



West Broadway Private Property Assistance Program

Objective

The West Broadway Assistance Program is intended to assist private property owners with financial assistance to make improvements to landscaping and signage components on private property. The maximum City assistance to a private property shall be \$50,000.00. An eligible property may seek assistance in one or both categories, landscaping and/or signage. This program is voluntary and is subject to funding availability. All work is subject to City of Council Bluffs codes and regulations and is subject to permitting, where applicable.

West Broadway Landscaping Assistance Program

Overview

The West Broadway Landscaping Assistance Program (WBLA Program) was created by the City of Council Bluffs (City) to assist in the transformation of the West Broadway corridor. Using a variety of funding sources, the Program is designed to assist property owners with the design and installation of landscaping consistent with the Corridor Design Overlay requirements for planting. The Program is also intended to implement the objectives of the West Broadway Corridor Plan by enhancing the aesthetics of the corridor while encouraging new retail and commercial activity. The goals of the program include:

- Providing design assistance to property owners abutting West Broadway from 13th to 36th Street.
- Providing financial assistance to property owners for the installation of landscaping in the 10 ft strip adjacent to the West Broadway right-of-way.
- Enhance the character and sense of place along the corridor.

Eligible Properties

Assistance shall be provided for the design and installation of landscape improvements undertaken by property owners that do not have a 10 ft landscaping strip on West Broadway from 13th to 36th Street. Assistance can also be offered for the intersecting street (north/south street side). Properties with existing landscaping may be eligible for enhancements subject to availability of funding. The Properties can be all commercial or mixed use (commercial and residential). The City's Community Development Department shall have the authority to determine the eligibility or ineligibility of all properties and proposed work.

Forms of Assistance

Assistance under Program shall be provided in two forms:

Landscaping Design Assistance - to assist property owners relative to landscaping design, including design assistance up to \$2,000.00.

Landscaping Installation Grant - provides up to a 50% grant for the installation of landscaping.

Landscaping Design Assistance

Program Description

Property owners can indicate their desire to utilize design assistance by submitting a letter or contacting the Community Development Department directly at 712-328-4629.

The City will provide a conceptual landscape and irrigation plan to property owners at no cost, prepared by a licensed landscape architect. The concept will illustrate the planting area, trees, shrubs, and turf, concrete curb, and other improvements included in the 10 ft landscaping strip, and a cost estimate. After discussions with the property owner, the City may make modifications of the design concept if the changes are consistent with the Corridor Design Overlay requirements.

The property owner will be responsible for submitting a final construction plan for the proposed planting and irrigation which shall be prepared by a landscape architect.

Landscaping Installation Grant

Program Description

A landscaping grant may be provided to owners of eligible properties to undertake the installation of landscaping in the 10 ft strip adjacent to West Broadway. All improvements must be in compliance with the Corridor Design Overlay requirements for plantings. The City may approve alternatives that deviate from the CDO regulations if said changes are found to be in the best interest of the City. Property owners interested in utilizing these funds must submit a complete application with required attachments. Upon approval by the City, grant assistance is provided to the property owner on a reimbursement basis as the project progresses. All grant funds must be matched by private funds from the property owner. No mortgage or other encumbrances will be required for participation in the grant program.

Funding Amounts

Assistance allowed will be equal to 50% of total eligible costs or \$150 per lineal feet of frontage whichever less is.

Regardless of frontage, the maximum amount of City assistance shall not exceed \$50,000 per property.

Eligible Costs

Eligible items include all costs directly attributable to the improvement of the 10 ft. landscaping strip. This includes demolition of existing pavement and drives; perimeter curbing and other hardscape treatments; irrigation systems; trees, shrubs and grasses; soil and soil enhancements; and mulch. Additional improvements may be determined to be eligible on a case-by-case basis.

Application – By separate document

General Program Requirements

Eligible Applicant: Only a property owner or agent of the owner holding valid option or sales contract is an eligible applicant. Building tenants wishing to make building improvements may work with the owner to complete an application. The owner and tenant may enter into a separate agreement in which the tenant reimburses the owner for the costs of improvements. The application, however, must be signed and submitted by the property owner.

Eligible Activities: The City shall have the authority to determine the eligibility or ineligibility of all proposed work.

Eligible Properties: Properties that have frontage on West Broadway from 13th to 36th Street.

Design Principles: Corridor Design Overlay standards for planting shall be applied to all projects.

Code Compliance: Participants in the Program must be in compliance of all City Codes.

Permit Requirement: Participants will be responsible for securing all required construction permits from the City.

Inspection: Participants shall permit inspection of the property by the City for compliance with all City codes and ordinances pertaining to code compliance and such other inspections deemed necessary in connection with the property.

Evaluation Criteria: The City's decision to accept an application will be based on fund availability, the merits of the proposed project, the support it provides to the advancement of the City's redevelopment goals and the goals set for this program.

Competitive bids: The property owner will be responsible for obtaining two competitive bids and the lowest responsible bidder shall be selected.

Timely Performance: All projects assisted by these programs must be completed in a timely manner. The contract will allow a maximum of 6 months for completion. Specific completion dates may be established so as to coordinate with the City's street and infrastructure project. When it can be demonstrated that circumstances clearly beyond the property owner's control prohibit completion in 6 months, the City may grant 3-month extensions. Failure to complete the project in a timely manner will result in a cancellation of the contract, de-obligation of any unexpended funds, and at the discretion of the City, recapture of expended funds.

