



**Economic Development Authority**  
1616 HUMBOLDT AVENUE, WEST ST. PAUL, MN 55118

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**ECONOMIC DEVELOPMENT AUTHORITY MEETING**

**February 8, 2016**

**Immediately Follows the Regular City Council Meeting**

**MUNICIPAL CENTER COUNCIL CHAMBERS**

1. Call To Order
2. Roll Call
3. Adopt Agenda
4. Commissioner Comments
5. EDA Consent Agenda Items
  - 5.A. EDA Meeting Minutes  
Documents: [1-11-16 EDA MINS - REVIEWED.PDF](#), [1-25-16 EDA WS MINS.PDF](#),  
[1-25-16 ANNUAL EDA MEETING MINS.PDF](#)
  - 5.B. Dec 2015 Budget To Actual Report  
Documents: [DEC 2015 BUDGET TO ACTUAL REPORT.PDF](#)
6. New Business
  - 6.A. Sign Replacement Grant Application - 1268 Robert Street  
Documents: [EDA SIGN REPLACEMENT GRANT -2-8-16.PDF](#)
7. Old Business
8. Adjourn

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*If you need an accommodation to participate in the meeting, please contact the ADA Coordinator at  
651-552-4100, TDD 651-322-2323 at least 5 business days prior to the meeting  
[www.wspmn.gov](http://www.wspmn.gov) EOE/AA*

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**City of West St. Paul  
Economic Development Authority  
January 11, 2016**

**1. Call to Order**

President David Meisinger called the meeting to order at 7:22 p.m.

**2. Roll Call**

Present: President David Meisinger and Commissioners Dave Napier, Dick Vitelli, John Bellows, Ed Iago, Pat Armon and Jenny Halverson

Others: Executive Director Jim Hartshorn, City Manager Matt Fulton, Treasurer Joan Carlson, City Attorney Korine Land and Secretary Chantal Doriott.

**3. Adopt Agenda**

Motion was made by Com. Napier and seconded by Com. Armon to approve the agenda with a few minor changes in item rotation. All members present voted in favor. The motion carried.

**4. Commissioner Comments**

No comments were made.

**5. Consent Agenda Items**

- 5.A. Meeting Minutes from December 1, 2015
- 5.B. Financial Report for November 2015
- 5.C. Liability Coverage Waiver – EDA Resolution No. 16-01

Motion was made by Com. Bellows and seconded by Com. Napier to approve the consent agenda items as listed above. All members present voted in favor. The motion carried.

**6. New Business**

**6.A. Closed Session**

President Meisinger moved to closed the meeting at 7:24 p.m. pursuant to MN State Statute 13D.05 Subd. 3(c)(3) for potential acquisition of property located at 217 Bernard Street and 260 Marie Avenue. Motion seconded by Com. Napier. All members present voted in favor. The motion carried.

Moved by President Meisinger and seconded by Com. Vitelli, the EDA meeting reopened at 7:51 p.m. All members present voted in favor. The motion carried.

## **6.B. 1010 Dodd - Approve Demolition Bid**

Executive Director Jim Hartshorn gave an overview stating the EDA had recently purchased 1010 Dodd Road and the plan was to demolish the building and review options for the property redevelopment. Staff received two bids for demolition: Kamish Excavation for \$26,895 and Bolander and Sons Company for \$26,494. Options for property use will be discussed during the January 25<sup>th</sup> meeting.

Com. Iago asked if the tanks had been removed. Director Hartshorn answered yes. The building will be demolished now and other site work completed in the spring. Mendota Heights and the Police Federation are still open to funding options said President Meisinger.

Motion was made by Com. Halverson and seconded by Com. Napier to accept the Bolander and Sons Company bid in the amount of \$26,494.00 as presented for demolition of 1010 Dodd. All members present voted in favor. The motion carried.

