

AGENDA

September 13, 2016 at 8:30 a.m.
Foster Conference Room – City Hall
222 Lewis Street River Falls, WI 54022

CALL TO ORDER

APPROVAL OF AGENDA/MINUTES

FINANCIAL REPORT

NEW GRANT REQUESTS

1. Song Garden – Façade improvements

OTHER BUSINESS

2. New Board Member
3. 2017 Proposed Budget
4. 2017 Assessment Amount/Modifications
 - a. Statewide BID information
5. Connect Communities – Discussion
6. Draft grant application modifications
 - a. Grant limits
7. Business Updates
8. Other Updates – mural, postcard, City information

ADJOURN

City of River Falls Business Improvement District



MINUTES

June 14, 2016 at 8:30 a.m.

Foster Conference Room - City Hall

222 Lewis Street River Falls, WI 54022

CALL TO ORDER– Joleen Larson called the meeting to order at 8:37 a.m.

Members present: Joleen Larson, Mike Pepin , Chris Blasius, Amy Halvorson; Mike Miller and Terry McKay joined the meeting in progress.

Members Absent: Lori Moran, Kerri Olson.

Others present: Casey with Bo's N Mine, Amy Peterson, Assistant Community Development Director

Meeting Minutes

The May meeting minutes were reviewed. Motion Halvorson, second Miller to approve; motion carried.

Financial update

The only change to the financials was a placeholder added in the amount of \$5000 for the Bo's N Mine grant application. Motion by Blasius, second by Miller to approve the financials; unanimous.

Grant requests

Casey with Bo's N Mine provided an overview of their project. Questions included whether the project components will be permanently located, and whether they planned to install planter boxes or landscaping. Casey stated that they were planning on planters and yes, everything installed will be permanent. Motion by, Miller, second by Halvorson to approve the \$4,778.20 grant for cement work, fence and fireplace; unanimous.

Other Business

2. Board vacancy – Board members discussed the vacant position and Blasius suggested that it be filled with a downtown building owner. A number of Board members will be contacting owners to gauge interest. If interested the prospective member will need to submit a letter of interest to the Mayor.
3. Connect Communities – Chair Larson provided background to the Connect Communities program and the group discussed the requirements and benefits and had a number of questions. Peterson will find the answers and provide the information to the Board prior to the next meeting for discussion.
4. Business Updates – Blasius informed the group of 22 and Company that will be opening in July near the Habitat Restore. There is a small business looking to start up, but they need a commercial kitchen.
5. Other Updates – McKay has not heard back from the mural artist; Larson is working on a draft of the postcard; Peterson will include a short snippet on the BID Board in the Fall City Newsletter.

Next Meeting

Next meeting is July 12, 2016 at 8:30 a.m. in the Foster Room, City Hall.

ADJOURNMENT

Motion Halvorson, second Miller to adjourn, motion carried at 9:43 a.m.

BID Grants Paid in 2016

Grants approved by BID and paid in 2016

Date approved			
<u>Date paid</u>	<u>Entity receiving grant</u>	<u>Use of grant money</u>	<u>Amount granted</u>
02/09/2016 02/17/2016	Gentz Family Barbershop	sign grant	\$ 825.00
03/08/2016 03/08/2016	Gentz Family Barbershop	sign grant – 10% of funds granted for overages	\$ 82.50
1/12/2016 07/06/2016	Crank Worx Bike Shop	sign grant	\$ 1,116.00
06/14/2016 07/11/2016	Bo's N Mine	façade grant	\$ 4,778.20
05/10/2016 08/11/2016	Mit Shah/Best Western	sign grant	\$ 1,000.00
10/13/2015 8/23/2016	Falls Family Eye Care	façade grant	\$ 2,596.82

