



2024 Storefront/Façade Program Guidelines

City staff contact:
John Sutter 763.531.1130
john.sutter@crystalmn.gov
4141 Douglas Dr N
Crystal MN 55422

The Economic Development Authority of the City of Crystal (EDA) has established the following guidelines for the storefront/façade improvement assistance program funded by a grant from the Hennepin County Housing & Economic Development Business District Initiative program:

General Guidelines

- This program is funded by a \$25,000 grant from the Hennepin County Housing and Redevelopment Authority. Once those funds have been used, continuation of the program would depend on the EDA authorizing continuing the program with its own funds.
- Eligibility is limited to those properties described as being within Areas A, B or C on pages 4-6 of these Guidelines.
- Assistance is a no-interest loan for up to 50% of the cost of eligible improvements.
- Loans shall be in the form of a Repayment Agreement that will be recorded by the EDA as a lien against the property.
- Loans will have a 10-year term. The loan balance will be reduced by 10% each year and forgiven after 10 years.
- If the property is sold during the 10-year term, the remaining loan balance is immediately due.

Note: Repayments will be used to capitalize a revolving loan fund for the EDA to continue the storefront/façade program after Hennepin County funding is exhausted.

- Minimum project size is \$10,000
Note: This would qualify for a \$5,000 forgivable loan
- There is no maximum project size, but the maximum forgivable loan is \$12,500.
- Funds will not be disbursed until after the work is complete, the EDA receives documentation that all invoices for work have been paid in full, and the EDA receives a fully executed and recordable Repayment Agreement.
- Time is of the essence for this program:
 - No applications will be accepted after 4:30 pm on Friday, February 28, 2025.
 - Projects must be completed and documentation submitted and approved by the city no later than either of the following deadlines, whichever is earlier:
 - No later than 90 days after EDA board approval of the application.
 - No later than Monday, June 30, 2025 when the Hennepin County grant terminates.

Be sure to verify your project timeline with all contractors to ensure that your project will meet both of these deadlines.

Eligible Applicants

- Property owners, tenants and for-profit and not-for-profit businesses are eligible, provided funds are primarily used for physical building improvements.
- If the applicant is not the property owner, a written statement of support from the property owner and, prior to disbursement of funds, the property owner's notarized signature on a recordable Repayment Agreement are required.
- The property must be up-to-date on all property taxes, assessments, utility bills and other city charges at the time of application submittal.
- Business applicants and property owners are allowed no more than one forgivable loan per calendar year.

Eligible improvements

Storefront improvement assistance may be used for a variety of exterior building façade improvements on existing buildings or related landscaping work. The work must be visible from the public street. A façade is defined as an individual storefront or commercial building side which faces a public-right-of-way or is otherwise visible to the general public from the street.

The following improvements are eligible:

- Restoration of exterior finishes and materials
- Masonry repairs and tuckpointing
- Exterior painting or re-siding (professional cleaning)
- Removal of architecturally inappropriate or incompatible exterior finishes and materials
- Repair or replacement of windows and doors (replacement must be architecturally appropriate)
- Canopy or awning installation or repair
- Exterior lighting
- Green Façade Improvement (i.e. Living Wall, ecofriendly [non-VOC] paint, reclaimed wood, etc.)
- Repair or replacement of exterior signage
- Outdoor patio seating
- Decorative bike parking
- Improvements to building access for pedestrians and people with disabilities
- Exterior building or accent lighting (parking lot lighting ineligible)
- Landscaping work done as part of a larger project (up to 25% of total project cost eligible)

Ineligible activities

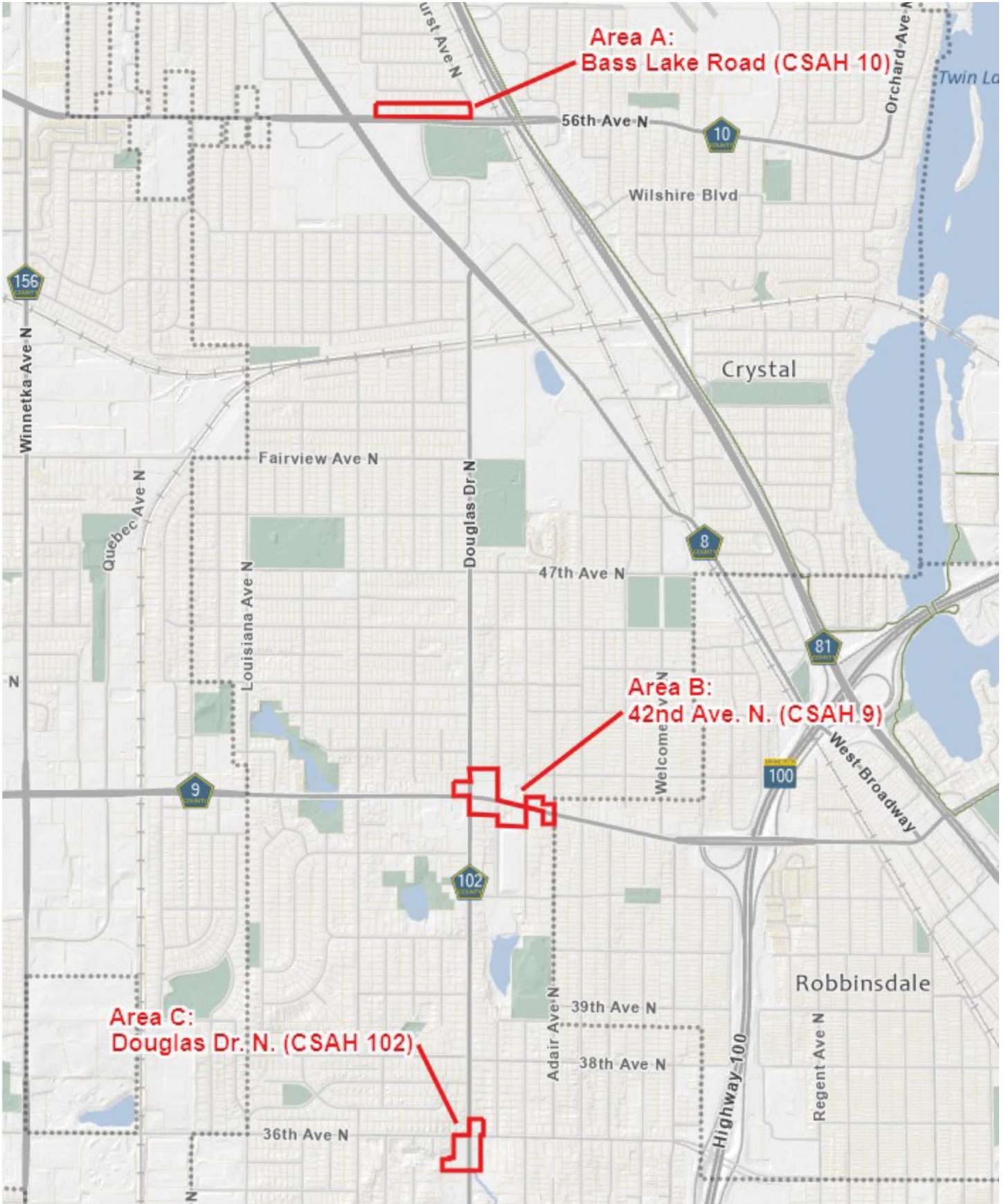
The following activities are not eligible:

