



DOWNTOWN URBAN RENEWAL ASSISTANCE

APPLICATION FORM FOR GRANTS AND REVOLVING LOAN FUND LOANS

BUSINESS CONTACT INFORMATION

Contact Name	Andrea Halsten	Date business commenced:	9/2010
Title	member LLC	Number of Employees:	31
Company name	The Burger Dive	<input type="checkbox"/> Sole proprietorship	
Phone/#	406 281-8292 cell 690-9749	<input checked="" type="checkbox"/> Partnership	
E-mail	burgerdivell@gmail.com	<input type="checkbox"/> Corporation	
Company mailing address		<input type="checkbox"/> Other	
City, State ZIP Code		EIN or Soc. S #	

CHECK THE MAP ON THE LINKS PAGE (4) BEFORE CONTINUING

Check all that apply: I am a property owner inside the District I own and operate a business within the District
 I plan to purchase property in District I plan to move a business into the District

If your proposed project has a different physical address than the mailing address, please fill in the street address, below:

Street Address: _____, 59101

Check all that apply: I am interested in a low rate loan I am interested in a reimbursement grant (RG)

What is the total cost of the project, including property acquisition, if applicable? 3,598,493.00 ¹

How much are you wanting to borrow from the Loan Fund (RLF)? 250,000 ²

A Minimum of 20% Equity investment is required and all loans are capped at 20% or less of the total cost (box 1) up to \$250,000

How much do you need to make the project "pencil out" (RG and/or RLF)? 250,000 ³

Briefly describe your proposed project:

See attached Business plan

DOWNTOWN BILLINGS REVOLVING LOAN FUND

November 1,

Purpose:

To provide financial assistance in the form of loans to projects within the boundaries of the Downtown Urban Renewal Area (URA) last amended in 2004 (Exhibit A) that will:

- (1) Assist in the economic revitalization and stabilization of the URA;
- (2) Attract and retain a stable clientele population within the URA;
- (3) Stimulate private investment within the URA;
- (4) Generate additional property tax revenues within the URA; and
- (5) Encourage and facilitate in the remodeling and restoration of historically significant structures within the URA.

Fund Guidelines:

- Borrowers are creditworthy.
- Projects are economically viable.
- Projects are consistent with the above stated purpose.
- Funds requested are leveraged with other sources, i.e. borrower's equity, other senior debt, etc. *(RLF requires at least 20% equity investment per project)*
- **Requests are accepted up to 20% of project cost capped at \$250,000.**
- Loan terms address each project's needs with payments based on amortization of up to twenty (20) years. Early maturities of up to ten (10) years may be recommended for fund liquidity purposes. The interest rate is annually adjusted and based upon 1% over prime rate minus 200 basis points. **(Rate to borrower, as of November 1, 2019 = 4%)** The rate is established on September 30th each year. Additionally, loan payment calculations may be based upon a loan rate amount that is higher than the actual loan rate.
- Loan repayment is guaranteed by relevant beneficiaries and/or collateralized.
- Loans may be made for acquisition or construction of buildings, renovation and rehabilitation, interior and exterior tenant improvements, equipment and related improvements.
- Project location is within the boundaries of the original Urban Renewal Area approved and last amended in 2004. (Exhibit A)
- Priority will be given to projects meeting above criteria, which have not been able to secure traditional financing (so as to not compete with conventional loans).

Application Requirements:

Contact: Mr. Mehmet Casey, Development Director
Downtown Billings Partnership, Inc.
116 North 29th Street, Suite A, Billings,
MT 59101
Phone: (406) 294-5060
Fax: (406) 294-5061

- Requests can be considered on a "Pro Forma" basis subject to final submittal, where appropriate.
- **Basic application requirements:**
 - **Borrower's financial history (2-3 years)**
 - **Business plan and/or project description**
 - **Project economics (costs, revenues, etc.)**
 - **Project drawings and or architectural plans**
 - **Project owner and guarantor's information**
 - **Names and relevant background**
 - **Financial condition (balance sheet and tax returns for two years).**
 - **Other information supporting the "purpose"**
 - **Completed W9 (see form included)**
 - **Applicant will pay for appraisals; credit reports and other related (out of pocket) underwriting costs.**

Approval Process:

- A minimum of four weeks should be allowed for underwriting once the DBP representative has confirmed that all documentation has been received.
- Following a positive recommendation for the loan, four to six weeks should be allowed for City Council scheduling and approval.
- Once Council approval has been obtained, loan funding arrangements are set up between the Borrower and the City of Billings, directly. The actual loan agreement does not include the Downtown Billings Partnership.