2016 BID Receipts & Disbursements

Checking Account balance forward as of December 31, 2015: \$ 20,271.77

<u>Date</u>	<u>Type</u>	<u>Check #</u>	<u>Project or Charge/Use</u>	<u>Amount</u>	<u>Balance</u>
01/06/16	Debit	2806	Leitch Ins. Agency / BID liability insurance	- 600.00	\$ 19,671.77
02/08/16	Debit	e-check	Dept. of Financial Inst./annual report filing fee	- 10.00	\$ 19,661.77
02/17/16	Debit	2807	Gentz Family Barbershop / sign grant	- 825.00	\$ 18,836.77
02/24/16	Credit		Annual assessment / City of River Falls	+42,000.00	\$ 60,836.77
03/08/16	Debit	2808	RF CAB/gold sponsor Music in Park/Art Crawl	- 1,000.00	\$ 59,836.77
03/08/16	Debit	2809	Gentz Family Barbershop / sign grant (10% of Board approved amount – overage)	- 82.50	\$ 59,754.27
03/25/16	Debit	2810	PressEnter! / web hosting	- 59.85	\$ 59,694.42
04/21/16	Debit	2811	ACE hardware/garbage bags (Main St. sweep)	- 16.86	\$ 59,677.56
05/10/16	Debit	2812	RF Chamber of Commerce/River Dazzle spons.	- 6,000.00	\$ 53,677.56
05/11/16	Debit	2813	Eckert's Greenhouse/plugs-hanging baskets	- 71.99	\$ 53,605.57
06/06/16	Debit	2814	PressEnter! / web hosting	- 59.85	\$ 53,545.72
06/21/16	Debit	2815	Sandy Bowen/2 nd St gardens	- 1,243.50	\$ 52,302.22
07/06/16	Debit	2816	Crank Worx Bike Shop/sign grant	- 1,116.00	\$ 51,186.22
07/11/16	Debit	2817	Bo's N Mine / façade grant	- 4,778.20	\$ 46,408.02
07/25/16	Debit	2818	City of River Falls / cigarette receptacles	- 2,466.48	\$ 43,941.54
08/09/16	Debit	2819	Pearson's / hanging baskets	- 2,200.00	\$ 41,741.54
08/11/16	Debit	2820	Mit Shah-Best Western / sign grant	- 1,000.00	\$ 40,741.54
08/23/16	Debit	2821	Falls Family Eye Care / façade grant	- 2,596.82	\$ 38,144.72
09/07/16	Debit	2822	USPS / box rental	- 58.00	\$ 38,086.72
09/07/16	Debit	2823	PressEnter! / web hosting	- 59.85	\$ 38,026.87
09/07/16	Debit	2824	Cedar Hill Greenhouse / hanging baskets	- 1,485.00	\$ 36,541.87

Pending BID Obligations

Grants approved by BID

<u>Date approved</u>	<u>Entity receiving grant</u>	<u>Use of grant money</u>	<u>Amount granted</u>
		Total to date:	\$ -0-

Special Projects as outlined in "BID Board 2016 Budget"

<u>Explanation of special project</u>	<u>Estimated amount BID will contribute to project</u>
Main Street flowers/hanging baskets	\$ 1,315.00
Main Street banners/partnership with CAB	\$ 3,000.00
Building mural project (continuing & maintenance)	\$ 5,000.00
Heritage Park sign (maintenance)	\$ 200.00
	Total to date: \$ 9,515.00

Summary

Pending Grants approved by BID:	\$ 0.00
Pending Special Projects BID participates in:	<u>\$ 9,515.00</u>
Total pending BID obligations:	\$ 9,515.00
Balance in checking account as of 09/07/16:	\$ 36,541.87
2016 pending obligations:	<u>\$ 9,515.00</u>
	\$ 27,026.87



River Falls Main Street BID Board Façade & Sign Grant Agreement and Application

Objective:

To encourage business improvement and development by offering façade and sign grants to businesses and property owners in the River Falls Downtown Business Improvement District (BID). More information is available at www.rfmainstreet.com

Program Description:

This fund is intended to help business and property owners make critical investments to improve the exteriors of their buildings including, but not limited to, awnings, signs, windows, and facades.

Grant limits are as follows;

- Signs and awnings – 35% of the cost up to a maximum grant of \$1,000 per business
- Building facades and exteriors – 35% of the cost up to a maximum grant of \$6,000 per building

The participants agree to follow all River Falls City Ordinances and BID Board's Program Criteria. When applicable, the River Falls Downtown Design Review Committee (DRC) will have full control of the design process and make recommendations to the BID Board, which will vote for approval or denial of the grant.

