

THE
CITY OF
COLUMBIA
HEIGHTS

COMMUNITY
DEVELOPMENT

FACADE IMPROVEMENT GRANT PROGRAM

FOR OFFICE USE ONLY:

DATE RECEIVED:	AMOUNT REQUESTED:
DATE REVIEWED:	TAX ID NUMBER:

PROPERTY OWNER INFORMATION

☐ Check if Applicant

Name: TOM LETNESS Year Purchased: 2000
Address: 3955 CENTRAL AV NE COLUMBIA HEIGHTS, 55421
Telephone: 763-458-2969 Email Address: tomtpaw@gmail.com

BUSINESS INFORMATION

☐ Check if Applicant

Business Name: COLUMBIA HEIGHTS DAIRY QUEEN
Primary Contact: TOM LETNESS
Address: 3959 CENTRAL AV NE COLUMBIA HEIGHTS, 55421
Telephone: 763-458-2969 Email Address: tomtpaw@gmail.com
Type of Business: FAST FOOD ICE CREAM SHOP

Check the appropriate type of ownership:

☒ The business owns the property

☐ The business leases the property

PROPOSED IMPROVEMENTS

Describe the Storefront Façade Improvements:

RE PAINT THE ENTIRE EXTERIOR OF THE BUILDING TO
CURRENT DQ COLOR SPECS

Describe any other improvements, if applicable:

Estimated Cost of Improvements: 3500.00

Have you engaged the services of a Contractor, Designer, or Architect:

☒ Yes ☐ No

Would you be able to complete the improvements this year:

☒ Yes ☐ No

Would you allow the placement of surveillance cameras on your property or business:

☒ Yes ☐ No

APPLICATION PROCESS**Applications open Friday, March 1, 2019 and close Friday, May 31, 2019****1. The following documents must accompany a completed application:**

- a. Proof of property ownership or lease.
- b. Written consent from the property owner giving permission to conduct the façade improvements.
- c. Color photographs of existing storefront façade conditions.
- d. One or more competitive proposals from contractors.
- e. Other supporting documentation deemed necessary by the Columbia Heights Economic Development Authority (the "EDA"), the Columbia Heights Police Department (the "CHPD"), or the Applicant.

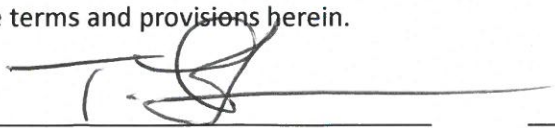
2. Process after application submission:

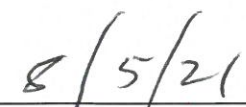
- a. A meeting will take place to go over the submitted improvement proposal to discuss grant expectations and to address grant concerns.
- b. The grant recipient or its contractor must commence the improvements sixty (60) days after an approved Grant Agreement.
- c. After façade improvements are complete, the grant funds will be disbursed for reimbursement to the applicant after all of the following pieces of information have been submitted: Proof of Final Inspection by the Building Official or his or her designee, A copy of the Final Invoice Received from Contractor, Photographs of improvements, Proof of Payment to the Contractor (i.e. receipt, invoice, etc.)

APPLICANT ACKNOWLEDGEMENTS

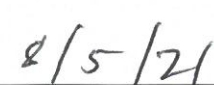
1. The Applicant shall hold the EDA, its officers, consultants, attorneys, and agents harmless from any and all claims arising from or in connection with the Grant Program or its Application, including but not limited to, any legal or actual violations of any State or Federal laws.
2. The Applicant recognizes and agrees that the EDA retains absolute authority and discretion to decide whether or not to accept or deny any particular Grant Application, and that all expenditures, obligations, costs, fees, or liabilities incurred by the Applicant in connection with the Grant Application are incurred by the Applicant at its sole risk and expense.
3. The Applicant acknowledges that they have read the Façade Improvement Grant Program and Design Guidelines, and understands that if the proposal is approved, they will make the above referenced improvements to the property within the specific time allowed. Additionally, if identified by the CHPD that an Applicant qualifies for the installation of surveillance cameras, the Applicant shall be required to allow the City to place surveillance cameras on the exterior façade of certain buildings.

The undersigned, a duly authorized representative of the Applicant, hereby certifies that the foregoing information is true, correct, and complete as of the date hereof and agrees that the Applicant shall be bound by the terms and provisions herein.



