



CITY OF SHAWNEE

POLICY STATEMENT

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Downtown Improvement Programs	PS-47	10/27/2003	11/22/2004	1 of 7

BACKGROUND

In February 2002, the City Council authorized a study of the downtown area. The report generated through that project included many recommendations, and culminated in the appointment of the Shawnee Downtown Partnership (SDP) in late 2002. Since the establishment of the SDP, numerous efforts have been made toward enhancing the viability of the Shawnee Downtown area. Beautification efforts and establishing more visual continuity in the downtown area, especially as it relates to buildings, has been a priority of the SDP. At their October 9, 2003 meeting, the SDP voted unanimously to recommend that the Council establish a grant program and a loan buy down program to provide additional encouragement to business and property owners to improve the appearance of their buildings.

PURPOSE

Maintaining a positive image is important to the City. The appearance of the downtown area plays a vital role in the perception of the quality of the community. The City wants to encourage businesses to invest in their buildings by making attractive improvements on building exteriors. The improved appearance of buildings will make downtown more attractive to customers and to new businesses, contributing to the enhanced viability of the entire area, and to the entire community.

POLICY

A. Downtown Improvement Grant Program

1. Basic Program Elements

- a. A grant will be awarded as a reimbursement for actual costs for architectural services and/or construction costs or materials for exterior remodeling or new construction.
- b. Grants are available in increments of \$2,000 and \$5,000 based on the criteria set out below.
- c. Funding for the Grant Program will be provided from the City's General Fund, from monies allocated for the Shawnee Downtown Partnership.



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- d. Each building/property will only be provided one grant throughout the life of the program.
 - e. Continuation of the program will be considered by the Shawnee Governing Body on an annual basis.
2. Grants in the Amount of \$5,000
- a. Three \$5,000 grants are available annually for buildings/properties in the Pedestrian Zones (see Attachment A). In order to be eligible for the \$5,000 grant:
 - (1) The application for the grant must be submitted to the Planning Department between January 1st and January 15th during each calendar year. This time period for applications shall be exclusively for property owners who have not previously been approved for a grant that was not utilized. In the event there are more than three applications submitted during that time period, a random drawing of three will be conducted by the Chairperson of the Shawnee Downtown Partnership. In the event less than three applications are received by January 15th, applications will be considered on a first come first serve basis thereafter up to a total of three during any calendar year, including property owners who have previously been approved for a grant that was not utilized.
 - (2) The total cost of the improvements must equal or exceed \$10,000.
 - (3) The building/property must be commercially zoned and/or used for commercial purposes.
 - (4) Based on the scope and type of improvement, a building permit may be required. Planning staff may be able to administratively approve the improvement, or it might require Planning Commission approval. All required permits and approvals must be granted prior to the commencement of work.



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- (5) Any exterior remodel must conform to Downtown Design Guidelines or be a restoration to original design as determined by Planning Department staff.
- (6) Eligible improvements include, but are not limited to: façade restoration, window/door repair or replacement, masonry, awnings, signage, exterior lighting, painting, and landscaping. New construction is also eligible.
- (7) Applicant must obtain a building permit no later than June 1st. Work must be commenced by August 1st, and the project must be completed prior to the expiration of the original building permit. If any of these requirements are not met by the indicated date, the applicant forfeits the grant.

3. Grants in the Amount of \$2,000

- a. Grants in the amount of \$2,000 are available throughout the calendar year. In order to be eligible for a \$2,000 grant:
 - (1) The total cost of the improvements must equal or exceed \$5,000.
 - (2) The building or property must be commercially zoned or used for commercial purposes.
 - (3) The building or property must be located in the Downtown Improvement Incentive Program Area (Attachment B).
 - (4) All required permits and approvals must be granted prior to the commencement of work. Based on the scope and type of improvement, a building permit may be required. Planning staff may be able to administratively approve the improvement, or it might require Planning Commission approval.
 - (5) Any exterior remodel in the Pedestrian Zones, Phases I and II (Attachment A) must conform to Downtown Design Guidelines or be a restoration to original design as determined by Planning



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Department staff. All improvements outside the Pedestrian Zone must be approved by the Planning Commission.