CITY OF BILLINGS
REQUIREMENTS FOR REVOLVING LOAN PROCEED DISBURSEMENTS

1. The City of Billings requires the following information to promptly prepare loan documents and disburse loan proceeds:
 - a. The legal name and address of the borrower(s).
 - b. The borrower entity type, (individual, corporation, partnership, LLC).
 - c. A copy of the articles of organization filed with the secretary of state for each legally created entity.
 - d. The name and address of each entity member, shareholder, or partner. If the member, shareholder, or partner is a legal entity, then the same information for that entity until all individuals are identified for personal guarantee purposes.
 - e. The legal description of real property according to the official plat on file in the office of the County Clerk and Recorder, including the document number.

2. Additionally, the City wants each borrower to understand the standard loan will have:
 - a. Loan terms address each project's needs with payments based on amortization of up to twenty (20) years. Early maturities of up to ten (10) years may be recommended for fund liquidity purposes. The interest rate is annually adjusted and based upon 1% over prime rate minus 200 basis points. **(Rate to borrower, as of November 1, 2019 = 4%)** The rate is established on September 30th each year. A monthly payment calculation, which is based on a 4% interest rate for a twenty year period.
 - b. A balloon payment at maturity, which is ten years from date of issue.
 - c. **A personal guarantee from each individual borrower and individual member, shareholder, or partner of an entity**

3. The City will require the following, if applicable:
 - a. A lien, which will be filed on such real property of the borrower which is acquired or remodeled with loan proceeds.
 - b. A Form UCC1, filed with State of Montana, for inventory, furnishing and equipment owned by the borrower.
 - c. Other forms of acceptable loan guarantee

**Letter Requesting Authorization
To Release Credit Information**

Date: 11-9-20

Thank you for your recent interest in our Revolving Loan Fund. Please sign the authorization to release credit information below so that we may obtain copies of your credit history. We will contact your credit and bank references and then contact you regarding the status of your application.

The undersigned has recently applied for credit with the Downtown Revolving Loan Fund (RLF). I/we have been requested to provide information, concerning my/our credit history. Therefore, I/we authorize the investigation of my/our credit information.

The release by you of information is authorized whether such information is of record or not. I/we do hereby release you and all persons, agencies, agents, employees, firms, companies or parties affiliated with you from any damages resulting from providing such information.

This authorization is valid for thirty (30) days from the date of my/our signature(s) below. Please keep a copy of my/our release request for your files.

Thank you for your cooperation.

Name: Bradley L Halsten

SSN: _____

Signature: [Signature]

Date: 11/9/2020

Name: Andrea Halsten

SSN: _____

Signature: [Signature]

Date: 11-9-20

EXHIBIT A (Boundaries of URA)



EXHIBIT B

A SYNOPSIS OF THE DOWNTOWN BILLINGS URBAN RENEWAL PLANS

The Framework - 1997

The Framework, adopted as part of the overall urban renewal plan, is a comprehensive logical vision plan for making wise decisions about the future of Downtown, and a planning base within which Downtown can thrive in all its complexities.

- Billings' citizens value the opportunity to experience the outdoors in Downtown: sidewalk cafés, events, bicycling, pedestrian environment, etc.
- Ease of access is critical to Downtown's livelihood.
- Downtown draws from its historic past as its leaders shape its future character.
- Downtown Billings believes strongly in its economic future.
- Downtown is entrepreneurial and nurtures specialty retail and home-grown businesses offering personalized services.

Assets: The important elements of Downtown that should be preserved and enhanced.