NOTE:

- Applications will be accepted year round and stamped with the date received.
- If money runs out, applications received will be held until February of the following year when application will be reviewed and considered.
- Projects in process or completed, prior to a complete application being submitted to the BID, may be awarded 50% less of the grant limits noted above upon review of the BID Board.
- No penalty will be assessed for complete applications that are submitted prior to work commencing.
- **It is recommended that the applicant be present at the BID Board meeting to answer any questions the Board may have.**

Program Criteria:

1. Grant must be for exterior renovations by business and/or property owner currently located in the BID or by those who intend to locate in the BID. Examples of qualifying expenditures include but are not limited to exterior renovations (including store signage, awnings, windows, building fronts, entries, built-in planters) and other expenditures as defined by the applicant and approved by the BID Board. (No mechanical, HVAC, roofs, or electric systems.)
2. NOTE: Grants may not be used for refinancing existing loans, working capital, or for purchase of inventory or interior renovations.
3. The grant money available will be as stated above in the Program Description.

4. Grants under this program are offered on a first come first serve basis, subject to fund availability and **must be used** within 12 months of approval.
5. The BID will start reviewing grant applications on February 1st of each year. A request is considered received when all required documentation has been submitted. Preference will be given to businesses/entities that have not had prior funding through the BID program, if two applications are received at the same time.

Application Process:

1. The Community Development Department and possibly the DRC will review the application for compliance with the Downtown Overlay District Ordinance.
2. The BID Board will review the proposed request to determine if the project falls within the program guidelines and verify compliance. All financial information will be held confidential.
3. The BID Board will notify the applicant of their decision.
4. The approved grant monies will be paid at the completion of the project and upon the BIDs receipt of the paid invoice and a photo of the completed project.
5. The BID Board assumes no liability for workmanship, design and is not responsible for payment of the final project costs.
6. A building permit or sign permit **must be obtained** from the City of River Falls prior to the commencement of all projects.

Checklist:

<u>Prior to Project Start</u>	
	Agreement and Application
	Funding Documentation
	Contract Estimate/Bid
	Drawings/Plans
	Before Photos
	Certificate of Insurance
<u>Upon Project Completion</u>	
	Paid Invoice/Cancelled Check
	After Photos

Questions:

Joleen Larson, BID Board President 715-426-7776
 David Hovel, City of River Falls, Community Development Staff Member 715-426-3426

Submit Application To:

City of River Falls – Community Development Department
 Attention: River Falls Main Street BID Board
 222 Lewis Street
 River Falls, WI 54022

Hours: Monday – Friday, 8:00 am to 4:00 pm

River Falls Main Street BID Board
Façade & Sign Grant Application

Owner's Name: Qin Yun Zhang Phone #: 612-227-7615
Applicant/Agent's Name: Kevin Zheng
Business/Building: Song Garden
Address of Project: 115 S. Main st. River Falls, WI 54022
Daytime Phone: 612-227-7615 Fax: _____
Email: Zhen0082@gmail.com

1. Project Description: Renovate storefront
2. Goal of Project: Replace and update window, door, Awning, Remove black tile & replace with Stone!
3. Project Time Frame: Aug - Oct / 2016
4. Estimated Cost of Project: \$19,000 +
5. Grant Amount Requested: \$2,450. -
6. Have you contacted the City of River Falls and received approval from the Community Development Department or Design Review Committee? YES / NO
7. Name of your Architect, Designer, and Contractor: (if applicable)
Ross Associates, Poreas Bros Roofing
8. Certificate of Insurance must be obtained and submitted **before** the project is started, with a minimum liability limit of \$300,000.

The application must be completed and signed. ALL related documentation must be submitted prior to consideration.

I understand and agree to comply with all applicable codes, conditions of the Grant Agreement and conditions of approval. I certify that the above and attached information is accurate.

Applicant Signature Qin Yun Zhang Date: 8/22/16

Print Name Qin Yun Zhang

RVD 8/31 - AP

For City and BID use:

Date complete application received: 8/24/16 (needs certificate of insurance)
City or DRC approval date: 8/31/16
BID Board approval date: _____ Amount Approved: \$ _____
Conditions of Grant Approval: _____

Design/Build & General Construction

Song Garden Chinese Buffet
Attn: Mr. Kevin Zheng
115 South Main Street
River Falls, WI 54022

Proposal #2016-074

Re: Various Front Exterior Repairs
River Falls, WI

Proposal

We are pleased to present for your review and consideration this proposal for work to be done at your restaurant in River Falls, WI. Work to include:

