

April 19, 2022

**Policy Statements Governing the Operation of the City of Ottumwa's
Downtown Area Revitalization Grant Programs**

GENERAL CONDITIONS:

The City of Ottumwa, Iowa pursuant to the Downtown Development Guide, June 4, 1996 shall provide and administer programs to encourage quality maintenance and redevelopment of the Downtown district. The Façade Grant Program, Loan Interest Credit Program, Commercial Paint Program, White Box Program, Roof Replacement Grant Program and Restaurant Equipment Program ("Program") shall operate in compliance with the following policy statements:

POLICY STATEMENTS:

1. Financial assistance is subject to available funds budgeted for the programs.
2. The Planning and Development Department shall act as the administrative agency as provided in Chapter 2 of the Municipal Code of the City of Ottumwa and shall be responsible for the implementation of the programs.
3. Improvements under any program must be approved by the Planning and Development Department and the Downtown Area Revitalization Team, prior to start of work. All funded projects shall be consistent with the Downtown Design Standards, April 19, 2016.
4. Projects funded shall be existing commercial buildings, and structures located in the Downtown area defined in the downtown development guide. Ineligible projects include federal/state/municipal buildings, buildings owned by non-profit organizations holding a 501(C) status, buildings owned by religious organizations and educational institutions, and any organization that is exempt from paying taxes under Iowa Code 427.1(1)(2)(8) (9).
5. Projects are not eligible that include Adult Entertainment uses.
6. Project approval and improvements completed under the programs must be reviewed and approved by the Downtown Area Revitalization Team. Approved applications are required to be structurally sound and feasible for rehabilitation. The applicant may be required to provide supplemental documentation to confirm the structural soundness of a building.
7. The Downtown Area Revitalization Team shall be comprised of five to seven members and will include at a minimum:
 - a. Community Development Director
 - b. Building Inspector
 - c. Legacy Foundation Representative
 - d. Zoning and Housing Coordinator

The team will also include members from any of the following positions of expertise: banking, architecture, historic preservation, real estate, Main Street Ottumwa Director, Rippling Waters Executive Director, Greater Ottumwa Partners in Progress representative.

8. Improvements will not be approved if the improvements would have a negative impact on the structures that are listed on or eligible for listing on the National Register of Historic Places or on the structures which are contributing to a historic district listed on the National Register of Historic Places.
9. Contiguous structures that are owned by one property owner will be evaluated by the Downtown Area Revitalization Team to identify the impact of the improvements to determine if the maximum assistance under the Façade Grant Program will be based upon one project or individual contiguous structures. Applicants receiving the maximum financial assistance may reapply after 3-years of the contract close-out; applicants receiving less than the full amount may apply for the remainder of the maximum award within three years.
10. The *Façade Grant Program* will provide a 25% reimbursable grant on an approved facade improvement. A 75% match is required from the tenant or owner. A maximum City participation is \$20,000 per façade (a facade may include front, side, or rear of the building if located contiguous to a public street or visually has more than one frontage as determined by the Downtown Area Revitalization Team).
11. In the *Loan Interest Credit Program* will buy-down interest on approved construction loans. A maximum City participation is up to 7.25% interest on a five-year loan up to \$7,500. Interest credit is paid within 30 days prior to closing.
12. The *Roof Replacement Grant Program* pays a 50% of project costs up to \$10,000 for a roof replacement project. The recipient shall identify the role of the ORLF as a primary funder of their project. Roofing materials chosen must be approved by the Downtown Area Revitalization Team.
13. The *Commercial Paint Program* pays 50% of project costs up to \$1,000 as a reimbursement. Property must have already been painted and paint color must be approved by the Downtown Area Revitalization Team.
14. The *White Box Program* pays 50% of the project costs up to \$10,000 paid as a reimbursement. The Downtown Area Revitalization Team will determine suitable projects. Minor remodel projects are not eligible. Eligible projects should rehabilitate distressed space in such condition as to be unusable.
15. The *Restaurant Equipment Program* pays up to \$25,000 to reimburse the costs of installing semi-permanent restaurant equipment such as vent hoods, restaurant fire suppression systems and grease interceptors for new restaurants. Updating existing restaurant equipment is not eligible.
16. The Planning and Development Department shall formalize an application, guidelines and procedures consistent with these policy statements. The guidelines may be amended by the



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Planning and Development Department so long as they are consistent with the Policy Statements governing the operation of the Downtown Area Revitalization Grant Programs.

17. The City Administrator shall hear and decide upon any appeal to decisions of the Downtown Area Revitalization Team.

Resolution No. 121-2022 approving and adopting these policy statements was approved May 3, 2022 by the Ottumwa City Council.