APPLICANT'S SIGNATURE

DATE

PROPERTY OWNER'S SIGNATURE

DATE

PROGRAM OVERVIEW

In a collaborative effort with the Columbia Heights Police Department (the “CHPD”), the Columbia Heights Economic Development Authority (the “EDA”) offers a Façade Improvement Grant Program (the “Grant Program”). The purpose of the Grant Program is to encourage businesses and commercial property owners within the Central Business District to revitalize, rehabilitate, and restore exterior store fronts, but also for the CHPD to provide monitored surveillance along Central Avenue NE to reduce the incident rate of criminal activity, as well as increase business vitality and economic performance. The Grant Program reimburses businesses or commercial property owners for eligible improvements up to fifty percent (50%) of the total project cost; for a maximum reimbursement of \$5,000. Moreover, if determined by the CHPD that an exterior surveillance system is warranted, the EDA will install surveillance equipment to monitor adjacent businesses and properties, as well as parks and open spaces.

ELIGIBLE APPLICANTS

Applicants must be an owner of a commercial property, a commercial tenant with approval from the property owner(s), or a 501(c)(3) organization in the City of Columbia Heights (the “City”) located along Central Avenue NE between 37th and 47th Avenue NE, or along 39th or 40th Avenue NE. Applicants must be in good standing with the City, including but not limited to, legally operating with proper licensure; and current on property taxes, utility bills, and special assessments.

ELIGIBLE FAÇADE IMPROVEMENTS

Façade improvements must be visible from a public street, completed by a licensed contractor, and comply with one or more of the following eligible façade improvements:

- Architectural Improvements
- Canopy or Awning Installation or Repair
- Exterior lighting
- Exterior Painting, Re-siding, or Professional Cleaning
- Green Façade Improvement (i.e. Living Wall, ecofriendly [non-VOC] paint, reclaimed wood, etc.)
- Installation of New or Renovated Attached Signage (Excluding LED)
- Masonry Repairs or Tuckpointing
- Replacement of Windows and Doors
- Restoration of Exterior Finishes and Materials
- Any other exterior façade improvement physically attached to the primary structure approved by the EDA

Please note: Labor costs of a contractor, including necessary design work are eligible costs for reimbursement through the Grant Program. Ineligible costs include, but are not limited to, new construction, interior renovations, repair or replacement of a roof, improvements to an alley façade, improvements started prior to receiving a signed grant agreement from the EDA, and any other improvements not listed above.

EXTERIOR SURVEILLANCE SYSTEM IMPROVEMENTS

The CHPD shall review all Grant Program applications submitted to determine if the installation of an exterior surveillance system is warranted. If it is determined that an exterior surveillance system is warranted, the applicant will then be required to enter into a Lease Agreement with the EDA. The Lease Agreement will allow the EDA to (1) install security cameras on the exterior of the primary structure; (2) install recording equipment inside of the primary structure in a locked and secured location to prevent destruction or tampering; and (3) allow for annual maintenance inspections for a period of ten (10) years. All surveillance system equipment shall be installed by a consultant selected by the EDA, and reviewed by the CHPD. Since specifications of the

surveillance system equipment may vary based on desired coverage, configuration, and size of the commercial property, the following are minimum specifications to be installed:

Cameras:

- IP - Enabled
- Ability to operate in all resolutions up to HDTV 720p/ 1MP
- Ability to record thirty (30) frames per second
- Capable of recording optimal images in all lighting conditions
- Vandal-resistant
- Weather-proof in extreme temperatures from -40° to 131 °F

Network Video Recorder:

- Sufficient memory to retain data from all cameras for a period of fifteen (15) days
- Capacity to deliver thirty (30) frames per second, per camera
- Ability to produce a DVD-R copy of desired data

APPLICATION PROCESS

- ~~1. Applications will be open on Friday, March 1, 2019~~
- ~~2. Applications will be accepted from Friday, March 1, 2019 and close Friday, May 31, 2019~~
- ~~3. Grants will be awarded, and applicants will be notified by Wednesday, July 10, 2019 via email correspondence. A Grant Agreement and if necessary a Lease Agreement for the exterior surveillance system must be approved and signed before commencement of any improvements. Please be sure to obtain all necessary Building Permits.~~
4. Upon being awarded, a meeting will be established to go over the submitted improvement plan to discuss grant expectations and to address grant concerns.
5. The grant recipient or its contractor must commence the improvements sixty (60) days after an approved Grant Agreement. The façade improvements must be completed within six (6) months after the issuance of the necessary Building Permits.
6. After façade improvements are complete, the grant funds will be disbursed for reimbursement to the applicant after all of the following pieces of information have been submitted:
 - a. Proof of Final Inspection by the Building Official
 - b. A Copy of the Final Invoice Received from the Contractor
 - c. Before and After Photographs
 - d. Proof of Payment to the Contractor (i.e. receipt, invoice, etc.)