- Purchase or lease of real property
- Construction of new buildings or additions to existing buildings
- Improvements already in progress or completed prior to contract approval
- Routine maintenance that is not part of an eligible storefront improvement project
- Improvements to a building interior, rear, or side not visible from a public street
- Improvements to residential buildings (excluding buildings with a mix of residential and commercial/retail)
- Roofing
- HVAC systems, building mechanicals, or security systems (including roll-down gates, window bars, cameras and alarms)
- Fencing (excludes decorative fencing as part of landscaping improvement)
- Parking areas
- Billboards, roof signs, temporary signs, and signs placed in or on windows
- Monument, dynamic display or electronic message signs
- Purchase or rental of tools and equipment, or for labor performed by the building or business owner, family members, employees, or any other person with a financial interest in the property or business. Grant funds may be used to pay for materials.
- Seasonal decorations or temporary improvements.
- Any other improvement not included in the list of improvements.

Procedure

1. EDA provides Guidelines, Application Form and Repayment Agreement template on city website, by request, and by direct outreach to businesses and property owners in the eligible areas.
2. EDA makes architectural and design assistance available at no cost, up to a maximum of \$1,000 per business property and \$3,000 per real property with multiple business tenants.
3. Applications including any project designs, drawings, etc. will be reviewed by EDA staff and, if complete, will be considered by the EDA Board of Commissioners at its next available regular meeting.
4. If the application is approved, funds will be disbursed upon completion of the approved project and receipt of the following:
 - a. Invoices and proof of payment/lien waivers from vendors/contractors
 - b. A fully executed and recordable Repayment Agreement from the property owner, which the EDA will record as a lien on the property
 - c. Any other documentation necessary for EDA staff to verify that the project has been completed in accordance with the approved application

ELIGIBLE PROJECT AREAS



ELIGIBLE PROJECT AREAS

(A) 6300-6600 56th Ave. N. / Bass Lake Road (CSAH 10)

2020 Aerial Photo showing Eligible Parcels in Business District



(B) 6000-6304 42nd Ave. N. / Rockford Road (CSAH 9)

2020 Aerial Photo showing Eligible Parcels in Business District



(C) 3528-3600 Douglas Dr. N. (CSAH 102)

2020 Aerial Photo showing Eligible Parcels in Business District



ELIGIBLE PROJECT AREAS

LIST OF ELIGIBLE REAL PROPERTIES

ADDRESS	P.I.D.
6316 56th Ave. N.	0511821410121
6402 56th Ave. N.	0511821410113
6402 56th Ave. N.	0511821410116
6404 56th Ave. N.	0511821410111
6406 56th Ave. N.	0511821410105
6408 56th Ave. N.	0511821410104
6418 56th Ave. N.	0511821410102
6518 56th Ave. N.	0511821410097
6600 56th Ave. N.	0511821410096
6000 42nd Ave. N.	1611821230078
6001 42nd Ave. N.	1611821230078
6016 42nd Ave. N.	1611821230095
6028 42nd Ave. N.	1611821230078
6105 42nd Ave. N.	1611821230090
6113 42nd Ave. N.	1611821230089
6121 42nd Ave. N.	1611821230082
6129 42nd Ave. N.	1611821230081
6209 42nd Ave. N.	1611821230065
6225 42nd Ave. N.	1611821230093
4210 Douglas Dr. N.	1611821220023
4300 Douglas Dr. N.	1611821220024
6304 42nd Ave. N.	1711821110029
3537 Douglas Dr. N.	2011821110098
3528 Douglas Dr. N.	2111821220072
3550 Douglas Dr. N.	2111821220071
3600 Douglas Dr. N.	1611821330090