



Downtown Grant Review Board Meeting Agenda

Wednesday, April 9, 2025 - 12:00 PM

City Offices (Building 18, Legacy Plaza) - Large Conference Room
303 W 4th St N, Suite 501
Newton, IA 50208

- I. Roll Call
- II. Review of Minutes of Previous Meeting:
 1. Review of Minutes of the 3.26.2025 meeting
- III. New Business
 1. 104 1st Street North-DT Improvement grant
 2. 309 1st Avenue West - DT Improvement grant
 3. Election of Officers 2025
- IV. Adjourn

ADA Compliance: The City of Newton is pleased to provide reasonable accommodations, in compliance with the Americans with Disabilities Act, for those individuals or groups who require assistance in being able to participate in the meeting. Please contact the Community Development Department at least 24 hours in advance of the meeting by calling 641-792-6622 to arrange for accommodations to be provided.

Chair: Corinne Coyle; **Members:** Fred Chabot, Rita Reinheimer, Marilyn Terlouw, Colby Lawson, Tiffany Thomas, Wade Sheeler

Minutes of Meeting Downtown Grant Review Board

Community Development/Community Services/Public Works Large Conference Room
303 West 4th Street North, Building 18, Suite 501
Newton, Iowa 50208

March 26, 2025

ROLL CALL: Board members present: Chabot, Coyle, Reinheimer, Terlouw

Board members absent: Lawson, Thomas

STAFF PRESENT: Varsha Borde, City Planner

A quorum being present, the meeting was called to order at 12:03 PM by Chair Coyle.

Minutes of the Previous Meeting. Minutes of the previous meeting for January 8, 2025 were reviewed and approved by VV (4-0). Motion by Chabot, Seconded by Reinheimer.

Election of officers for 2025 –

Motion by Chabot and Seconded by Terlouw to move the election to the April meeting as 3 board members were absent.

Downtown Improvement Grant:

- **211 1st Ave West– Randy Caldwell, Applicant.** Staff reviewed the staff report for the proposed projects at 211 1st Ave West (Caldwell and Brierly Law Office). Subject property is a contributing structure to the historic district. Staff pointed out that this property had not received a paint grant in the past.

The applicant has proposed new paint at 211 1st Ave West.

The Board had discussion on the grant application. There was discussion on the spindles and the paint color.

The Board decided to approve the grant request contingent that the color would be neutral and would match the existing color. Motion by Chabot, seconded by Reinheimer to approve the grant of \$1,500.00 for paint, provided a 1:1 match is met by the applicants. Approved VV (4-0).

- **207 1st Ave West– Randy Caldwell, Applicant.** Staff reviewed the staff report for the proposed projects at 207 1st Ave West (John Lee Photography Building). Subject property is a contributing structure to the historic district. Staff pointed out that this property had not received any grants in the past.

The applicant has proposed new paint at 207 1st Ave West.

The Board had discussion on the grant application. There was discussion regarding paint color.

The Board decided to approve the grant request contingent that the color would harmonize with the neighborhood. Motion by Reinheimer, seconded by Chabot to approve the grant of \$750.00 for paint, provided a 1:1 match is met by the applicants. Approved VV (4-0).

- **104 1st St. N– Joyce Halblom, Applicant.** Staff reviewed the staff report for the proposed projects at **104 1st St. N** (TurnKey Realty). Subject property is a contributing structure to the historic district. Staff pointed out that this property had not received any grants in the past.

The applicant has proposed new signage and paint at **104 1st St. N**

The Board had discussion on the grant application. There was discussion on regarding signage details such as material and look and paint color.

Motion by Chabot, seconded by Terlouw to postpone consideration of the grant until more information is provided regarding the signage and the paint in the form of renderings and color. Approved VV (4-0).

- **309 1st Ave. W– Carl Hentsch, Applicant.** Staff reviewed the staff report for the proposed projects at 309 1st Ave. W (Residential building). Subject property is a contributing structure to the historic district. Staff pointed out that this property had received many grants in the past.

The applicant has proposed 2 new windows on the north façade at 309 1st Ave. W.

The Board had discussion on the grant application. There was discussion on regarding window details such as material.

