



The Northeast Business District (NEBD) Improvement Program is a reimbursement grant program for certain improvements of property located within the [Northeast Business District](#). The NEBD Improvement Program is designed to provide financial assistance to property and business owners within the NEBD for the purpose of improving the overall appearance of the NEBD. Eligible applicants may receive reimbursement up to 50% of project costs, based upon fund availability; awards not to exceed \$100,000.00 in any 3-year period. This is a competitive reimbursement program, and all grants are subject Staff and City Council review as well as to availability of funds.

To be considered for a NEBD Improvement Program Grant, please review the minimum eligibility requirements below and complete the application attached. City staff shall review all applications for eligibility and make recommendations to the City Council for consideration. The City Council shall approve all applications prior to the commencement of any on-site improvements or construction activities. Improvements completed prior to approval of a grant award will not be eligible for reimbursement. In order to receive grant disbursement, all agreed upon work must be satisfactorily completed per the requirements of Ord. 24-117, and proof of payments provided to the City.

Minimum eligibility requirements:

- Located within the [Northeast Business District](#)
- Property is commercial, mixed use, or multi-family use
- No current, outstanding, or significant history of Code violations with the City, unless remedial plans are in place
- Current on all local, county, and state taxes
- Ability to provide proof of sufficient funds to cover all project costs
- Ability to provide proof of property and casualty insurance

Eligible improvements include, but are not limited to, the following:

- Significant façade improvements (more than general building maintenance), including murals*
- New or improved trash enclosures (must be of complementary materials to primary building)
- Screening of mechanical equipment and storage areas
- Exterior lighting that contributes to overall look and feel of NEBD and/or enhances safety
- Sign conversion from pole/pylon to monument sign
- Conversion of impervious surface to green space (must still meet minimum parking requirements)
- Installation/repair of curbs, consolidation of multiple curb cuts, addition/repair of sidewalks, aprons, and similar site improvements that enhance aesthetics of NEBD, improve traffic circulation, and overall safety
- Installation of landscape islands in parking lots (must meet landscape code requirements and maintain minimum parking requirements)
- Replacement or removal of inappropriate screening or fencing materials
- Removal of residential-style features/replacement with commercial-style features
- Relocation of overhead utilities to underground
- Improvements to pedestrian access to, and connectivity within, the NEBD

*Murals that receive NEBD grants shall be subject to additional staff review. Mural content that is deemed controversial may not be eligible for NEBD funding.

Evaluation and approval process:

- Projects shall be evaluated and recommended to the City Council based on the following:
 - Overall contribution to improved appearance of the NEBD
 - Improvements to pedestrian and vehicular safety
 - Alignment with all adopted City Codes, Plans, and Design Guidelines

The City reserves the right to reject any project or request additional information at its sole discretion. Once approved, projects must be completed within the same fiscal year, unless the City agrees to extend the timeline due to extenuating circumstances. All projects will need to secure any and all required permits, approvals, etc.; a NEBD award does not guarantee any such permits, approvals, etc. A licensed architect or engineer may be required depending on the type/scope of the project.



Property Details:

Common Address(es): _____

Parcel Number(s): _____

Associated Business/Development Name: _____

Applicant Name:

Applicant Name: _____ Phone: _____

Address _____

Email: _____

Property Owner (if different, permission letter will be required):

Property Owner Name: _____ Phone: _____

Address: _____

Email: _____

Project Details:

Summary of Improvements (attach additional sheet if necessary): _____

Approximate Start Date: _____ Approximate Cost: _____

Required Documents

- Photos of current building/site conditions
- Conceptual drawings
- 2 detailed cost estimates/bids for entire scope of work
- Letter from bank or statement proving sufficient funds to cover full project costs
- Copy of current property and casualty insurance
- Signed permission letter from property owner (if applicant is not owner)

Authorization Section:

- I have attended a pre-application/Development Assistance Team meeting with the City
- I am current on all local, county, and state taxes
- I have no outstanding fees or debts to the City
- I have no current or outstanding code violations
- I affirm that no elected official or employee of the City of Collinsville has an interest in the subject property or associated business(es)

By signing below, I hereby certify that, under the penalty of perjury, the statements on, and attachments provided with, this application are true and complete to the best of my knowledge and belief, and that I will comply with all applicable City of Collinsville Illinois ordinances. I acknowledge that this application does not guarantee any incentives, benefits, or approvals of any kind.