## **6.C. Open to Business Joint Powers Agreement**

Executive Director Jim Hartshorn gave an overview stating that three years ago the EDA entered into a joint powers agreement with Dakota County to join the Metropolitan Consortium of Community Developers (MCCD). The MCCD sponsors a program called Open to Business and provides resources for said program. Staff recommends approving an investment of \$5,000 in the MCCD's "open to Business program" in which the Dakota County CDA will match.

Motion was made by Com. Iago and seconded by Com. Halverson to approve the Joint Powers Agreement with Dakota County to join the Metropolitan Consortium of Community Developers (MCCD). All members present voted in favor. The motion carried.

## **7. Old Business**

There was no old business to discuss.

## **8. Adjourn**

Motion was made by Com. Armon and seconded by Com. Halverson to adjourn the meeting at 7:58 p.m. All members present voted in favor. The motion carried.

Chantal Doriott  
City Clerk / Secretary  
EDA of City of West St. Paul

**City of West St, Paul  
Economic Development Authority  
Work Session Minutes  
January 25, 2016 at 4:30 p.m.**

**1. Open Work Session**

President David Meisinger opened the work session at 4:30 p.m.

**2. Roll Call**

Present: President David Meisinger and Commissioners Pat Armon, Ed Iago, Jay Bellows, Dave Napier, Dick Vitelli and Jenny Halverson.

Others: City Manager Matt Fulton, Executive Director/Community Development Director Jim Hartshorn, City Attorney Korine Land, Finance Director Joan Carlson and City Clerk/Secretary Chantal Doriott.

**3. Agenda Items**

Executive Director Jim Hartshorn gave an overview and introduced developer Dan Anderson, DJ Anderson Companies. Mr. Anderson said he grew up in St. Paul and has been involved in a lot of construction design projects. His father started his construction business in 1963. Mr. Anderson currently lives in Minneapolis. He mentioned the redevelopment potential in St. Paul especially around Robert Street.

**3.A. Logan Avenue Redevelopment Concept Plan Review**

Mr. Anderson presented to EDA Board and staff, a multi-family housing complex (apartment building) on the site. The units will be market rate and is a very good project for the area. He said he is more of a visionary than a developer. He wants to give the city a much needed project and what is conducive to this area. He discussed subgrade parking, on-ground parking and green space. The units would be one, two and possibly three bedrooms. There would also be an on-site community building. The fourth floor could allow approximately 25 additional units. It might be better to do half a fourth floor so it doesn't shadow Super America said President Meisinger. Mr. Anderson explained he may be able to condense the rooftop shelter awning. Com. Vitelli commented about parking. Mr. Anderson said if you moved the building back you could offer parallel parking. Could the rooftop include green space? Yes, said Mr. Anderson offering additional comment. Com. Armon asked if it would be sprinkled and it will be. Com. Vitelli is still a little concerned about parking. Commissioners were in favor of the concept plan presented.

**3.B. Bernard Street Redevelopment Concept Plan Review**

Executive Director Jim Hartshorn gave an overview. Mr. Anderson gave a presentation on a four-story, 66-unit building with retail on the bottom floor. The proposed is mixed use, market rate rental, and a much needed fit for the area. There could be TIF – we will have to discuss this in more detail. Mr. Anderson works with the Cuningham Group a lot and they understand this

type of project and are excited about it. He asked EDA to consider the four floors with the lower level housing retail and upper levels used for housing.

