including, among other things, a renovation to the property’s facade that visually improves the exterior aesthetic of the building and returns the building to its original design, the mandatory financial commitment, compliance with all zoning and building code requirements with regard to the façade improvements, and willingness to allow the City to walk through the entire building to

evaluate and recommend potential renovations that would promote additional commercial and residential activities in the downtown;

- Property to be improved must have no outstanding nuisance, dangerous building, public health, or building/zoning code violations; and
- Payment on all property taxes and/or special assessments relating to property to be improved must be current.

ELIGIBLE IMPROVEMENTS:

For purposes of this Program, a facade is generally considered to be the vertical face or faces of a building.

In order to qualify for funding under this Program, an applicant must submit a design and construction plan that represents a return to the original design of the facade, or reflects a similar style to the original design (hereinafter referred to as “true-to-period design”). Funding priority will be given to applications that seek to improve facades located along street and sidewalk frontage. In order to qualify for funding to improve a façade that is not located along street and sidewalk frontage, the City must find the proposed façade improvement will have a strong visual impact from the closest street and sidewalk and the Applicant must 1) have all façades located along street and sidewalk frontage compliant with the latest versions of the City’s Façade Improvement Program’s Guidelines and Design Standards or 2) be undertaking a full façade renewal that includes bringing their façade(s) located along street and sidewalk frontage into compliance with the latest versions of the City’s Façade Improvement Guidelines and Design Standards. Applicants should refer to the Program Design Standards for further guidance, which are located on the City’s website (<https://www.minotnd.org/680/Economic-Development>) and in the Community Development Department.

Complete façade renovations or replacements are required; partial improvements to facades are not eligible for funding under this Program. Funding under this Program is only available one time per eligible facade.

Eligible Reimbursements

The following list contains improvements that would be considered a component of façade improvements eligible for funding under this Program, so long as the improvements are completed to the exterior of the building, comply with all applicable state and local building codes, and restore the building’s original aesthetic:

1. Window repairs and window replacements (“like for like” appearance requires sign-off by the department). Doors in windows are generally to be treated as windows.
2. Historic fenestration of the building shall be respected (install the right window for the opening);

3. Display windows;
4. Doors (secure, “like for like” wherever possible);
5. Ornamentation (corbels, cornices, mouldings, etc.);
6. Masonry replacement and repair including but not limited to repointing, tuckpointing, stucco, brick, block, ceramic, and tile;
7. Americans with Disability Act (ADA) accessibility (ramps, lifts, powered doors, etc.);
8. Awnings (retractable/roll out and fixed) that mirror window and door openings and marquees;
9. Permanent sign lighting (not located within sign) such as gooseneck lighting;
10. Painting, caulking, and surface preparation of renovated or replaced facade;
11. Restoration and recreation of ghost signs (an old hand-painted advertising sign preserved on a building, often for a business, product, or service that no longer exists);
12. Sealing of stone and brick;
13. Façade lighting;
14. Concealed electrical wiring directly associated with other uses herein;
15. Accommodation for seasonal/holiday LED lighting;
16. Demolition of historically inappropriate materials;
17. Fire escapes;
18. Repair and construction of entryways and vestibules;
19. Gutters, scuppers, and downspouts; and
20. Architectural services and design reimbursement or matching of fees paid, however, in no circumstance may those fees exceed 10% of the reimbursable project costs; if an application is approved for funding, architectural services, and design reimbursement may also include fees accrued by the applicant during the application process.

Ineligible Reimbursements

The following list contains costs NOT eligible for reimbursement:

1. Destructive sandblasting of masonry;
2. Routine and periodic maintenance of the property;
3. Signs and billboards;
4. Demolition of historically appropriate materials;
5. Vinyl replacement windows;
6. Replacement of windows that don’t fill the original opening (fenestration);
7. Opaque, mirrored, or heavily tinted windows (pedestrians should be able to see in);
8. Use of EFIS, plywood, or faux stone;
9. Roofing;
10. New construction except for handicapped accessibility, vestibules, and fire exits;
11. Mechanical and HVAC repairs and improvements;
12. Security systems, including roll-down bars and gates, and alarm systems;
13. Refinancing of existing debt; and
14. Previously completed projects or projects in which construction has been initiated prior to final approval of any application (as determined by the City).

Improvements that are not listed as eligible or ineligible are subject to review by the Renaissance Zone Review Board (hereinafter “Board”). The Board will make a recommendation to the City Council as to whether or not the improvement would be compatible with the overall goals and purpose of the Program.