Motion by Chabot, seconded by Terlouw to postpone consideration of the grant until more information is provided regarding the windows in the form of pictures, material, panels. Approved VV (4-0).

Colby enquired whether applicants are allowed to apply for grants for insurance deductibles and whether we should go down this path. Should the application ask for more information such as insurance claims? Borde answered that applicants are not required to state the reason for the work they are doing such as repair or beautification. Any work in the categories listed in the grant application is covered until the maximum limit is reached. Discussion ensued on buildings with 4 facades and grant money getting used by one owner.

The Board wondered if it would be a good idea to revisit the application at another meeting.

Other Business:

None.

Adjournment. Meeting adjourned at 12:40 PM. Motion by Lawson, seconded by Chabot. Approved (4-0)

Downtown Grant Review Board - Staff Report

Location: 104 1st St. N/104 1st Ave E
Applicant: Joyce Halblom – TurnKey Realty
Owner: Jeff Naminga
Program Area: Signage, Painting
Current Use: Vacant

Proposal: Signage and paint to support TurnKey Realty office



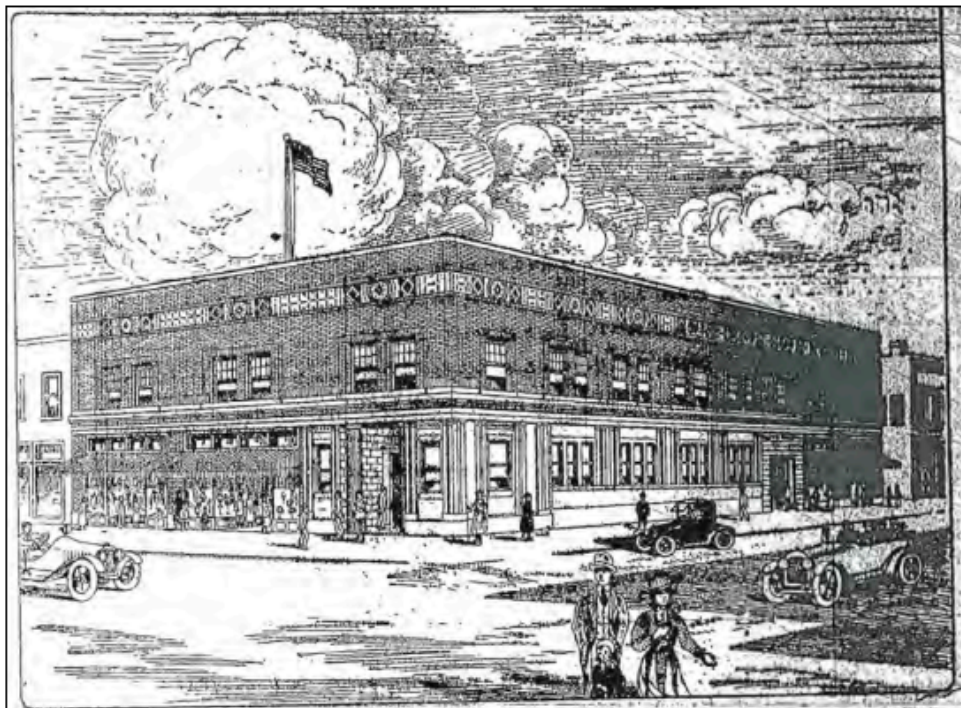
Building Facade

Historic Images-



View of the Jewel Building, looking northeast from the southwest corner of First Street North (at left) and First Avenue East (at right). The location of the building is indicated by an arrow.

HISTORIC IMAGES – 1917



(SOURCE: Newton Daily News, July 18, 1917)

This drawing appeared in the local newspaper to announce the opening of the Allfree Building would occur on July 21, 1917. The drawing, looking northeast from the corner of 1st St. N. and 1st Ave. E., showed that the building's original frontage on 1st St. N. consisted of only three bays. Two additional bays were added in 1918. The south façade still retains its original size and much of its original look.