Comments:

- President Meisinger said he hasn't seen anything he doesn't like. He would like to see the fourth floor elevation and a rendering of the Livingston Ave roofline view, as would other commissioners.
- President Meisinger thought that the apartment complex at Bernard might be a little large for the area. Also, the structure might cause shadows (because of the size) onto abutting properties. He is excited though and is looking forward to more information on the project.
- Mr. Anderson said to keep in mind the project works at 3 floors. The 4<sup>th</sup> floor allows green space and he reviewed the site plan with members. The 4<sup>th</sup> floor allows him to go subgrade with the parking.
- City Manager Fulton asked if there were "sample projects" around the city that staff could view. Mr. Anderson said he will email pictures to Director Hartshorn with one project being in Eden Prairie.
- Com. Halverson is not too concerned about the 4<sup>th</sup> floor. She thinks the people in that area would like the green space, trees, etc.
- Com. Vitelli mentioned a project and Mr. Anderson said he will get a picture of that development to members.
- Mr. Anderson said the exterior can promote the "green" with metal and prefabricated wood that looks like wood; he would like a contemporary feel. They are thinking about the city and people.
- Com. Iago liked this Bernard project next to Sherman's project.

There were no objections from commissioners.

#### **4. Adjourn**

The EDA work session adjourned at 4:58 p.m.

Chantal Doriott  
City Clerk/Secretary  
City of West St. Paul

**City of West St. Paul  
Economic Development Authority  
January 25, 2016**

**1. Call to Order**

President David Meisinger called the meeting to order at 8:40 p.m.

**2. Roll Call**

Present: President David Meisinger and Commissioners Pat Armon, Dave Napier, John Bellows, Ed Iago and Dick Vitelli. Com. Jenny Halverson had an excused absence.

Others: Community Development Director/Executive Director Jim Hartshorn, City Manager Matt Fulton, Finance Director/EDA Treasurer Joan Carlson, Attorney Korine Land, and City Clerk/EDA Secretary Chantal Doriott.

**3. Adopt Agenda**

**A. City Council Meeting Minutes of November 9, 2015**

Motion was made by Com. Napier and seconded by Com. Iago to approve the consent agenda items listed above. All Commissioners present voted in favor. The motion carried.

**4. Consent Agenda Items**

There were no consent agenda items to consider.

**5. Commissioner Comments**

There were no Commissioner comments.

**6. New Business**

**6.A. Annual Meeting**

Executive Director Jim Hartshorn gave an update. According to the EDA Bylaws the Board should hold an annual meeting to elect officers: President and Vice President. The Treasurer shall be the mayor and the Assistant Treasurer shall be Joan Carlson the City Finance Director. The secretary is a sitting position currently held by City Clerk Chantal Doriott.

Adopt Resolution No. 16-02 Electing Economic Development Authority Officers for the Annual Board meetings in 2016:

Motion was made by Com. Iago and seconded by Com. Vitelli to reappoint Com. David Meisinger as the EDA President for 2016. Coms. Vitelli, Iago, Bellows, Napier and Armon voted in favor. Com. Meisinger abstained. The motion carried.

Motion was made by Com. Napier and seconded by Com. Bellows to reappoint Com. Ed Iago as the EDA Vice President for 2016. Coms. Vitelli, Meisinger, Bellows, Napier and Armon voted in favor. Com. Iago abstained. The motion carried.

The meeting materials included:

- A finance report approved on January 11, 2016;
- Bylaws for clarification and/or review; and
- A map showing redevelopment areas was presented but will be reviewed at a later date when Com. Halverson can be present (at her request).

Executive Director Jim Hartshorn reviewed the annual report. 2015 was a record-breaking year with over \$38 million in increased market value and over \$600,000 in permit fees. Projects include Prime Design, Tapemark, housing developments, and more.

Com. Iago said congratulations to Director Hartshorn for his hard work; these accomplishments are very impressive. President Meisinger and Com. Bellows also gave accolades to Director Hartshorn for an impressive 2015.

## **7. Old Business**

1010 Dodd – the building will be demolished in the next couple of weeks.

This is Com. Bellows first year on the EDA and he did not realize how busy this committee was. He is very happy with the accomplishments and thinks things are heading in the right direction.

President Meisinger said “I do think we get things done”. There is a lot getting done and we are making good progress on a number of projects.

## **8. Adjourn**

Motion was made by Com. Napier and seconded by Com. Iago to adjourn the meeting at 8:47 p.m. All commissioners present voted aye. Motion carried.