- (6) Eligible improvements include, but are not limited to: façade restoration, window/door repair or replacement, masonry, awnings, signage, exterior lighting, painting, and landscaping. New construction is also eligible.

3. Application Process

- a. Applications are available in the Planning Department at Shawnee City Hall, 11110 Johnson Drive, Shawnee, KS 66203.
- b. The completed application should be submitted to the Planning Department prior to commencement of the work.
- c. Applications must include a description of the renovation, remodeling or new construction plans.

4. Receiving the Grant.

- a. Upon completion of the project the applicant must submit receipts to the Planning Department totaling in excess of the amount required for the grant awarded (\$5,000 for the \$2,000 grant; \$10,000 for the \$5,000 grant).
- b. Upon submittal of adequate receipts, the City will issue a check to the applicant for the amount of the grant awarded, in accordance with the City's normal accounts payable schedule.

B. Downtown Improvement Loan Program

1. Basic Program Elements

- a. Residential and commercial property owners may receive loans for between \$5,000 and \$25,000 through a local participating bank for the renovation and updating of facades and other exterior building improvements.



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- b. The Downtown Improvement Loan interest rate will be 1.5% below the Wall Street Journal Prime Rate.
- c. The City will pay the 1.5% difference between the Prime Rate and the Downtown Improvement Loan rate. Funding for the program will be provided from the City's General Fund, from monies allocated for the Shawnee Downtown Partnership.
- d. The loan period will be five or ten years. The City will pay the 1.5% difference for the first five years of any loan.
- e. Continuation of the program will be considered by the Shawnee Governing Body on an annual basis.

2. Eligibility Requirements

- a. Commercial or residential buildings or property are eligible.
- b. The building or property must be located in the Downtown Improvement Incentive Area (Attachment B).
- c. Eligible improvements include, but are not limited to: façade restoration, window/door repair or replacement, masonry, awnings, signage, exterior lighting, painting, building additions, new roof and landscaping.
- d. Any exterior remodel for a commercial building in the Pedestrian Zones, Phases I and II (Attachment A) must conform to Downtown Design Guidelines or be a restoration to original design as determined by Planning Department staff. All improvements outside the Pedestrian Zone must be pre-approved by the Planning Commission.

3. Application Process

- a. Applications are available in the Planning Department at Shawnee City Hall, 11110 Johnson Drive, Shawnee, KS 66203, and at any of the participating banks.



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- b. Completed applications should be submitted to one of the participating banks. The City will maintain a list of participating banks.
 - c. If requested by the applicant, any declined loan decisions will be reviewed by all of the participating banks.
 4. Receiving the Loan
 - a. The loan will be approved according to the credit standards of the selected bank.
 - b. At the time a loan is approved, the bank will invoice the City for the total five year buy down amount.
 - c. Annually, banks will submit a report to the City outlining all outstanding loans provided by the bank through the Downtown Improvement Loan Program.

IMPLEMENTATION

1. These two programs work in conjunction with the Downtown Improvement Incentive Program approved by the City Council on January 13, 2003.
2. Commercial property owners may be eligible to take advantage of the Downtown Improvement Grant Program and the Downtown Improvement Loan Program. Residential improvements are eligible for the loan improvement program only.
3. The Downtown Improvement Grant Program was effective the date of approval by the Council of the Downtown Improvement Incentive Program, January 13, 2003.
4. The Downtown Improvement Loan Program will become effective on the approval date of this policy statement.