HISTORIC IMAGES – 1917/1918



(SOURCE: Newton Daily News, March 24, 1993; original photo taken 1917-1918)

Building Background: The subject property also known as the Jewel building (historic name was the Allfree Building) is considered a contributing resource to the Newton Downtown Historic District. As it relates to design, materials, and workmanship; and its location, association and setting, the Allfree Building retains a high degree of integrity.

The Allfree Building is a two-story red brick structure on a stone foundation. The block building is rectangular in form, measuring extending northward approximately 107' from its 131' frontage on 1st Ave. E. A stone sill course atop a classical motif extends horizontally across the width of both facades. Double hung retrofitted windows rise above each bay, retaining the size and shape of the originals, the second-floor façade retains all of its original architectural elements.

The ground floor storefronts are as individual as their individual owners. Each of the bays of 1st Street North has been remodeled a number of times. The three southernmost bays (numbered 100-102-104) were most recently refaced in red brick in 1993. These three bays are original to the building, and the latest refacing represents a concerted effort to create complementary facades, which suggest a 1920s feeling. The center of these three bays (#102) has a symmetrical facade, with two double-hung windows flanking a central recessed entrance. The bays on either side (#100 and 104) feature offset recessed doorways with an arched multipaned window defining the outer limits of the bays.

Building Description: The subject building has two streetside facades visible from the public right-of-way (street or alley). Public sidewalks on First Avenue East and First Street North run flush to the building, providing access to the ground floor businesses and the upstairs apartments.

Past Grant Awards: None

Analysis & Recommendation:

Signage: New signage is proposed for TurnKey Realty -

- The applicant is proposing new signage to the above business at the building at 104 1ST St. N
- The applicant is proposing the following sign -
 - TurnKey Realty storefront – 32.85 in by 118 in vinyl sign with digital printgraphics.

Paint: The applicant is proposing the following:

- Repainting the front of the signage area of store front, caulking as needed.
- Repaint the entry door and sides.

Proposed Projects	Estimated Cost	1:1 Match Amount	Maximum Allowed	Less previous Award	Recommended Grant
32.85 in by 118 in vinyl sign	\$1,421.04	\$710.52	\$750.00	\$0.00	\$710.52
Painting	\$1,440.00	\$720.00	\$1500.00	\$0.00	\$720.00
Total					\$1,430.52

Staff recommends approval of the grant request of \$1,430.52 to Joyce Halblom.



Newton Downtown Improvement Grant

Purpose: To assist property and business owners with building improvements that will enhance the downtown experience and community aesthetics while preserving the historic character of the buildings.

Eligibility: All commercial buildings, storefronts, and/or businesses in the Newton Downtown Historic District are eligible. The applicant must demonstrate ownership of the building or obtain written permission from the building owner.

All projects must meet the recommendations specified within the Downtown Historic District Design Guidelines as approved by the Newton City Council.

Program Activities:

- Sign or Sign Removal: Maximum award amount is \$750. A property or business may receive one award for sign removal and one award for new sign installation.
- Non-historic Façade Removal: Maximum award amount is \$2,000. A property or business may receive one award for non-historic façade removal.
- Façade Rehabilitation: Maximum award amount is \$5,000. May receive one award per street or alley façade. (Maximum \$20,000)
- Painting or Paint Removal: Maximum award amount is \$1,500. A property or business may receive one award for paint removal and one award for painting.
- New Awning or Awning Removal: Maximum award amount is \$2,500. A property or business may receive one award for awning removal and one award for new awning.
- Restaurant Improvements: Maximum award \$25,000. A property or business may receive one award for equipment to support the conversion of a historic building into a restaurant. Eligible expenses include equipment that is considered semi-permanent to the building such as hood and ventilation systems, fire suppression, grease interceptors. May receive one award per business address.

- Professional Design Services fees: Architectural and/or Engineering Services fees up to a maximum award of \$3,750. A property or business may receive one award for professional design services fees.

Match Required: 1:1 for all program areas, Permit fees are not an eligible expense.

Application Process: Applicants must submit the Downtown District Grant Program Application and all required items stipulated within the Application Submittal Checklist. Applicants are strongly encouraged to schedule a consultation with the Main Street Iowa Design Specialists (this is a free service) prior to submitting an application. The Main Street Design Specialists can produce renderings that can be used in the application.