- Remove and replace front windows and doors: \$9,400.00
- Replace black tile with stone at front: ~~\$8,500.00~~
- Remove and replace concrete at front entry door: ~~\$1,300.00~~
- Remove existing soffit and replace with metal: ~~\$1,000.00~~
- Remove and replace awning cover only: \$3,300.00
- Repair and paint existing brick: ~~\$2,300.00~~
- Building permit: \$450.00

Base Bid:

Twenty Six Thousand Two Hundred and Fifty Dollars and 00/100
(\$26,250.00)

This quote excludes:

- Any unforeseen conditions
- Any unforeseen city fees or changes
- Any relocation of owner's furnishings
- Anything not specified above

Construction Lien Notice

Lien Law Requires That We Notify You That Persons Or Companies Furnish Labor Or Materials For The Construction On Your Land May Have Lien Rights On That Land And On The Buildings If They Are Not Paid For Their Labor Or Materials. Those Entitled To Lien Rights, In Addition To Ross & Associates, Ltd. Are Those Who Contract Directly With You Or Those Who Give You Notice Within 60 Days After The First Furnish Labor Or Materials For The Construction. Accordingly, You Probably Will Receive Notices From Those Who Furnish Labor And Materials For Construction, And Should Give A Copy Of Each Notice Received To Ross & Associates, Ltd., And Ross & Associates, Ltd., Will Cooperate With The Owner To See That All Potential Lien Claimants Are Duly Paid And Lien Waivers Are Provided.

Approved By: _____ Date: _____
Robert Duffy -Ross & Associates

Approved By: _____ Date: _____
Authorized Signature

Porrus Bros Roofing Lic# BC 667355
10711 Lehigh Rd S
Hastings MN 55033

contract

Date	Estimate #
8/15/2016	2984
Web Site	
porrusbros.com	

Name / Address
Kevin Song Garden 112 main st River falls

E-mail	Phone #	Fax #	Project
info@porrusbros.com	(651) 450-0816	(651) 745-2954	Other

material = \$2000. -

→ LABOR

Description	Qty	Rate	Total
labor for installing rock on front of the building. Labor only		4,200.00	4,200.00
Total			\$4,200.00

proposal The above prices, specifications and conditions are satisfactory and
pted. You are authorized to do the work as specified. Payments will be made
ve Date of Acceptance Signature
Signature signature Signature



CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)

8/31/2016

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

PRODUCER Lead Ways Insurance Agency 121 Fairfield Way STE 200 Bloomington IL 60108	CONTACT NAME: User2 PHONE (A/C. No. Ext): (630)582-1648 E-MAIL ADDRESS:	FAX (A/C. No): (630)582-1663
	INSURER(S) AFFORDING COVERAGE	
INSURED Zhi Xiong Huang 115 S Main St River Falls WI 54022	INSURER A: Ohio Security Insurance Company	
	INSURER B:	
	INSURER C:	
	INSURER D:	
	INSURER E:	
INSURER F:		NAIC # 24082

COVERAGES

CERTIFICATE NUMBER: CL1683105650

REVISION NUMBER:

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	ADDL INSD	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS	
A	<input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR GEN'L AGGREGATE LIMIT APPLIES PER: <input checked="" type="checkbox"/> POLICY <input type="checkbox"/> PRO-JECT <input type="checkbox"/> LOC OTHER:			BKS56500968	1/14/2016	1/14/2017	EACH OCCURRENCE	\$ 1,000,000
							DAMAGE TO RENTED PREMISES (Ea occurrence)	\$ 300,000
							MED EXP (Any one person)	\$ 15,000
							PERSONAL & ADV INJURY	\$ 1,000,000
							GENERAL AGGREGATE	\$ 2,000,000
							PRODUCTS - COMP/OP AGG	\$ 2,000,000
							Schedule Mod Factor 1	\$
	AUTOMOBILE LIABILITY <input type="checkbox"/> ANY AUTO <input type="checkbox"/> ALL OWNED AUTOS <input type="checkbox"/> HIRED AUTOS <input type="checkbox"/> SCHEDULED AUTOS <input type="checkbox"/> NON-OWNED AUTOS						COMBINED SINGLE LIMIT (Ea accident)	\$
							BODILY INJURY (Per person)	\$
							BODILY INJURY (Per accident)	\$
							PROPERTY DAMAGE (Per accident)	\$
								\$
	UMBRELLA LIAB <input type="checkbox"/> EXCESS LIAB DED RETENTION \$						EACH OCCURRENCE	\$
							AGGREGATE	\$
	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below						PER STATUTE	OTHER
							E.L. EACH ACCIDENT	\$
							E.L. DISEASE - EA EMPLOYEE	\$
							E.L. DISEASE - POLICY LIMIT	\$

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)

CERTIFICATE HOLDER**CANCELLATION**

SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.