FUNDING:

Availability of Funds

Submission of an application is not a guarantee of funding from the Program. All applications are subject to the availability of funds in the Program budget. Applications will be reviewed and routed in accordance with the Program until Program funds are depleted. In the event there are partial but insufficient funds for the requested project’s completion, the City may approve a loan amount less than requested.

The City, in its sole and exclusive discretion, reserves the right to discontinue funding the ~~p~~Program or to cancel the Program at any time, prior to final approval of any application, without notice to applicants, if sufficient funds for the Program are not available or the City Council, in its sole discretion, determines there is a better, more appropriate use for the allocated funds.

Forgivable Loan

Funding under this Program for single facades less than 55 feet wide is generally available in a 75/25 (City/Applicant) split for the total project costs, with a maximum City contribution of \$100,000. The City’s funding contribution for this type of project under this Program shall not exceed 75% of the total project costs, or \$100,000, whichever is less.

Funding under this Program for properties with corner buildings (two facades) or single facades that are at least 55 feet wide is generally available in a 75/25 (City/Applicant) split for the total project costs, with a maximum City contribution of \$180,000. The City’s funding contribution for either of these types of projects under this Program shall not exceed 75% of the total project costs, or \$180,000, whichever is less.

The funding shall be in the form of a ten (10) year, no-interest, forgivable loan. Conditions of loan forgiveness shall include, at a minimum, maintaining the façade for the term of the loan; securing and keeping in force insurance for the replacement value of the structure; complying with daily lighting requirements from dusk to 10:00 PM; and agreeing to maintain occupancy of first floors of structure or, in the event of a vacancy, active marketing to attempt to maintain occupancy of first floors of structures. Failure to comply with the conditions or other requirements of the loan shall result in the applicant repaying all approved loan funds.

The City may require the loan to be secured by real estate mortgages, liens, company and/or personal guarantees, or any other security instrument the City determines is appropriate. At a minimum,

personal guarantees from principals will be required. In the event the applicant is a non-profit organization, the City will require the same to produce a form of unencumbered collateral in an amount at least equitable to the funds requested from the façade improvement program.

APPLICATION PROCESS:

Interested applicants shall submit application materials and a \$500.00 non-refundable application fee to the Economic Development Administrator made payable to the City of Minot.

Application materials are as follows:

1. Complete the application form;
2. Property address and complete legal description;
3. Proof of ownership;
4. Photos of the original façade of the structure and/or original blueprints (when available);
5. Photos of the current façade;
6. Design drawings produced by a licensed architect or drafting professional showing a true-to-period complete façade renovation;
7. Three bids and/or cost estimates (the City will only fund a project using the lowest responsible qualified bidder/quotation);
8. Written verification by a roofing contractor, licensed architect, or licensed engineer that the roof has an estimated lifespan of 10 or more years from the date of application;
9. Proof of the City's completion of an interior walk through of upper floors and basements to determine necessary renovations to allow for occupiable commercial and/or residential uses; and
10. Any additional information the Economic Development Administrator determines is necessary to determine conformance with the Program.

REVIEW AND APPROVAL PROCESS:

Staff Review and Recommendation

Upon submission of all necessary application materials and the application fee, the Economic Development Administrator will review the application for compliance with the Program, on a first-come, first-served basis, and will forward a recommendation to the Board at their next regularly scheduled meeting.

Renaissance Zone Review Board

A hearing will be held before the Board on each application. While reviewing and considering the application, the Board can approve in full, modify or add/remove conditions, or deny the application.

If the Board recommends approval of the application, the recommendation shall be sent to the City Council for final review and contract approval.

~~If the Board denies the application, the Board must note the reason for denial. The applicant may appeal the Board's decision to the City Council by filing a written notice of appeal, which states the grounds upon which the appeal is based, with the Economic Development Administrator within ten (10) business days of the Board's decision.~~

The applicant is encouraged to attend the Board meeting where the project will be reviewed and considered, but their attendance is not mandatory.

City Council

The City Council shall consider all recommendations to approve an application for Program funding from the Board. The City Council has the authority to approve the recommendation, reject the recommendation, or modify or add/remove conditions from the Board's recommendation. The City Council reserves the right to reject any application for any reason.

~~In the event of an appeal from the Board, the City Council has the authority to affirm the decision, reverse the decision (with modifications to the applicant's original request or added/removed conditions), or refer the application to the Board for further consideration.~~

The applicant is encouraged to attend the City Council meeting where the project will be reviewed and considered, but their attendance is not mandatory.