Review Process: A Downtown Grant Review Board will review the application against the program criteria. The Review Board will provide Newton City Council with a recommendation to Approve, Deny, or Approve with Conditions. The Application and Review Board's recommendation will be forwarded to Newton City Council for final decision. There is no appeal process. However, an applicant may resubmit an application an unlimited number of times.

Review Criteria: The Downtown Grant Review Board will use the following criteria in making their recommendation on grant awards.

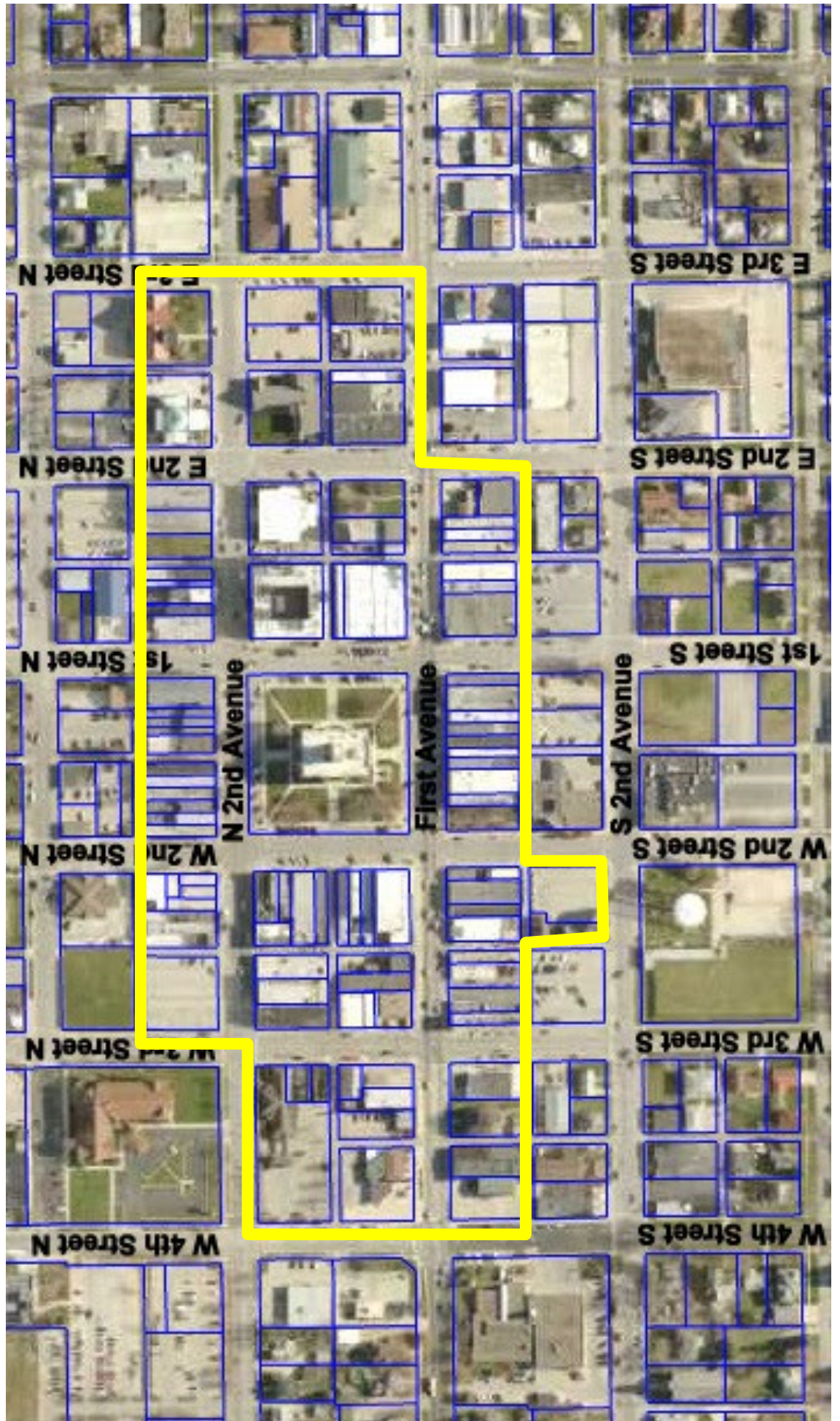
- Compliance with the Downtown Historic District Design Guidelines
- Finding of no adverse impact on the historic character of the building (In certain cases, the Design Review Board may refer to and incorporate into the review process, National Park Service Historic Preservation Briefs)

If you are considering applying for grant funds, please contact the Newton Main Street office or the City of Newton Community Development office early on in your project planning process.