AUTHORIZED REPRESENTATIVE

James Chen/USER2

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Community Development Department

222 Lewis Street
River Falls, WI 54022
715.425.0900
www.rfcity.org



CERTIFICATE OF DESIGN REVIEW

Song Garden
August 31, 2016

FILE: Song Garden

REQUEST: Façade Improvements

LOCATION: 115 S Main Street

PIN #: 47-276-0101-203

APPLICANT/ AGENT: Kevin Zheng

OWNER: Qin Yun Zhang

PURPOSE: Review proposed façade improvements

APPLICATION SUBMITTED: August 24, 2016

APPLICATION/BACKGROUND:

- The applicant is proposing to complete improvements to the front façade of Song Garden restaurant. Improvements include a new front door, new windows, new awning fabric and replacing the black glass tiles.
- The lot is zoned B-1 General Commercial and is in the Central Business District
- Parcel dimensions are 25 feet on Main Street frontage by 156 feet
- Improvement details include a burgundy awning, limestone mix color stone and tile to replace the black glass tile, door and window wrap color will be brown/bronze.

SURROUNDING LAND USE AND ZONING:

- All surrounding properties are B1 Commercial, with the alley and River to the west of the property.

ANALYSIS:

- **Zoning:** No use changes are proposed.
- **Materials:** Materials proposed meet those on the approved list in Municipal Code 17.68(A)(10)(a).
- **Existing Buildings:** Municipal Code 17.68(A)(10)(d) – The use of original materials is encouraged for the rehabilitation of existing buildings. If original materials cannot be restored or replicated, the primary materials listed may be used. The applicant has

stated that the brick under the glass tiles and under the awning are not in good enough shape to simply tuck point, thus they have suggested the new stone façade.

- **Color:** Stone/brick earth tones meet the requirements of the Downtown Design Plan. Brown wrap on the windows and door will offset them nicely.

STAFF RECOMMENDATION:

Staff approves the Certificate of Design Review Application with the following conditions:

- The top half of the building front façade is painted a color (brown has been discussed with the applicant) to blend with the lower stonework and the neighboring buildings.

ATTACHMENTS

- Copy of application
 - Photo of facade
 - Photo of stone and tile
 - Graphic of improvements

CITY OF RIVER FALLS, WISCONSIN

Certificate of Design Review Approval (CDRA) Application

Please return completed application to:

**City of River Falls
Community Development
222 Lewis Street River
Falls, WI 54022
Tel: (715) 425-0900
Fax: (715) 425-0915**

FOR OFFICE USE ONLY		
Application /File Number	Date Received	Assigned To
Zoning		PIN No.
Planning/Administration Costs:		
\$100 Base Fee Date Received		\$50 Per Hour Additional Fees/Date Received
Hearing Dates (If appealed)		
DRC		RFCC

CERTIFICATE OF DESIGN REVIEW APPROVAL (CDRA)

What is a CDRA?

- A CDRA is a permit that allows business and/or property owners to undertake exterior modifications in the Downtown Overlay District. It allows the City the opportunity to review proposed downtown modifications to ensure that they comply with the standards established for each of the design districts.

Why is a CDRA necessary?

- By developing the standards established in Chapter 17.68 of the City Code (Downtown Overlay District), the City can ensure high quality design of development and redevelopment in the City so unique and historic properties are preserved or restored correctly, that there is coordinated design of new and existing building exteriors and that adverse impacts on adjacent properties from buildings which detract from the character and appearance of the district are minimized. It is the ultimate goal that these design standards will aid in improving the overall economic viability of the district.

Who Needs a CDRA?

- All nonresidential and mixed-use properties within the Downtown Overlay District must receive a CDRA from the City of River Falls prior to undertaking any exterior modifications. Properties used exclusively for residential purposes are exempt.