Eligible Contractors: Participants shall award contracts for work only to contractors who are actively involved in the landscaping profession and should be able to demonstrate their ability to complete the necessary work. Contractors must also show evidence of adequate liability and workman's compensation. Lien releases are to be signed by the contractor and filed with the City prior to a final disbursement.

Time and Maintenance Requirement: The property owners shall be solely responsible for maintaining the landscaping and irrigation system located on private property. All planting shall respect City codes for sight lines at intersections and driveway locations.

West Broadway Detached Signage Assistance Program

Overview

The West Broadway Detached Signage Assistance Program was created by the City of Council Bluffs (City) to assist in the transformation of the West Broadway corridor. Using a variety of funding sources, the Program is designed to assist property owners with the installation of detached signage consistent with the Corridor Design Overlay requirements. The Program is also intended to implement the objectives of the West Broadway Corridor Plan by enhancing the aesthetics of the corridor while encouraging new retail and commercial activity. The goals of the program include:

- Providing financial assistance to property owners for the replacement of pole signs with ground/monument signage.
- Enhance the character and sense of place along the corridor.

Eligible Properties

Assistance shall be provided for the conversion and/or removal of pole signs with detached ground/monument signs or wall signs. The program may also assist with the relocation of existing ground/monument signage to eliminate vision clearance obstructions. The Properties can be all commercial or mixed use (commercial and residential). The City's Community Development Department shall have the authority to determine the eligibility or ineligibility of all properties and proposed work.

Forms of Assistance

Assistance under the program shall be provide financial assistance up 50% of the sign purchase and the installation cost, exclusive of electronic message boards, not to exceed \$15,000.00.

Detached Signage Assistance Grant

Program Description

The signage grant may be provided to owners of eligible properties to undertake conversion and/or remove of pole signs and replacement with detached ground/monument signs or wall signs. The program may also assist with the relocation of existing ground/monument signage to eliminate vision clearance obstructions. Property owners interested in utilizing these funds must submit a complete application with required attachments. Upon approval by the City, grant assistance is provided to the property owner on a reimbursement basis as the project progresses. All grant funds must be matched by private funds from the property owner. No mortgage or other encumbrances will be required for participation in the grant program.

The program is not intended to establish new ground/monument sign(s) without the removal of a pole sign.

Funding Amounts

Assistance allowed will be equal to 50% of total eligible costs, not to exceed \$15,000.00.

Eligible Costs

Eligible items include all costs directly attributable to the removal of the pole sign and placement of the ground/monument sign, or the relocation of an existing ground/monument sign to eliminate vision clearance obstructions, or the placement of walls sign(s) in lieu of a new monument sign. This may include: demolition, footings, electric, minor landscaping costs. Additional improvements may be determined to be eligible on a case-by-case basis.

Eligible costs do not include electronic message center components. In cases where the owners desires inclusion of an electronic message center component into the monument sign the cost shall be excluded from the eligible costs for purposes of the grant.

On-site directional signs are not eligible.

Application- By separate document

General Program Requirements

Eligible Applicant: Only a property owner or agent of the owner holding valid option or sales contract is an eligible applicant. Building tenants wishing to make building improvements may work with the owner to complete an application. The owner and tenant may enter into a separate agreement in which the tenant reimburses the owner for the costs of improvements. The application, however, must be signed and submitted by the property owner.

Eligible Activities: The City shall have the authority to determine the eligibility or ineligibility of all proposed work.

Eligible Properties: Properties with pole signs or properties with ground/monument signs that cause a vision clearance obstruction, that have frontage on West Broadway from 13th to 36th Street.

Design Principles: Chapter 15.32: Corridor Design Overlay and 15.33: Signs of the *Municipal Code*.

Code Compliance: Participants in the Program must be in compliance of all City Codes.

Permit Requirement: Participants will be responsible for securing all required construction permits from the City. Installation must be by an appropriately licensed contractor in the City of Council Bluffs.

Inspection: Participants shall permit inspection of the property by the City for compliance with all City codes and ordinances pertaining to code compliance and such other inspections deemed necessary in connection with the property.

Evaluation Criteria: The City's decision to accept an application will be based on fund availability, the merits of the proposed project, the support it provides to the advancement of the City's redevelopment goals and the goals set for this program.

Competitive bids: The property owner will be responsible for obtaining two competitive bids and the lowest responsible bidder shall be selected.

Timely Performance: All projects assisted by these programs must be completed in a timely manner. The contract will allow a maximum of 6 months for completion. Specific completion dates may be established so as to coordinate with the City's street and infrastructure project. When it can be

demonstrated that circumstances clearly beyond the property owner's control prohibit completion in 6 months, the City may grant 3-month extensions. Failure to complete the project in a timely manner will result in a cancellation of the contract, de-obligation of any unexpended funds, and at the discretion of the City, recapture of expended funds.

Eligible Contractors: Participants shall award contracts for work only to contractors who are appropriately licensed in the City of Council Bluffs and should be able to demonstrate their ability to complete the necessary work. Contractors must also show evidence of adequate liability and workman's compensation. Lien releases are to be signed by the contractor and filed with the City prior to a final disbursement.

Time and Maintenance Requirement: The property owners shall be solely responsible for maintaining said sign.