City of Newton Community Development
Erin Chambers
403 W 4th Street North, Suite 501
Newton, Iowa 50208
641-792-6622
erinc@newtongov.org

Newton Main Street
Erin Yeager
403 W 4th Street North, Suite 509
Newton, Iowa 50208
641-791-9617
newtonmainstreet@gmail.com

**Newton Downtown Historic
District**





Downtown District Grant Programs Application			
Applicant Information			
Name: TurnKey Realty - Joyce Halblom			
Phone:	641-236-8655	641-990-8441	
Address: 717 5th Avenue			
City:	Grinnell	State: Iowa	Zip Code: 50112
E-mail: joyce@tk-realty.com			
(Circle One)	Owner	<input checked="" type="radio"/> Tenant	
Property Information			
Business Name: TurnKey Realty			
Business Address: 104 1st Street N Newton, IA 50208			
Description of Business/Property Use: Real Estate			
Property Owner (If not applicant): Jeff Namminga			
Owner Address: 104 1st Street N			
City:	Newton	State: IA	Zip Code: 50208
E-mail: 641-780-8312			
Select Program (Circle)			
<input checked="" type="radio"/> Sign or Sign Removal	Up to \$750 granted to property owners for the removal of old signage or the installation of new signage. 1:1 Match Required.		
<input type="radio"/> Non-Historic Façade Removal	Up to \$2,000 granted for property owners for the removal of a non-historic façade. 1:1 Match Required.		
<input checked="" type="radio"/> Façade Rehabilitation	Up to \$5,000 granted from property owners for the rehabilitation and preservation of a historic façade. 1:1 Match Required.		
<input checked="" type="radio"/> New Awning or Awning Removal	Up to \$2,500 granted for awning removal and/or new awning installation. 1:1 Match Required.		
<input checked="" type="radio"/> Painting or Paint Removal	Up to \$1,500 granted for painting and/or paint removal. 1:1 Match Required.		
<input type="radio"/> Restaurant Improvements	Up to \$25,000 for semi-permanent equipment such as hood/ventilation system, grease interceptors 1:1 Match Required.		
<input checked="" type="radio"/> Architectural Fees	Up to 7.5% of the total project costs, not to exceed \$3,750. 1:1 Match Required.		

I authorize the verification of the information provided on this form and have attached all required documentation as specified in the application materials. I also understand that my project may be used for marketing the program to other businesses. I acknowledge that I have read and agree to the program conditions outlined on the back of this form.

Signature of Property Owner: Jeff Namminga Signed by: 5769B19E4161417... Date: 3/3/2025

Signature of Applicant: Joyce Halblom DocuSigned by: 4142C4D8F705433... Date: 2/28/2025

Program Conditions and Terms of Agreement

- The applicant and property/business owner meets all eligibility criteria outlined in the Façade Grant Program
- No funds are approved for the proposed improvements until the applicant is notified in writing of grant award and meets all Program requirements. **Work completed prior to final approval is ineligible for funding.**
- Grant funds shall be disbursed only upon the satisfactory completion of the project in accordance with the approved plans for the project. It is the responsibility of the applicant to demonstrate that the project is satisfactorily complete.
- The work approved for the grant shall be completed within 1 year of the date of the award letter.
- Grant funds are only to be used for the scope of the project approved by Grant Review Board and the City of Newton.
- The applicant shall ensure that work is performed in a satisfactory manner, as determined by the City of Newton, conforming to the approved application, project budget, and project schedule.
- The applicant is responsible for meeting the match requirement. The applicant shall keep record of all applicable documents and receipts to substantiate that they are in conformance with this requirement.
- No changes to the approved project plans shall be made without prior consent from the City of Newton. The applicant must submit any changes to the project before the changed component of the project is completed.
- Upon completion of the project, the applicant must submit receipts for all of the work to the City of Newton Planning and Zoning Department for reimbursement.
- Upon completion of the project, the City of Newton will inspect the project. If the project is complete, a Certificate of Completion will be issued. A Certificate of Completion shall be issued prior to reimbursement.