When is a CDRA required?

- A CDRA is required for all new building construction, any exterior alterations or additions to existing buildings, all new parking lots and their landscaping, all new signage and changes to existing color. Examples of work requiring a CDRA are: installing a new style of window or door, painting the building a new color, installing new signage, or putting new materials on the exterior.

When is a CDRA not required?

- Maintenance of the exterior of an existing structure such as repainting, re-roofing or residing where similar to the existing materials and colors are used and parking lot expansions not exceeding 25 percent of the gross square footage of the existing lot do not require a CDRA.

What do I need to submit?

- Complete the attached application and submit all necessary materials to Community Development Department. For example, if you are proposing to renovate a store façade, architecturally scaled building elevations need to be submitted as well color renderings and sample building materials. There is no fee associated with a CDRA. However, if you are appealing an administrative decision or making a request outside the guidelines (Special Use Permit) a base fee of \$100 plus \$50 per hour will apply. This fee is charged for staff time required to research and prepare the report for the Design Review Committee's review. Also, all sign work does require a sign permit. If you are doing sign work, a sign permit application needs to be submitted. There is a \$25 fee for a temporary sign permit and a \$62 fee for a permanent sign permit.

What is the process and how long does it take?

- Staff has 15 days to review the application to determine compliance with the design review standards. The review process may be extended additional 15 business days if necessary. Staff can approve, approve with conditions, or deny the application.
- In the event the application is denied, the applicant can resubmit the application with necessary changes or appeal the decision within 30 days after the date of said decision to the Design Review Committee (DRC) monthly meeting.
- If denied by the DRC, the applicant may appeal the decision within 30 days after review to the City Council.

***Persons applying for a CDRA are strongly encouraged to discuss their proposal with the Community Development Department.**

CITY OF RIVER FALLS
Community Development Department
222 Lewis Street
River Falls, WI 54022
(715) 425-0900
(715) 425-0915

CERTIFICATE OF DESIGN REVIEW APPROVAL APPLICATION

PLEASE TYPE OR PRINT CAREFULLY

Name of Business (if applicable): Song Garden
Applicant's Name: Qiu Yun Zhang
Owner's Name (if different): _____
Property Address: 115 S. Main St., River Falls, WI 54022
Mailing Address (if different): _____

Check All That Apply

Design District: Central Business District Transitional District
Construction Activity: New Construction Signage Window/Door Awning
 Mechanical Equipment Parking Lot Outdoor Storage/Waste Facilities
 Outdoor Seating Painting Other stone work
Other Activity: *Appeal Staff Decision *Special Use Permit Request *See Fee Required Below

Briefly Describe Construction Activity:

Renovate store front. Replace window & door. Replace Awning. Repaint brick
Remove black tile replace with stone.

Materials Submitted: Building Elevations Parking Lot and Landscape Plan Sign Elevations
 Photographs Colored Renderings Material Samples
 Color Pallets Sign Schematic Other _____

*Planning/Administration Costs: Base Fee \$100 + \$50 per hour

Qiu Yun Zhang 8/22/16 612-227-7615
Applicant's Signature Date Applicant's Telephone Number

Owner's Signature (if different) Date Owner's Telephone Number

Denied Approved with condition to paint brick above the windows
Jay Peterson 9/11/16
Staff Signature Date

If Appealed to Design Review Committee: Denied Approved

Signature of DRC Chairperson Date

松 Song Garden 園
Chinese Restaurant
Eat In or Take Out

replace awning fabric-aluminum frame looks OK

22"

48"

23"

47"

~64"

47"

23"

48"

22"

13"

344 inches = 28' 8"
surface area

51

32"

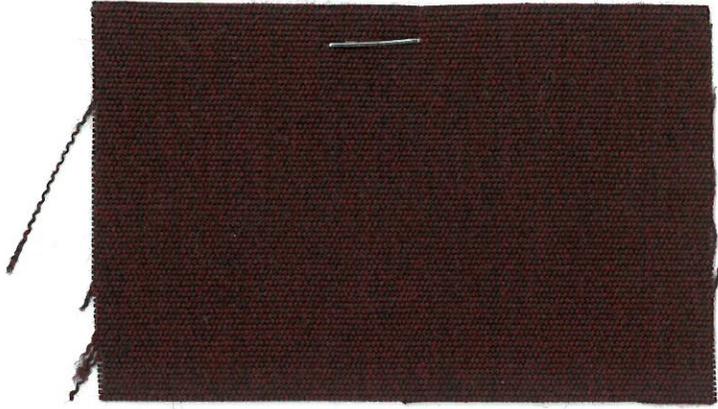
8 ft

new door needed
existing door = 40 x 80 inches
Kim suggested replacing door with aluminum
frame model to match new window frames-
brown or black frames preferred over plain
aluminum-see page 5 (ESR door)