APPROVAL AND REVISION DATES

October 27, 2003
November 22, 2004



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OTHER REFERENCES

October 21, 2003 Public Works and Safety Committee Minutes, Item
October 27, 2003 City Council Minutes, Item 13b
November 22, 2004 City Council Minutes, Item 16

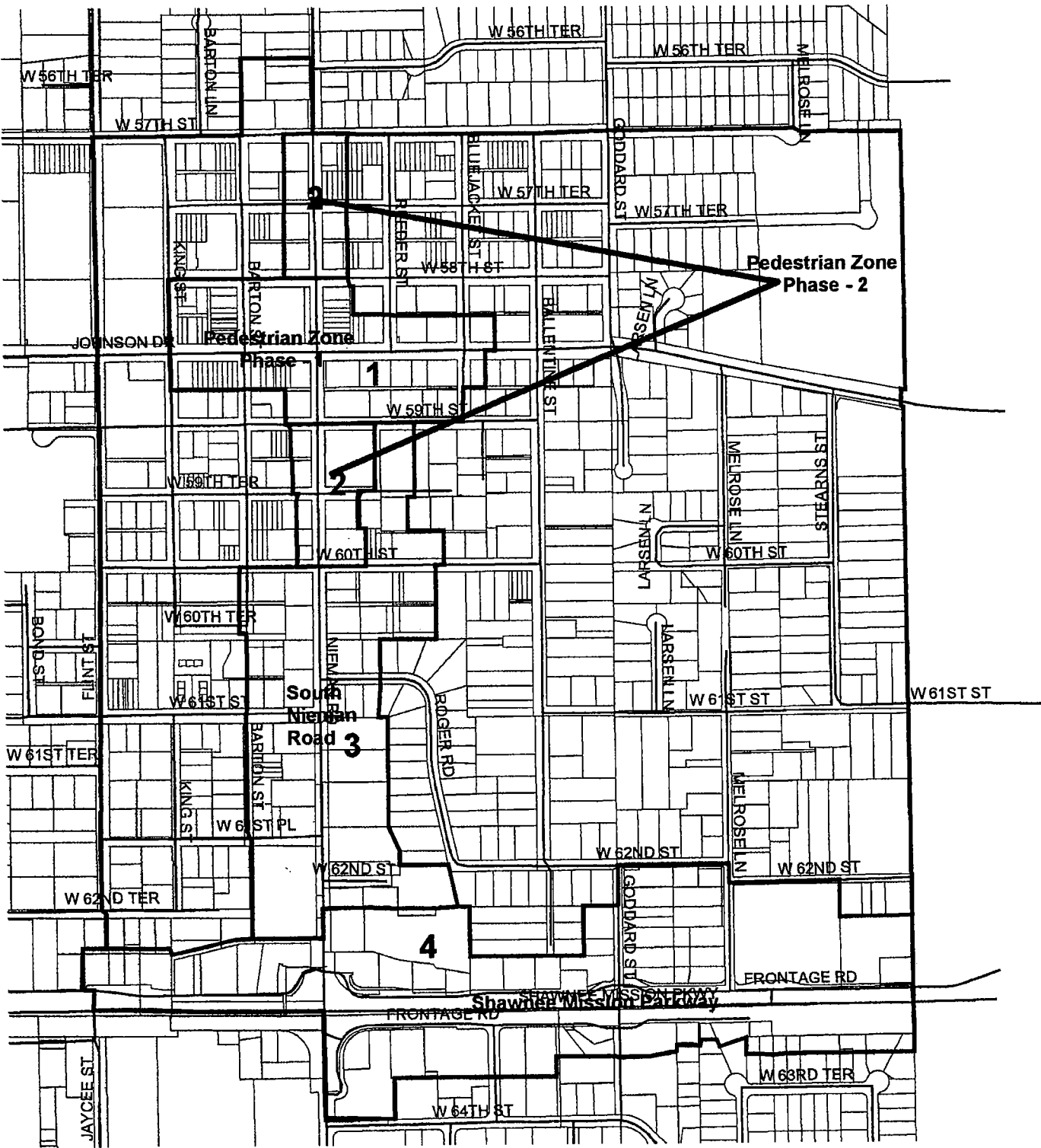


Jeff Meyers, Mayor



Vicki Charlesworth, City Clerk

Downtown Shawnee Districts



MAP 1

KNRA Boundaries/Existing Parcels