Chantal Doriott  
City Clerk / EDA Secretary

# City of West St Paul

## Economic Development Authority

### Income Statement

Through 12/31/15

Account	2015 Budget	December Transactions	2015 YTD Actual	Budget - YTD Transactions	% used/ Rec'd
<b>REVENUE</b>					
31010 Tax - Ad Valorem-Current	250,000.00	151,456.57	247,451.62	2,548.38	99
31020 Tax - Ad Valorem-Delinqnt	.00	.00	33,729.45	(33,729.45)	+++
31040 Fiscal Disparit - Current	25,000.00	.00	32,284.10	(7,284.10)	129
33199 Revenue - Misc. County	.00	.00	250,000.00	(250,000.00)	+++
33499 Revenue - Misc State	.00	.00	650,000.00	(650,000.00)	+++
34955 Charge Svc - Comm. Devel.	.00	21.00	1,748.50	(1,748.50)	+++
36210 Investment - Interest	13,000.00	.00	6,387.54	6,612.46	49
36211 Other Interest Earnings	50,000.00	.00	.00	50,000.00	0
36212 Investment - Market Adjus	.00	.00	4,687.57	(4,687.57)	+++
36235 Insurance - Policy Dividn	.00	859.00	859.00	(859.00)	+++
36299 Misc Revenue - All Other	6,000.00	.00	21,000.00	(15,000.00)	350
39102 Sale of Real Property	.00	.00	39,113.00	(39,113.00)	+++
<b>REVENUE TOTALS</b>	<b>\$344,000.00</b>	<b>\$152,336.57</b>	<b>\$1,287,260.78</b>	<b>(\$943,260.78)</b>	<b>374</b>
<b>EXPENSE</b>					
40101 Salaries - Full Time Reg	115,500.00	8,702.40	115,253.82	246.18	100
40121 Contributions - PERA	8,370.00	652.68	8,644.04	(274.04)	103
40122 Contributions - FICA	8,830.00	607.62	8,085.32	744.68	92
40131 Contributions - Health In	12,000.00	1,306.31	14,240.22	(2,240.22)	119
40132 Contributions - OthGrpIns	330.00	26.75	321.00	9.00	97
40151 Workers Compensation Prem	2,100.00	.00	.00	2,100.00	0
40200 Supplies - Office	500.00	26.77	26.77	473.23	5
40212 Motor Fuels & Lubricants	2,000.00	.00	.00	2,000.00	0
40230 Supplies - General	500.00	.00	.00	500.00	0
40301 Auditing Services	2,000.00	.00	1,500.00	500.00	75
40304 Legal Fees	20,000.00	2,469.00	12,712.50	7,287.50	64
40310 Travel,Conference,Schools	4,000.00	264.33	2,074.07	1,925.93	52
40343 Advertising	4,000.00	.00	.00	4,000.00	0
40345 Postage	1,800.00	2.66	143.66	1,656.34	8
40350 Printing & Publishing	1,000.00	48.75	78.75	921.25	8
40361 Insurance - Gen Liability	2,000.00	.00	1,280.00	720.00	64
40399 Contractual - Misc Servic	71,000.00	11,118.04	144,725.58	(73,725.58)	204
40433 Subscriptions,Memberships	1,000.00	.00	5,494.00	(4,494.00)	549
40490 Misc Expenses	2,000.00	61.73	706.36	1,293.64	35
40495 Business Subsidy	140,000.00	.00	671,234.00	(531,234.00)	479
40510 Land	.00	.00	1,000.00	(1,000.00)	+++
<b>EXPENSE TOTALS</b>	<b>\$398,930.00</b>	<b>\$25,287.04</b>	<b>\$987,520.09</b>	<b>(\$588,590.09)</b>	<b>248</b>
<b>Fund 209 - EDA Totals</b>					
<b>REVENUE TOTALS</b>	<b>REVENUE 344,000.00</b>	<b>152,336.57</b>	<b>1,287,260.78</b>	<b>(943,260.78)</b>	<b>374</b>
<b>EXPENSE TOTALS</b>	<b>EXPENSE 398,930.00</b>	<b>25,287.04</b>	<b>987,520.09</b>	<b>(588,590.09)</b>	<b>248</b>
	<b>NET</b>	<b>(\$54,930.00)</b>	<b>\$127,049.53</b>	<b>\$299,740.69</b>	<b>(\$354,670.69)</b>