ADDITIONAL INFORMATION

Required Application Materials:

- A complete application sent to the attention of the Columbia Heights Economic Development Authority at following location: **590 40th Ave NE, Columbia Heights, MN 55421**
- Clear and colored BEFORE photographs of exterior building
- A detailed improvement plan of new exterior façade improvements including design (sketches), color scheme, materials, project execution timeline, and overall budget for plan
- Proof of good standing with the City
- Submit at least 1 proposal from a licensed and bonded contractor. These proposals should give detailed information about the work to be done, the costs, and the project completion schedule. Any contractor that has submitted a competitive detailed estimate may be used. Contractors cannot be changed unless new proposals have been submitted and approved by the EDA.

DESIGN GUIDELINES

This Design Guidelines outline the standards, which must be followed when renovating buildings using a façade grant. These design guidelines take into consideration a building's historic significance in determining what would be appropriate treatment and the overall vision for the City. Architectural styles are diverse, from historic commercial or Mediterranean Revival to 20th century modern. The vision for the district is a commercial area that highlights the historical nature of Columbia Heights that stays in touch with dynamic changes of the City and is always pedestrian-friendly.

FAÇADE IMPROVEMENTS ENCOURAGED

Windows & Doors:

- Window and door openings shall comprise at least 30% of the area of the ground floor of the primary street façade
- No tinted windows, only clear glass
- Windows and doors free of clutter and obstructions, allowing clear views between the business and the street

Historical Preservation:

- Historic building repair or replacement should match current design of building
- Stay traditional to the character of the building
- Maintain similar color scheme

Structure & Materials:

- Use durable materials such as brick, stone, stucco, etc.
- The base (ground floor) should appear visually distinct from the upper stories of the building

Painting & Lighting:

- Unpainted brick stay unpainted, previously painted masonry may be painted
- Use of non-VOC paint encouraged
- No more than two principal colors (neutral or muted colors like browns, grays, dark blue) may be used on a façade or individual storefront
- Bright or primary colors should be used only as accents
- Spot or flood lighting to highlight the architectural detailing of a building should be inconspicuous and blend with the wall on which it is mounted
- Lighting recessed doorways is encouraged
- Energy saving light bulbs encouraged
- Light fixtures that complement the entire façade

Awnings/Signage:

- Attach awnings to the building at or below the lower edge of the sign band
- Awnings made of canvas and waterproof cloth designed to resist fading and tearing
- Colors that coordinate with the building and area
- Awning that's proportional to the building
- Awnings with thin profiles that do not obscure the building and storefront

Signs:

- Projecting/hanging signs: are double-sided and project from a building over the sidewalk
- Wall signs: are attached to the primary façade and best viewed looking straight at the building from across the street
- Are encouraged to be rectangular shaped
- Type fonts and colors that legible from a distance

FAÇADE IMPROVEMENTS PROHIBITED

- Covering, obscuring, or removing cornices, trim, or other architectural details
- Alterations that have no historical basis for historical buildings
- Covering brick or stone with vinyl, aluminum, or wood siding
- Sandblasting brick, which removes a protective exterior
- Reducing existing window size to accept standard residential window sizes
- Replacing windows with wall surface, wood, metal, or other materials
- Rigid materials like aluminum, vinyl, fiberglass, asphalt, or plastics that are sensitive to weather conditions
- No lights should move, flash or make noise
- Signs that are: blocking storefront windows, too large, small font making it difficult to read, using banners as permanent signage



Anoka County
Property Records and Taxation
2100 3rd Avenue
Anoka, MN 55303-2281
www.anokacounty.us
(763) 323-5400

Taxpayer(s):

65092*111**G50**0.382**1/2*****AUTO5-DIGIT 55421
LETNESS, THOMAS
3959 CENTRAL AVE NE
COLUMBIA HEIGHTS MN 55421-3932



Property I.D.: 36-30-24-32-0101

Property Description: THAT PRT OF BLK 4 WALTONS REARR
OF LOTS 33 AND 34 BLK 6 RESERVOIR HILLS COL HGTS
DESC AS FOL; BEG AT THE NW COR OF SD BLK 4 TH S ALG
THE W LINE OF SD BLK 4 39.65 FT THE E

3959 CENTRAL AVE NE , COLUMBIA HEIGHTS MN 55421-0000
TCA: 140131

Owner(s): LETNESS, THOMAS

PROPOSED TAXES 2021

- THIS IS NOT A BILL - DO NOT PAY -

VALUES AND CLASSIFICATION			
Step 1	Taxes Payable Year		
	2020		2021
	Estimated Market Value	127,300	127,900
	Homestead Exclusion	0	0
	Taxable Market Value	127,300	127,900
	Class:	COMMERCIAL	COMMERCIAL
Step 2	PROPOSED TAX		
	Property Taxes before credits:	\$2,900.44	
	School building bond credit:	\$0.00	
	Agricultural market value credit:	\$0.00	
	Agricultural preserve credit:	\$0.00	
	Property Taxes after credits:	\$2,900.44	See Details Below.
Step 3	PROPERTY TAX STATEMENT		
	Coming in March 2021		

**The time to provide feedback on
PROPOSED LEVIES is NOW!**
It is too late to appeal your value without going to Tax Court.