Applicant Agent Signature _____ Date _____

ORDINANCE NO. 24-117

**AN ORDINANCE ADOPTING THE
NORTHEAST BUSINESS DISTRICT (NEBD) IMPROVEMENT GRANT
PROGRAM IN THE CITY OF COLLINSVILLE, ILLINOIS**

WHEREAS, the City of Collinsville, Illinois, a home rule municipality (hereinafter the “City”), may exercise any power and perform any function pertaining to its government and affairs including, but not limited to, the power to regulate for the improvement and protection the public health, safety, comfort, convenience and general welfare of the people;

WHEREAS, on December 8, 2008 the City Council of the City of Collinsville voted in favor of the creation of the Northeast Business District (hereinafter the “District”), comprised of 128 contiguous parcels totaling approximately 157.5 acres, and established by Ordinance 4165 for the purpose of supporting of certain commercial developments and redevelopments within the District; and

WHEREAS, the City places a priority on developing and maintaining a strong and diverse economy for those who live, work, and visit Collinsville;

WHEREAS, the City adopts, amends, and maintains Improvement Grant policies and programs to provide consistent performance-based standards to be used when considering Improvement Grants;

WHEREAS, the City is committed to policies and programs focused on economic development and revitalization of commercial corridors, encouraging the attraction, retention, and expansion of businesses in Collinsville, diversifying the economic base in a manner that stabilizes and strengthens the tax base, investing in public infrastructure, and furthering City plans;

WHEREAS, the City Council, in an effort to increase economic development opportunities, has established Improvement Grant programs in other districts to encourage economic development and, finding it in the best interest of the City, wishes to establish a Northeast Business District Improvement Grant Program in order to encourage the development

and revitalization of commercial properties located within the District to support economic development opportunities within the District.

NOW, THEREFORE, BE IT ORDAINED by the City Council of the City of Collinsville, Illinois, as follows:

Section 1. The City adopts the following guiding requirements herein to be utilized in deliberating the merits of requests for incentives from the Northeast Business District (NEBD) tax funds.

“NORTHEAST BUSINESS DISTRICT IMPROVEMENT GRANT PROGRAM

A. *Purpose.* The intent of the Northeast Business District Improvement Grant Program is to aid economic development, revitalization, attraction, retention, and expansion of business development, and the enhancement of the physical appearance of the NEBD. These requirements are intended to be followed as nearly as practicable, while considering the circumstances of each individual application. At its sole discretion, the City reserves the right to depart from these requirements based on the merits and specific considerations of each individual application, as well as what may be determined to be in the best interests of the City.

B. *Program Goals.* Among other considerations, the City envisions high-quality commercial development and redevelopment resulting in new, revitalized, and/or expanded retail, office, and other commercial buildings within the Northeast Business District. Priority consideration for Northeast Business District funds shall be granted based on the project's demonstrated ability to achieve a combination of the following:

1. Increased sales tax revenues to the City.
2. Increased property tax revenue to the City.
3. Attraction, retention, and expansion of sales tax generators.
4. Creation and/or retention of jobs.
5. Investment in public infrastructure and right-of-way (ROW) improvements.
6. Promotion of contemporary site layout/platting.
7. Promotion of creative architectural and design character in accordance with the City's design standards.

8. Compliance with relevant City Codes and Ordinances.
9. Promotion of business growth and improvement of the marketability of existing sites and buildings.
10. Overall enhancement and improvements to the District beyond the site.
11. Promotion of the development/redevelopment of vacant and underutilized properties, deteriorated site improvements, and obsolete structures.
12. Promotion of the furtherance of City plans.
13. Promotion of improved pedestrian access to, and connectivity with, the District.
14. Promotion of overall safety within the District.
15. Otherwise serve the best interest of the City as determined by the City Council.

C. *Program Administration:*

1. The NEBD Improvement Grant Program is a competitive and discretionary reimbursement program. The application forms and requirements, ratios of private/public investment, award amount caps per project, duration of award amount caps, and establishment/selection of a reviewing committee shall be set by internal policy of the City, in consideration of the provisions set forth in this Program.
2. The Program shall be annually reviewed and updated when appropriate by City staff based on factors including, but not limited to, current market conditions, budget, and emerging economic development trends.
3. The total amount available for grants within the NEBD for any given fiscal year shall be set and adopted with the corresponding fiscal year budget. Any deviations from the approved budgeted amount shall require additional City Council approval.
4. City Council shall hold final authority to approve funding of any recommended NEBD Improvement Grant.

D. *City Council Consideration:* Funding by the City shall be in consideration of the NEBD Program goals and in addition, the criteria as follows:

1. Overall contribution to the enhancement and advancement of the NEBD commercial environment;
2. Uniqueness of the project within the NEBD market area; and
3. Development impact on the NEBD area.