POST-APPROVAL PROCESS:

Approval of Agreement

After approval of the application and prior to initiation of the project, the City and applicant shall enter into an agreement establishing the terms and conditions. City Council approval of an agreement can occur at the same meeting as the approval of the application.

The applicant may only begin work on the project after the final approval of the application and agreement. With the exception of eligible architectural or design fees accrued during the application process, any work performed or materials purchased prior to the approval of the agreement will not be eligible for reimbursement under this Program.

Preconstruction/Kickoff Meeting

Before beginning work, the approved applicant shall schedule an on-site meeting with their contractor and the Economic Development Administrator or their representative. Following the on-site meeting, the Economic Development Administrator will forward the applicant a letter summarizing the meeting, and a copy of the letter will also be sent to the applicant's contractor and architect.

Amendments

In order to speed approval of modifications in design that arise from the judgment of on-site conditions during construction, applicants applying for an amendment to their approved project shall submit application materials and a \$200.00 non-refundable application fee to the Economic Development Administrator made payable to the City of Minot.

Minor changes can be approved administratively by the Community Development Director or their designee. The decision of the Community Development Director or their designee may be appealed to the Renaissance Zone Review Board. Major changes must be reviewed by the Renaissance Zone Review Board, which will make a recommendation to the City Council on how to proceed with the amendment. The Renaissance Zone Review Board's recommendation shall be placed on the next available City Council agenda, which will make the ultimate decision on whether to approve or deny the modification.

Minor changes are defined as a change of location of a window or door within the approved initial design, a change in building material, or a change that meets the City's Façade Improvement Design Standards. All other changes are considered to be major changes, and must follow the approval process outlined in the preceding paragraph.

Completion of Project

All work shall be completed within one year of the City Council's approval of the agreement unless a different completion deadline is approved by the City Council and incorporated into the agreement. The Renaissance Zone Review Board, in its reasonable discretion, may allow up to a seven-month extension due to inclement weather or difficulty in obtaining building materials. Other extensions will be sent by the Board with a recommendation to the city council. Failure to complete the project within the time required will result in the agreement being terminated and reimbursement funding will not be provided. Legal agreements may acknowledge the limits of the building season and may start the clock effective no later than the following April 1. Actual work may commence prior to April 1.

City Inspection

After completion of the project, the applicant shall immediately notify the Economic Development Administrator and schedule a time for an inspection. If the project is deemed complete and in compliance with the approved application, the Economic Development Administrator shall inform the applicant of that, in writing. In the event that the Economic Development Administrator identifies inconsistencies in the approved plans and actual work completed, the Economic Development Administrator shall notify the applicant, in writing, and provide a timeframe for correction of the required work.

Reimbursement Process

After the Economic Development Administrator verifies the completion of the project in accordance with the approved application, the applicant may submit a requests for reimbursement. Prior to the disbursement of any funds, the applicant shall submit invoices, receipts, bank statements, credit card receipts, or other allowable written proof of project costs. After review and written approval by the Economic Development Administrator and the Finance Department, the City shall distribute the eligible reimbursements to the applicant, up to the amount approved by the City Council.

Compliance Monitoring

Throughout the ten (10) year term of the agreement, the applicant shall allow and the Economic Development Administrator shall complete annual inspections of the ~~facade~~façade during the month of October. The Economic Development Administrator shall also take whatever steps are necessary to verify compliance with any additional conditions of the forgivable loan and any other term of the agreement. The applicant must comply with any requests from the Economic Development Administrator that will aid in conducting compliance checks with the agreement. In the event the applicant fails to meet the requirements of the agreement at any time during the term of the agreement, repayment of the loan funds will be required after a reasonable cure period.

Facade Maintenance

Throughout the ten (10) year term of the agreement, the applicant shall maintain the facade in a manner that is consistent with the approved application and design and in accordance with any applicable laws or regulations. In the event that the applicant intends to modify the facade for any reason, including for general maintenance, and the modification will produce visible differences in the approved application and design, the modification must be first reviewed and approved, in writing, by the Economic Development Administrator. In addition, the applicant shall maintain the façade in appearance and, in addition to any other negotiated general appearance maintenance requirements, shall agree to remove graffiti within 48 (forty-eight) hours. Failure to maintain the façade as described above will result in the termination of the agreement between the City and the applicant. In the event the City terminates the agreement under this provision, the applicant shall be required to repay the loan funds.

Sale or Transfer of Real Property

In the event the applicant sells the underlying real property at any time during the ten (10) year term of the agreement, the seller shall either repay the loan funds to the City or assign, with prior written approval from the City Council, all of the obligations to the buyer of the real property. If necessary, the City may also require appropriate security from the new buyer.