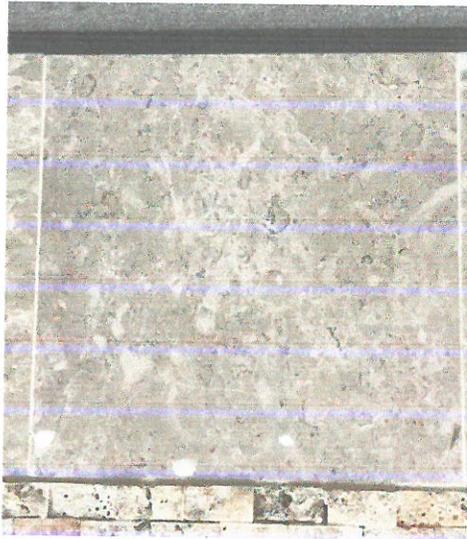


painted
brick →

tile →



Awning



tile



stone

800

GUEST
ENTRANCE



Employment & Services
for Adults with Disabilities

Visitors Please Sign In

NOW HIRING!

• Employment opportunities
• Flexible work schedules
• Supportive work environment
• Comprehensive benefits package
• Equal Opportunity Employer
• M/F/V/D
APPLY WITHIN
OF MAIL
WWW.ESRMOHAWK.ORG/ESR003

River Falls Business Improvement District "BID" Board 2017 Budget

Date: September _____, 2016
To: Julie Bergstrom, City of River Falls
From: BID Board / Joleen Larson, President
Subject: Proposed 2017 Annual Budget Projection

INCOME

Projected BID Assessment income: \$ 44,500.00

OPERATING EXPENSES:

--PO Box service fee \$ 60.00
--Liability Insurance \$ 235.00
--City of RF administrative fees \$ 2,500.00
--Misc. printing, postage & supplies \$ 500.00
--Website maintenance \$ 500.00

Total Operating Expenses: \$ 3,795.00

SPECIAL PROJECTS:

--Music in the Park sponsorship \$ 1,000.00
--Main Street flowers/hanging baskets \$ 5,000.00
--Second Street Gardens \$ 1,500.00
--Main St. benches/trash bins
(purchase/maintenance) \$ 2,400.00
--River Dazzle parade sponsorship \$ 6,000.00
--Main St. banners \$ 5,500.00
--Building mural project
(continuing maintenance) \$ 5,000.00
--Heritage Park sign (maintenance) \$ 200.00

Total Special Projects: \$ 26,600.00

FAÇADE & SIGN GRANT FUNDING AVAILABLE: \$ 14,105.00



River Falls Main Street BID Board **Façade & Sign Grant Agreement and Application**

Objective:

To encourage business improvement and development by offering façade and sign grants to businesses and property owners in the River Falls Downtown Business Improvement District (BID). More information is available at www.rfmainstreet.com

Field Code Changed

Program Description:

This fund is intended to help business and property owners make critical investments to improve the exteriors of their buildings including, but not limited to, awnings, signs, windows, and facades.

Annual Grant limits are as follows;

- Signs and awnings – 35% of the cost up to a maximum grant of \$1,000 per business
- Building facades and exteriors – 35% of the cost up to a maximum grant of \$6,000 per building
- This is a reimbursable grant program, whereby the project is coordinated and paid for by the business/owner. The BID Board then reimburses the business/owner for approved grant expenses.

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The participants agree to follow all River Falls City Ordinances and BID Board's Program Criteria. When applicable, the River Falls Downtown Design Review Committee (DRC) will have full control of the design process and make recommendations to the BID Board, which will vote for approval or denial of the grant.