E. *Program Application and City Review:*

1. An Applicant (property owner, or other entity with express written permission from the property owner) shall participate in a pre-application meeting with the City's Development Assistance Team (DAT), as required by the City to support a streamlined development review process.
2. An Applicant shall submit to the City a written application on forms furnished by the City, as well as submit any other information or documentation requested by the City. The Applicant shall declare (or certify, verify, or state) under penalty of perjury that the foregoing is true and correct.
3. The City may review the application and respond in one or more of the following manners:
 - a. Require more information and/or documentation from the applicant if necessary;
 - b. Require a meeting with the Development Assistance Team (DAT); and/or,
 - c. Negotiate with or make recommendations to the Applicant.
4. Applicants shall adhere to the following when the City deems appropriate and critical to consideration of the request:
 - a. Submit all requested income tax returns, financial information from banking institutions, credit checks, and police background checks when deemed necessary by the City;
 - b. Submit a completed business plan to the City; and,
 - c. Submit architectural renderings of major proposed building/site changes.

F. *Minimum Eligibility Criteria.* An Applicant requesting an improvement grant shall meet the following minimum criteria for consideration of any request for NEBD funds:

1. The property must be located within the NEBD;

2. The existing or proposed business shall operate within the NEBD and the appropriate commercial zoning district:
 - a. Mixed use and multi-family use projects within the NEBD may be eligible, so long as the use is conducted within the appropriate zoning district;
 - b. Home Occupations and residential uses shall be ineligible for consideration for the NEBD Improvement Grant Program.
 3. The Applicant and the associated property must not have any current, outstanding, or unresolved Code violations, or significant history of Code violations. The City reserves the right to accept applications from an Applicant if the Applicant is actively pursuing remediation of such violations described above in a manner deemed acceptable by the City.
 4. The Applicant and the associated property shall not have any fees, fines, liens, or tax due to the City.
 5. All real estate taxes on associated property shall be current and paid.
 6. The Applicant must be able to provide proof of funds to cover all project costs.
 7. The Applicant must be able to provide proof of property and casualty insurance on the associated property.
 8. Multi-tenant structures shall be considered a single project/property; individual suites/tenant spaces that are part of a larger structure/parcel are not eligible for NEBD Improvement funds.
- G. *Program-Eligible Project Improvements.* The City's Program shall include the following program-eligible project improvements which shall be classified as permanent improvements based upon the building/structure or site, and shall include but not be limited solely to:
- a. Significant façade improvements (more than general building maintenance), including murals. Murals are separate and distinct from signage and mural content that is deemed controversial may not be eligible for NEBD funding;
 - b. New or improved trash enclosures (must be of similar construction materials as primary building);
 - c. Appropriate screening of mechanical equipment and storage areas and/or replacement or removal of inappropriate screening or fencing materials;

- d. Exterior lighting that contributes to overall improved look and feel of NEBD and/or enhances safety (excludes replacement of bulbs only and must comply with all photometric requirements);
- e. Conversion of impervious surfaces to green space (if parking lot, must still meet minimum parking requirements);
- f. Installation/repair of curbs, consolidation of multiple curb cuts, addition/repair of sidewalks, aprons, and similar site improvements that enhance the aesthetics of NEBD, improve traffic circulation, and overall safety;
- g. Installation of landscape islands, buffers, and streetscape in and along parking lots or street frontage (must meet landscape code and maintain minimum parking requirements);
- h. Removal of residential-style features (i.e. panel doors, shutters, sash windows), and replacement with commercial-style features (i.e. glass doors, awnings, storefront windows);
- i. Incorporation of landscaping into site stormwater management;
- j. Development of public/pedestrian areas that create unique, inviting public space with demonstrable functionality;
- k. Permanent improvements, including some parking lot improvements, that are deemed to enhance overall health, safety, and visual impression of the NEBD;
- l. Public ROW and infrastructure improvements including, but not limited to sidewalks, access management, streetscape improvements, utility relocation, etc. (as approved by the City);
- m. Conversion of pole/pylon signs to monument signs or construction of new monument sign: Monument signage must meet the following requirements: maximum height of eight (8) feet tall; must be visible from or facing the corridor; and shall be constructed of stone, brick, or other high-quality material;
- n. Additional considerations:
 - i. Architectural and engineering costs related only to an eligible project;

- ii. Stormwater management facilities may be considered eligible improvements when proposed in conjunction with an eligible site improvement;
- iii. Public infrastructure may be funded up to 100% by the City when in conjunction with an eligible project, subject to staff review and funding.