Default

In addition to mandatory conditions described previously which will result in the termination of the agreement and an obligation for the applicant to repay the loan, the City may include additional events of default will result in the termination of the agreement, depending on the specific project. Those

events may include, but are not necessarily limited to, default on other agreements with the City; misrepresentation of fact in a verbal or written statement(s) or false or inaccurate financial information; and use of the property for illegal activities. Termination of the agreement may also result in the applicant being barred from future participation in the Program.

Annual Report

The Economic Development Administrator shall provide the City Council with Program information
an annual report highlighting the results of the annual inspections, the status of each project, the fund
balance for the program and other miscellaneous individual project information by
December~~September~~ 15th of each year that the Program is~~has an~~ active ~~project or budget~~.

City of Minot

Façade Improvement Forgivable Loan

Program Design Standards

Adopted by City Council: July 6, 2021
Revised: February 22, 2023

INTRODUCTION:

These criteria are applicable to program guidelines adopted by the Minot City Council (hereinafter “City”) for the Minot Façade Improvement Program.

Façade improvements are meant to address the attractiveness of multiple downtown properties in order to renovate old or decaying building stock. It may also assist designated historic districts to complete the renovation, restoration or adaptive reuse of a class of buildings found principally along Main Street and other downtown facades.

The City’s approach is to provide incentives to completely renovate the entire façade so that it doesn’t require more work in the near future. The City is avoiding a band-aid approach.

GENERAL DESIGN CRITERIA:

1. To return buildings close to their original design. True-to-period design and materials are important.
2. Make certain the façade is repaired with durable materials for the long term (10 years and beyond).
3. Allow for adaptive reuse and ADA accessibility.
4. Return windows to original sizes (fenestration), mounted and fitted close to the opening size. This may include display windows. This is a key principle: After partial demolition, improvements may involve increasing the number or size of windows and alteration of the interior space to accommodate windows. An exception may be granted when the original drawings or photos from the year constructed clearly show that no window was intended for the opening or when structural indications of joists or floor height indicate that windows cannot be functional. Drop ceilings are not a consideration. Later photos are not applicable.
5. Consider interior storm windows and repairing and restoring some windows if cost savings are possible over replacements. This is especially important for historic buildings. Replacing windows should be the last element to be calculated. Inexpensive vinyl

replacements, mirrored, tinted, smoked or glass block windows are not permitted unless historic.

6. Provide energy-efficient windows and plate glass display windows.
7. Light all display windows with energy-efficient LEDs. It is advised to place the electrical circuits for display windows and sign lighting on a timer.
8. Locate signs in sign bands where feasible. We recommend perpendicular/blade signs that pedestrians use over vehicular use.
9. Use historically appropriate signs where appropriate to the architecture. Externally lit signs are encouraged.
10. Improve/restore street access to upper floors whose reuse must be accommodated.
11. Use of durable materials is important. PVC Lumber is preferable to real wood due to its durability. Smooth surfaces resemble real wood more than faux raised grain.
- 11-12. Use of sills constructed in a single piece with proper caulking and sloped to drain is encouraged.

ELIGIBLE AND INELIGIBLE IMPROVEMENTS:

See Program Guidelines.

PERMITTING AND CODE REQUIREMENTS:

Applicants or their contractor(s) must secure required building permits and complete the project in accordance with all applicable codes, ordinances, and standard engineering practices. Contractors must be licensed with the City of Minot Inspections Department. Applicants and contractors shall follow all federal, state, and local codes.

DESIGN STANDARDS:

Downtown Main Street and the design of its buildings developed organically, grown from within the fabric of what was there at the time from 1889 until about 1920. Renovation efforts should follow the original intent and avoid making statements at the expense of the original work. At the same time, reasonable accommodations for ADA access and more functional materials can be given without abandoning period-appropriate design. Applicants should refer to Section 4.2-7 of the Minot Land Development Ordinance as adopted April 5, 2021 (subject to revision). Applicants will have to follow the design standards listed below to be eligible for a forgivable loan:

Building Materials

1. Should be compatible with and complement existing and adjacent buildings.
2. Should be appropriate for the size and architectural style of the façade.
3. Use of too many materials on a single building should be avoided.
4. Inappropriate building materials, damaged or inferior materials that have been added over time should be removed.
5. For historic buildings, building materials and elements from an earlier time or different architectural style should not be added to create a false historical appearance.

