



**TO:** Mayor Tom Ross  
Members of the City Council

**FROM:** Brian Billingsley, AICP, Community & Economic Development Director

**DATE:** January 10, 2024

**SUBJECT:** **APPROVE APPLICATION FI-11 (FAÇADE IMPROVEMENT PROGRAM) FOR JORDAN ROSS AND MEGAN ROSS LOCATED AT 23 2<sup>ND</sup> AVE. SE IN AN AMOUNT NOT TO EXCEED \$125,362.00.**

## **I. RECOMMENDED ACTION**

1. The Renaissance Zone Review Board met on December 21, 2023 and voted to recommend approval of a forgivable loan application FI-11 for Jordan Ross and Megan Ross for a property located at 23 2<sup>nd</sup> Ave. SE in an amount not to exceed \$125,362.00, subject to conditions of the program.

## **II. DEPARTMENT CONTACT PERSONS**

Brian Billingsley, Community & Economic Development Director – 857-4147

## **III. DESCRIPTION**

### **1. Background**

The applicants submitted an application for a Façade Improvement Program forgivable loan on December 11, 2023. The recommended amount is determined from the lowest of three bids obtained by the applicant. The property is on a corner lot and qualifies for a second facade.

The lowest bid for this project was submitted by Rolac Contracting, Inc. for \$152,362.00. Design work is also eligible for reimbursement and was done for \$14,750.00. The total cost for this project is \$167,150. The City will cover 75% of the total cost (\$125,362.00) and the applicant will be responsible for the remaining \$41,787.00, plus an overages.

### **2. Proposed Project**

The renovations will restore the façade of the building to true-to-period condition by moving the front door up to the sidewalk fronting 2<sup>nd</sup> Ave. SE, removing inappropriate materials from the building, and replacing windows.

#### **IV. IMPACT:**

1. Strategic Impact:

The City of Minot approved a program committed to façade improvements in downtown Minot's Central Business District on July 6, 2021. This façade renovations will improve the appearance and viability of downtown as a place for retail businesses and cultural institutions to thrive and as a placemaking effort as a unique, regional attraction in North Central North Dakota.

2. Service/Delivery Impact:

The construction will be permitted and inspected by city departments. The program activity will be monitored by the economic development administrator. Sidewalk encroachments are regulated by the Engineering Department.

3. Fiscal Impact:

This program utilizes sales tax funds already budgeted for this purpose. These projects are expected to increase downtown property values and revenues over time.

#### **V. ALTERNATIVES**

1. The City Council can send the project back for review by the Renaissance Zone Review Board.
2. The City Council can reject the application if it decides the application sent to them does not significantly adhere to the program guidelines adopted by the city council.

#### **VI. TIME CONSTRAINTS**

None.

#### **VII. CITY COUNCIL ASPIRATIONS**

This proposal fulfills the following City Council aspirations:

1. Dynamic and Prosperous – Improving the appearances of building facades downtown will help to increase business redevelopment and occupancy.
2. Excellent and Connected – Improving the fabric of the downtown neighborhood, making it more livable and user friendly while increasing usage and local commerce.

#### **VIII. LIST OF ATTACHMENTS**

1. Application FI-11 and supporting materials such as renderings, bids, property information, photos of property, etc.
2. Contract