Cash Balance:

1/31/2015	208,123
2/28/2015	185,286
3/31/2015	176,466
4/30/2015	145,053
5/31/2015	129,130
6/30/2015	84,135
7/31/2015	206,112
8/31/2015	441,463
9/30/2015	426,517
10/31/2015	412,545
11/30/2015	260,789
12/31/2015	392,663

**TO: EDA PRESIDENT AND BOARD**  
**FROM: EXECUTIVE DIRECTOR**  
**DATE: FEBRUARY 8, 2016**



**City of West Saint Paul**

**SUBJECT:**

Sign Replacement Grant application request for approval from the Framing Place and Gallery – 1268 Robert Street.

**BACKGROUND INFORMATION:**

Last August the Board approved of a Sign Replacement program to provide an incentive for commercial property owners to replace their non-conforming pylon signs with conforming monument signs. The Zoning Ordinance was changed in 2002 prohibiting pylon signs in favor of monument signs. There are currently 51 non-conforming free standing signs in West St. Paul. Staff budgeted for approximately 12 to 15 applications this year.

Staff has reviewed the application and believes it meets the qualifications as detailed in the attached application guidelines. The program offers matching grants between \$5,000 and \$10,000 (business must match the requested grant amount). The total project cost is \$12,837.00. The requested grant amount is \$6,418.50.

		Amount
Fund:	Econ. Dev. Fund	
Department:	Comm. Dev.	
Account:	209-41121-40495	\$6,418.50

**STAFF RECOMMENDATION:**

Approve of the application for \$6418.50 for a new monument sign for the Framing Place and Gallery.

**ATTACHMENTS:**

- Sign Replacement Program Application
- Drawing of proposed monument sign
- Program Guidelines



CITY OF

WEST ST. PAUL

City Hall  
 1616 Humboldt Avenue  
 West St. Paul, MN  
 55118-3972  
 651-552-4100  
 FAX 651-552-4190  
 TDD 651-322-2323  
 www.cityofwsp.org

COMMERCIAL SIGN REPLACEMENT GRANT APPLICATION

Business Information:		1268 So. Robert St W. St. Paul, MN 55118	
The Framing Place and Gallery		Address including zip code	
Business Name	651-457-1693	framingplace@aol.com	
	Phone	Email	
Property Owner Information: (if different)		347 Lewis St. Maplewood, MN 55117	
Thomas Lind and Sharon St. Mary		Address including zip code	
Owner Name	651-481-8119	stmary-lind@comcast.net	
	Phone	Email	
Sign Company Information: (Required)		7775 Main St NE Fridley, MN 55432	
Albrecht Signs		Address including zip code	
Company Name	763-754-2899	dave@albrechtsgncompany.com	
	Phone	Email	
Description of Project: Remove pylon sign and replace with monument sign			
*Application requires submittal of a Sign Plan from a Sign Company providing depictions and dimensions of proposed signage – Please attach			

PROPERTY TAXES

Are real estate property taxes current? Yes  No

Are there any assessments against the property? Yes  No

GRANT REQUEST

REQUESTED GRANT AMOUNT: \$ 6,418.50  
 (Min: \$5,000, Max: \$10,000)

APPLICANT CONTRIBUTION: \$ 6,418.50  
 (equal match required)