- Unique collection of buildings
- Cultural facilities
- Montana & Minnesota Avenues (Historic District)
- Specialty retail
- Medical corridor
- Educational campuses
- MetraPark
- 27th St. connection from Downtown to the airport and I-90
- Financial office market
- Government presence
- Nature of people: sense of community, open, friendly
- Friendly, helpful local service providers
- Multiple generations
- Numerous churches of many faiths

Issues: Concerns to be addressed.

- Reduce gaps and the lack of connection between the core of Downtown and the surrounding neighborhoods caused by the discontinuity of land uses.
- Increase the downtown residential population to enhance a 24/7 vitality and urban neighborhood.
- The public places – parks, streets, sidewalks – should provide beauty, comfort, safety, & attraction.
- Address existing regulations and requirements which discourage the very type of development that is desirable
- Focus on pedestrian as well as vehicular movement throughout Downtown.
- Address the psychological factors that make walking a few blocks seem inconvenient and unpleasant.
- Provide orientation and landmarks to prevent people from becoming disoriented Downtown..
- Develop programs to "level the playing field" and make the economics of Downtown more similar to undeveloped lots away from city center.
- Encourage business hours and activities beyond the eight-to-five office hours
- Develop in Downtown a sense of irresistible magnetism that could draw thousands of people to enjoy this unique asset.
- Encourage greater efforts toward historic preservation and renovation to create a sense of historic permanence.

Ordinance No. 05-5333 (July 11, 2005) created the North 27th Street Urban Renewal

Area and authorized utilization of Tax Increment Financing and adopted programs and projects within an Urban Renewal Plan.

- Blight elimination
- Addition, modification, relocation of Utilities
- Parking Structures
- Commercial/Residential development
- Authorized a public/private mixed use development

Ordinance No. 065394 expanded the boundaries of the N. 27th Street Urban Renewal Area, thus creating the Extended North 27th St. Urban Renewal Area.

- The plan will afford maximum opportunity, consistent with the needs of the City as a whole, for the rehabilitation or redevelopment of the District by private enterprise

Ordinance No. 08-5483 expanded the boundaries of the Extended N. 27th Street Urban Renewal District, thus creating the current Expanded North 27th Street Urban Renewal Area.

- Demolition of blighted structures
- New construction
- Target Areas
 - Billings Hardware Building (aka Westwood Building)
 - Lincoln Hotel Building
 - Public Library
 - Assistance to existing street level businesses
 - Business Improvement District Support
 - Studies and assessments regarding
 - Business Clustering
 - Pedestrian counts
 - Housing and Lodging
- Increase Public Transportation
- Parking structures for future needs
- Crime prevention and safety/security programs/projects
- Conference Corridor Concept
- Streetlights
- Stabilization of vaults/sidewalks
- Workforce Housing
- Loft and Condominium development
- Lodging development
- Conference Facilities
- Entertainment venues
- Parks and Greenspaces
- Future uses of the Lincoln Center
- Housing is a "top priority"
- Traffic Control devices
- Conversion of One-way Streets to Two-way Streets
- Development of the "5th Avenue Corridor"
- Sustain and encourage employers

Ordinance No. 12-5590 recognized retail retention and recruitment as an approved Urban Renewal Project, authorized a Business Plan competition as a Program of the Project.

- "Retail" is defined as a business that sells goods and/or services directly to the general public.
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Downtown Billings Visioning (June 2012) – Challenges and Opportunities

- There is a lack of historic acknowledgement
- 4th, 6th, Avenues N. and N. 27th Street along with the Railroad tracks are major pedestrian barriers
- Improve connections to recreational resources
- Improve connections to Medical District and MSUB
- The perception of “lack of parking” needs to be addressed and parking needs to develop into a customer friendly operation
- More Public Art
- Improve promotions to inform the public
- Improve the lack of focal points and destinations for tourists
- Develop walking tours
- Improve bike lanes
- Create greenspaces and pocket parks
- Improve public transit
- Substantial Housing construction is vital
- Grow the lodging to accommodate more tourists and conferences