6. Use of durable materials is required. We encourage lasting repairs so that fewer repairs are required in the future.
7. Use of PVC lumber is encouraged if replacing wood and mouldings, and properly replicating historic mouldings.
8. EFIS (Exterior Foam Insulation System) cannot be used on the front façade.
9. No use of plywood as an exterior surface or faux stone except as needed for restoration.
10. Respect the original materials.

Durability and Maintenance

1. Building materials should be aesthetically and structurally durable.
2. Where appropriate, substances which resist graffiti should be applied to reduce maintenance requirements.
3. Building textures and their combinations should add continuity.
4. Texture should be appropriate for the size, proportion, and architectural style of the building.
5. Reflectivity, durability, and color of the texture should be considered.

Building Colors

1. The selection and use of colors should be coordinated and compatible with each other and with adjacent buildings.
2. The use of multiple colors may be appropriate on a building elevation. However, no more than three different colors should be used on one plane.
3. The color choice should be appropriate for the building material. Bright, vibrant colors are usually more appropriate as building accents or as accent colors on signs.
4. Preserve and restore “ghost signs” wherever possible.

Architectural Details

1. Architectural details include cornices, roof overhangs, lintels, sills, molding, brick patterns (soldier course, sailor course, shiner course, rowlock course, etc.), shutters, entrance decoration, chimneys, and any other decorative indentations, projections, or additions.
2. These details add materials, textures, and colors to the architecture, create shadows or highlight building focal points, and divide or define structural masses.

Windows

1. Respect the original window openings (fenestration) to determine window and door locations and sizes. These openings may only be fully determined after partial demolition.
2. The number, size, style, and type of windows should be appropriate for the architecture of the building.
3. The rhythm, patterns, and ratio of walls to windows should be proportional to the building and its surroundings. Masonry openings are usually the guide to window size.

4. Too many different window variations on a building should be avoided.
5. Window design should be compatible with details such as sills, sashes, lintels, depth of reveal, decorative caps, and shutters.
6. If shutters are proposed they should fit the window opening.
7. The color of the glass and its reflective quality should be carefully considered for its overall effect on the design. Highly reflective glass or darkly tinted glass is not appropriate at street level or most other street façade applications.
8. Specifications of windows and doors must be provided to board and staff including brand and model. No substitutions. The approved quality of window or door must be installed although the board may approve windows of identical specifications.
9. It is a façade program goal to balance design that engages the street and provides natural lighting with the restoration of historic display windows. Some of the area above the first-floor façade windows may occasionally be needed to provide a sign band for modern era wall signs. Display windows that respect the original, period-appropriate fenestration may include suitably designed trim and panels above and below the glazing constructed from durable, period-appropriate materials or like-for-like replacements. All display windows should be installed at a suitable viewing and display height that would have existed on the building or other same-period structures in the vicinity. Photographs and architectural drawings from the period of construction may be used for guidance.

Display Windows

The large array of display windows inset from the sidewalk most often were not part of the original design, they were added in the late 1940s. They allowed shoppers to come in out of the rain and snow but do take up lots of space. Reducing the size of the cut-in saves energy, increases interior space, allows for reconfiguring entrances to the upstairs, and saves money that can be directed to other restoration.

Street Level Windows

“Abundant” windows are considered to engage the street and connect interior and exteriors and the persons both inside and out.

Wooden Windows

Frequently, their repair and renovation are not only more cost-effective but also reasonably energy efficient when either glazing is replaced with double pane/low-E glazing or exterior or interior (preferred) storms are added. Counterweights are usually replaced by more energy-efficient mechanisms at the same time.

Accessibility Ramps

1. Where possible, ramps should be located so that they are sensitive to primary building elevations.
2. The design of ramps should relate to building architecture and exterior building materials.

3. A ramp's base and its railings should be of appropriate materials and finish to complement the building.
4. Unpainted or unstained wooden ramps are discouraged.
5. Landscaping may be used for screening.
6. A preference is given to grade modifications that allow for access through the building's primary entrance, as opposed to separate ramp facilities.
7. All ramps must meet the requirements of the Americans with Disabilities Act (ADA).

Signs

1. Hanging/blade/flag signs are desirable because they minimize long-term damage to the building as users change and update signs. They are better for customers looking for a shop on foot. External lighting such as goosenecks allow for sign changes with placard signs and with minimal damage to surfaces. External lighting is an allowed expense.
2. Box signs are not appropriate. No vinyl banner, backlit banner or translucent box signs to be included in the design or execution.
3. Opaque or see-through window vinyls, covering more than 10% of any window on a primary façade are not allowed.