TOTAL ESTIMATED COSTS: \$ 12,837.00

SIGNATURES

Thomas Lind  
 Signature of Owner (Required)

651-457-1693  
 Phone Number

\_\_\_\_\_  
 Signature of Applicant (if different)

\_\_\_\_\_  
 Phone Number



7775 Main Street NE  
Fridley, MN 55432  
763-754-2899

**Project:** The Framing Place      **Proposal Date:** 12/21/15  
**Proposal To:** Paul Langer      **Salesperson:** Dave Albrecht  
**Phone:** 612-554-0254      **Job Address:** West St Paul on Robert Street  
**E-mail:** paul.langer@albrecht.com

Albrecht Sign Company, Inc. proposes to furnish all labor and material as needed to complete the following scope of work:

- Remove and dispose existing damaged pylon sign cabinet.
- Fabricate and install new monument sign cabinet and false brick base on existing pole.
- Survey sign to get exact sign and match plate.
- Hook up primary electrical to existing power in pole.
- If the city does not approve the 50% repayment to me, we will go back to the original repair for "\$4,888.00" of the present sign

Total bid price: \$ 12,837.00

Notes:

- Sign Permit(s), Electrical Permit(s), and Office Staff fees are not included in bid price.
- Permit application will be submitted upon receipt of signed proposal & down payment.
- Production of project will begin after all permit(s) are approved from the city officials.
- Bid does not include final primary electrical connection unless otherwise noted.
- No private locates included unless otherwise noted.
- No solid or excess rock encounters included.
- No excessive dewatering included.
- No premium hours included unless otherwise noted, all work is to be performed on straight time, regular hours.
- ASC is not responsible for damages to existing utilities, private underground wires, sprinkler lines, etc. that have not been located.
- Terms: 50% down; balance due upon completion

*I accept the prices, terms; conditions and or specifications listed here, and hereby authorize Albrecht Sign Company, Inc. to perform the work as specified.*

Authorized signature from Albrecht Sign Company:

Authorized signature from Customer:

Note: This proposal may be withdrawn by Albrecht Sign Company, Inc. if not accepted in 30 days

*Thomas J. [Signature]* 1/11/16  
Customer signature      Date accepted



945 Pierce Butler Route  
St. Paul, MN 55104

PREPARED FOR: The Framing Place - West St. Paul

DATE: 11/30/2015

TOTAL PAGES: 1

QUOTE: 8147

Initial Approved Items

COMMENTS / QUALIFICATIONS

UNIT

item

Quote Line

Furnish and Install 10' tall LED illuminated D/F monument sign having a 36" tall brick base to match building brick per design drawings. White UV rated lexan face inserts with 3M grade outdoor rated vinyl copy per design drawing. All excavation, footings, concrete, soil removal, brick, and steel support poles included. Final 120v electrical connection included. 5 YEAR WARRANTY ON ALL LIGHTING COMPONENTS!

8147 Monument Sign \$20,116.00 1

**General Qualifications**

- Full design package and shop drawings included
- Applicable sales use tax is additional
- Permits if required are additional at cost + \$185 procurement fee
- 120v primary electrical connection is included

**Questions?**

Contact David Gunderson  
651-815-5229  
[dgunderson@lawrencesign.com](mailto:dgunderson@lawrencesign.com)

**OPT 1**

D/E LED-ILLUMINATED MONUMENT  
 CABINET, TOPPER, AND REVEAL PAINTED BLACK  
 WHITE LEXAN FACE WITH APPLIED VINYL GRAPHICS  
 TRANSLUCENT RED 230-33, OPAQUE BLACK  
 TEXTURE PLUS BASE - CONTEMPORARY BRICK FAUX WALL PANELS  
 COLOR - COLONIAL TAN  
 SIGN AREA = 40 SQFT