H. *Certification of Existing Conditions.* The site and premises for the location of all projects that are requesting NEBD Improvement Grants shall be subject to inspections by the City prior to consideration by the City Council.

I. *City's Obligation to Reimburse.* An award of NEBD funds does not constitute the approval of Planning, Zoning, Building, or other permits, licenses, or any other approvals as required by the City or other jurisdictional agencies. The City is not responsible for securing any easements, cross-access agreements, or similar permissions for encroachment to perform work on an approved project; such permissions are the sole responsibility of the Applicant or their agent. All facets of the project shall be coordinated with the appropriate City departments to ensure necessary permits and approvals are obtained. All City Codes and Ordinances must be followed. Funding by the City may be made contingently, according to the following procedures and stipulations:

1. The award must be approved by City Council prior to the commencement of any on-site improvements or construction activities;
2. The applicant shall be required to demonstrate compliance with all relevant City Codes and Ordinances;
3. The applicant shall be required to complete and submit to the City a "Certificate of Substantial Completion" form for the project. "Substantial Completion" means sufficient completion of construction of the Project in accordance with the Construction Plans, as evidenced by the issuance of a Certificate of Substantial Completion on standard AIA Form G-704 certified by the architect for the Redevelopment Project. The City may substitute a Certificate of Substantial Completion for the issuance of a Certificate of Occupancy, Certificate of Completion, or Occupancy Permit, as determined by the Community Development Department.

4. The project shall be substantially completed within the City's fiscal year in which the grant was awarded. Substantial completion of the project shall be verified by the submission of a Certificate of Substantial Completion to the City.
 5. Based on good faith of the applicant, the City Staff may grant one extension of this time period not to exceed six (6) additional months to achieve substantial completion. The Applicant is responsible for requesting such extension in writing no later than October 31 of the fiscal year in which the project was approved. Additional extensions may require City Council approval. Projects that have lost funding eligibility by lapsing past the approved deadline may reapply to the Improvement Grant Program. Reapplications are also subject to the availability of funding. Any work performed on a project with a lapsed deadline may be ineligible for reimbursement of that work.
 6. The applicant shall be required to submit final invoice/receipts for all items identified in the award, and the actual amount reimbursed must be consistent with the submitted invoices/receipts for the project. The City will not be responsible for reimbursement of expenses that exceed the original project estimate provided on the application. The applicant shall be required to submit proof of payments made for eligible reimbursable project costs incurred. Proof of payment shall include, but not be limited to, matching cancelled checks. At its discretion, in addition to the foregoing, the City may request any other documentation in relation to an application and the purposes of this NEBD Improvement Grant Program, including proof of project completion and payment of project costs.
- J. *Recording of Lien.* The City reserves the right to record a lien against the subject real estate in an amount equal to the Improvement Grant on the property.
- K. *Foreclosure of Lien.* Violation of this Ordinance by the applicant or property owner may be remedied by the City by any concurrent legal means available to it in equity and/or law, including by foreclosing its lien as provided for in Article XV of the Illinois Code of Civil Procedure, as amended.
- L. *Sole Discretion; No Property Rights.* This Program shall be administered and amended at the sole discretion of the City, including variations from the conditions provided for herein. No

party or applicant shall be deemed to have a property right in receiving NEBD funds as provided for in this Chapter.”

Section 2. In the event any section or provision of this Ordinance shall be held unconstitutional or invalid by any Court, in whole or in part, such holding shall not affect the validity of this Ordinance or any remaining part of this Ordinance, other than the part held unconstitutional or invalid.

Section 3. All ordinances, or parts thereof, which are inconsistent with the provisions of this Ordinance, are hereby repealed to the extent of their inconsistencies.

Section 4. Nothing contained herein shall in any manner be deemed or construed to alter, modify, supersede, supplant or otherwise nullify any other ordinance of the City or the requirements thereof whether or not relating to or in any manner connected with the subject matter hereof, unless expressly set forth herein.

Section 5. This Ordinance is effective upon its passage by the City Council, approval by the Mayor, and publication according to law.

PASSED by the City Council and Approved by the Mayor this 23rd day of July 2024.

Ayes: Fuhrmann, Green, Jerome, Hausmann, Stehman

Nays: None

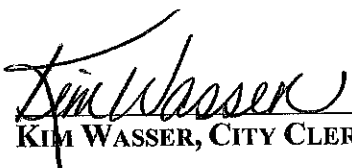
Absent: None

Approved: July 23, 2024

APPROVED:


JEFF STEHMAN, MAYOR

ATTEST:


KIM WASSER, CITY CLERK