10-13-20_v1

Proposed Property Taxes and Meetings by Jurisdiction for Your Property

Contact Information	Meeting Information	Actual 2020	Proposed 2021
STATE GENERAL TAX	NO PUBLIC MEETING	\$159.28	\$150.84
COUNTY OF ANOKA 2100 3RD AVE ANOKA MN 55303 763-323-5400	GOVERNMENT CENTER ATRIUM VIRTUAL MEETING DECEMBER 3, 2020 - 6:00PM (DISCUSS COUNTY PORTION)		
GENERAL COUNTY LEVY		\$411.58	\$384.42
REGIONAL RAIL AUTHORITY		\$6.54	\$6.30
COUNTY/MUNICIPAL PUBLIC SAFETY SYSTEM		\$5.36	\$5.02
CITY OF COLUMBIA HEIGHTS 590 40TH AVE NE COLUMBIA HEIGHTS MN 55421 763-706-3600	CITY HALL COUNCIL CHAMBERS DECEMBER 14, 2020 - 7:00PM (DISCUSS CITY PORTION) VIRTUAL MEETING OPTION	\$850.14	\$898.18
COLUMBIA HEIGHTS SCHOOL DISTRICT #13 1440 49TH AVE NE COLUMBIA HEIGHTS MN 55421 763-528-4500	FAMILY CENTER - COMMUNITY ROOM DECEMBER 15, 2020 - 7:00PM (DISCUSS SD PORTION) VIRTUAL MEETING OPTION		
VOTER APPROVED LEVIES		\$242.24	\$256.56
OTHER LEVIES		\$238.48	\$279.40
METROPOLITAN SPECIAL TAXING DISTRICTS 390 ROBERT ST N SAINT PAUL MN 55101 651-602-1738	COUNCIL CHAMBERS - 390 ROBERT ST N ST. PAUL, MN 55101 DECEMBER 9, 2020 - 6:00PM (DISCUSS METRO PORTION)	\$25.86	\$24.84
OTHER SPECIAL TAXING DISTRICTS	NO PUBLIC MEETING	\$56.18	\$57.86
TAX INCREMENT	NO PUBLIC MEETING	\$0.00	\$0.00
FISCAL DISPARITY	NO PUBLIC MEETING	\$837.64	\$837.02
TOTAL excluding special assessments		\$2,833.30	\$2,900.44
			2.4%

1/1 65092



B & D Pro Painting

6633 Gettysburg Ave North
Brooklyn Park, MN 55428
(763)670-6692 (Cell)

Page No. _____ of _____

Proposal

PROPOSAL SUBMITTED TO Tom Letness		TODAY'S DATE 7/01/21	DATE OF PLANS/PAGE #'S
PHONE NUMBER	FAX NUMBER	JOB NAME	
ADDRESS, CITY, STATE, ZIP 3959 Central Lane		JOB LOCATION Dairy Queen	

We propose hereby to furnish material and labor necessary for the completion of:

Power wash, scrape, and paint with two coats of Sherwin Williams Paint

Total \$3500

We propose hereby to furnish material and labor – complete in accordance with above specifications for the sum of:
Three Thousand Five Hundred dollars (\$ _____)

Payment as follows: _____

All material is guaranteed to be as specified. All work to be completed in a substantial workmanlike manner according to specifications submitted, per standard practices. Any alteration or deviation from above specifications involving extra costs will be executed only upon written orders, and will become an extra charge over and above the estimate. All agreements contingent upon strikes, accidents or delays beyond our control. Owner to carry fire, tornado and other necessary insurance. Our workers are fully covered by Workmen's Compensation Insurance. If either party commences legal action to enforce its rights pursuant to this agreement, the prevailing party in said legal action shall be entitled to recover its reasonable attorney's fees and costs of litigation relating to said legal action, as determined by a court of competent jurisdiction.

**Authorized
Signature** _____

Note: this proposal may be withdrawn by us
if not accepted within _____ days.

ACCEPTANCE OF PROPOSAL The above prices, specifications and conditions are satisfactory and are hereby accepted. You are authorized to do the work as specified. Payment will be made as outlined above.

Signature _____

Signature _____

Date of Acceptance _____

ESTIMATE

Date: **08/11/21**

Customer:

Tom Letness
Dairy Queen
3959 Central Ave. NE
Columbia Heights MN, 55421
Inv. # –

Description:

Cost:

Valid Until:

Power wash exterior, scrape and paint with two coats of Sherwin paint.

\$3,500

10/11/21