**OPT 2**

D/F LED-ILLUMINATED MONUMENT  
 CABINET, TOPPER, AND REVEAL PAINTED PMS 1797C - RED  
 WHITE LEXAN FACE WITH APPLIED VINYL GRAPHICS  
 TRANSLUCENT RED 230-33, OPAQUE BLACK  
 TEXTURE PLUS BASE - CONTEMPORARY BRICK FAUX WALL PANELS  
 COLOR - COLONIAL TAN  
 SIGN AREA = 40 SQFT



**ALBRECHT SIGNS**

- DESIGN
- FABRICATION
- INSTALLATION
- SERVICE

7775 Main St. N.E.  
 Fridley, MN 55432  
 Office: 763-754-2899  
 Fax: 763-767-7316

**Client Name:**  
 The Framing Place

**Location:**  
 1268 S Robert St.  
 West St Paul, MN 55118

..... Client Approval

..... Landlord Approval

**Start Date:** 12/14/15  
**Last Revision:** 12/16/15  
**Job#:** 00000  
**Drawing Rev#:** 1  
**Page:** 1 of 1

**Sales Rep:**  
 Dave Albrecht

**Designer:**  
 MCS

**LISTED**

THIS SIGN INTENDED TO BE INSTALLED IN ACCORDANCE WITH THE REQUIREMENTS OF ARTICLE 600 OF THE NATIONAL ELECTRICAL CODE AND THE NATIONAL FIRE PROTECTION ASSOCIATION'S STANDARD FOR SIGNAGE.

**CITY OF WEST ST. PAUL ECONOMIC DEVELOPMENT AUTHORITY (EDA)  
COMMERCIAL SIGN REPLACEMENT GRANT PROGRAM**

**Purpose**

The purpose of the program is to provide financial assistance to existing businesses with the replacement of outdated permanent non-conforming signs (e.g. pylon signs) with conforming signs (e.g. monument signs), according to Section 37 of the Zoning Ordinance.

**Matching Grant:**

- Minimum allowed is \$5,000
- Maximum allowed is \$10,000
- Businesses/Property Owners are eligible for only one grant per year.

**Eligible Properties:**

- Businesses that are zoned for commercial uses, as shown in the Comprehensive Plan.
- Properties that are not the recipient of tax increment financing, tax abatement or other City financing programs.

**Eligible Owners :**

Only an existing property owner is eligible to apply.

**Eligible Projects:**

Replacement/modification of existing permanent non-conforming signs such as pylon signs, rooftop signs, projecting signs, etc. to conforming signs according to Section 37 of the Zoning Ordinance.

**Ineligible Projects:**

- Modification of existing non-conforming signs in a manner which remains in non-conformance.
- New signage that does not include the removal of existing non-conforming signage.
- Temporary signs

**Application Deadline:**

Applications will be accepted year round on a first come, first served basis.

**Application Process:**

- 1) Applicant will meet with City staff to obtain program information/application forms and discuss the project.
- 2) Applicant will complete and submit grant application to City staff along with proposed sign plan from a Sign Company, including depictions of proposed signage and dimensions.
- 3) City staff will review the application for completeness and to determine if it conforms to program guidelines.
- 4) Economic Development Authority (EDA) will consider approval or denial of all applications.

**Selection Criteria:** Applications will be reviewed and analyzed against the following criteria:

- Location within the City, i.e. preference to redevelopment area or heavily commercialized area with high visibility.
- Ability to improve the appearance and attractiveness of an area.
- Consistency with Comprehensive and Robert Street Plans.
- Compliance with City Codes.
- Building owners who have not previously been awarded a grant will be considered before those who have already received grant funding.

**Project Completion:** The project is to be completed within 365 days (1 year) from approval date.

**Disbursement Process:** Payment to the applicant will be made upon completion of work following:

- Inspection by City staff to verify completion of work and code compliance.
- Submittal of paid invoices for the work outlined in the application.
- Verification of payment of all permits and closed by the Building Official.
- Property taxes are current.
- No assessments against the property.