NOTE:

- ~~Applications will be accepted year round and stamped with the date received.~~
- ~~If money runs out, applications received will be held until February of the following year when application will be reviewed and considered.~~
- ~~Projects in process or completed, prior to a complete application being submitted to the BID, may be awarded 50% less of the grant limits noted above upon review of the BID Board.~~
- ~~No penalty will be assessed for complete applications that are submitted prior to work commencing.~~
- ~~It is recommended that the applicant be present at the BID Board meeting to answer any questions the Board may have.~~

Program Criteria:

1. Grant must be for exterior renovations by business and/or property owner currently located in the BID or by those who intend to locate in the BID. Examples of qualifying expenditures include but are not limited to exterior (front or rear façade) renovations (including store signage, awnings, windows, building frontspatios, entries, built-in planters) and other

expenditures as defined by the applicant and approved by the BID Board. (No mechanical, HVAC, roofs, or electric systems.) All improvements must be of a permanent nature.

2. ~~NOTE:~~ Grants may not be used for refinancing existing loans, working capital, or for purchase of inventory or interior renovations.
- ~~3. The grant money available will be as stated above in the Program Description.~~
- ~~4.3~~ Grants under this program are offered on a first come first serve basis, subject to fund availability and **must be used** within 12 months of approval.
4. The BID will start reviewing grant applications on February 1st of each year, and applications will be accepted year round. A request is considered received when all required documentation has been submitted. If money runs out, applications received will be held until February of the following year when applications will again be reviewed and considered.
5. Preference will be given to businesses/entities that have not had prior funding through the BID program, if two applications are received at the same time.
6. A complete application must be submitted and BID Board decision will be rendered prior to work commencing. Projects in process or completed, prior to a complete application being submitted to the BID, may be awarded 50% less of the grant limits noted above upon review of the BID Board.
7. It is recommended that the applicant be present at the BID Board meeting to answer any questions the Board may have.

~~5-8.~~

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Application Process:

1. The Community Development Department and possibly the DRC will review the application for compliance with the Downtown Overlay District Ordinance.
2. The BID Board will review the proposed request to determine if the project falls within the program guidelines and verify compliance. All financial information will be held confidential.
3. The BID Board will notify the applicant of their decision.
4. The approved grant monies will be paid at the completion of the project and upon the BIDs receipt of the paid invoice and a photo of the completed project.
5. The BID Board assumes no liability for workmanship, design and is not responsible for payment of the final project costs.
6. A building permit or sign permit **must be obtained** from the City of River Falls prior to the commencement of all projects.

Checklist Required Submission Items:

Prior to Project Start	
	Agreement and Application
	Funding Documentation
	Contract Estimate/Bid
	Drawings/Plans
	Before Photos
	Certificate of Insurance
Upon Project Completion	
	Paid Invoice/Cancelled Check
	After Photos

Questions:

Joleen Larson, BID Board President 715-426-7776

~~David Hovel~~Amy Peterson, City of River Falls, Community Development Staff Member 715-426-34263425

Submit Application To:

City of River Falls – Community Development Department

Attention: River Falls Main Street BID Board

222 Lewis Street

River Falls, WI 54022

Hours: Monday – Friday, 8:00 am to ~~4~~5:00 pm

River Falls Main Street BID Board
Façade & Sign Grant Application

Owner's Name: _____ Phone #: _____
Applicant/Agent's Name: _____
Business/Building: _____
Address of Project: _____
Daytime Phone: _____ Fax: _____
Email: _____

1. Project Description:
2. Goal of Project:
3. Project Time Frame:
4. Estimated Cost of Project: _____
5. Grant Amount Requested: _____
6. Have you contacted the City of River Falls and received approval from the Community Development Department or Design Review Committee? YES / NO
7. Name of your Architect, Designer, and Contractor: (if applicable)
8. Certificate of Insurance (with the City of River Falls as a notified party) must be obtained and submitted **before** the project is started, with a minimum liability limit of \$300,000.

The application must be completed and signed. ALL related documentation must be submitted prior to consideration.

I understand and agree to comply with all applicable codes, conditions of the Grant Agreement and conditions of approval. I certify that the above and attached information is accurate.

Applicant Signature _____ Date: _____

Print Name _____

For City and BID use:

Date complete application received: _____
City or DRC approval date: _____
BID Board approval date: _____ Amount Approved: \$ _____
Conditions of Grant Approval: _____