PERFORMANCE SIGN

FROM CONCEPT TO COMPLETION WE PERFORM!

2638 HIGHWAY F48 WEST
 NEWTON, IOWA 50208
 P) 641.792.2321
 F) 641.792.6999

Customer Name:
 Company:
 Street:
 City:
 State: Zip:
 Phone:
 Order Taken By:

APPROVALS:
 Customer:
 Landlord:

CONCEPTUAL DRAWINGS ONLY:
 Dimensions are approximate & may change due to construction factors or exact field measurements. Colors shown are as close as printing will allow. Always follow written specifications.
ALL RIGHTS RESERVED:
 This design has been created for you in connection with a project being planned for you by Performance Sign Company. It may not be shown to anyone outside your organization, and may not be reproduced in any manner without prior consent.

COLOR CREATIONS

515-953-9002

PROFESSIONAL PAINTING

INVOICE

TO: Joyce Halblom jhalblom@gmail.com 641-990-8441	WORK PERFORMED AT: 104 1st St, N. Newton
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DATE: 3-11-25

DESCRIPTION OF WORK PERFORMED

Repaint the front of the signage area of store front. Caulking in areas as needed.

Repaint the entry door and side lights both sides

\$ 1300.00

labor (direct to meter)

paint

3 gallons

140.00

total 1440.00

SIGNATURE

[Handwritten Signature]

Varsha Borde

From: Newton Main Street <newtonmainstreet@gmail.com>
Sent: Wednesday, April 2, 2025 6:38 AM
To: Varsha Borde
Subject: Re: 104 1st Ave N AND 309 1ST Ave N

CAUTION: This email originated from outside your organization. Exercise caution when opening attachments or clicking links, especially from unknown senders.

104 1st St N painting question: They plan to color the door dark navy blue which then I assume the window details would be the same. The background to the sign will be white in color for the paint. I will remind the board that the neighboring building sign is white as well, so it will match the neighbor as well.



Performance Sign Company

910 N 19th Ave E
 Newton, IA 50208
 Ph: (641) 792-2321
 FAX: (641) 792-6999
 Email: info@performancesigncompany.com
 Web: www.PerformanceSignCompany.com

Estimate #: 10411

Created Date: 3/11/2025 4:36:36PM	Prepared For: Turn Key Realty
Salesperson: Scott Anderson	Contact: Joyce Halblom, Owner
Email: scott@performancesigncompany.com	Office Phone: (641) 236-8655
Business 2: (641) 792-2321	Cell Phone: (641) 990-8441
Business Fax 2: (641) 792-6999	Email: jhalblom@gmail.com
Entered by: Janet Anderson	Address: 717 5th Ave Suite 1 Grinnell, IA 50112

Description: Newton Office

	Quantity	Unit Price	Subtotal
1 Product: Vinyl Application	1	\$1,368.77	\$1,368.77
Description: Sign Router with digital print graphics. Installation with sign stand offs. Permitting Included.			
• 1, 32.85 in x 118 in Sign Face			

Subtotal: \$1,368.77
Taxes: \$52.27
Total: \$1,421.04

Payment Terms: Balance due upon receipt.

Client Reply Request

Estimate Accepted "As Is". Please proceed with Order. Other: _____

Changes required, please contact me. SIGN: _____ Date: / /

Downtown Grant Review Board - Staff Report

Location: 309 1st Avenue West
Applicant: Carl Hentsch
Owner: Carl Hentsch
Program Area: Downtown Improvement Grant: Façade Rehabilitation Area



Proposal: The applicant proposes improvements to the exterior of the north façade of the building.

Building Background:

The residence is considered a contributing resource to the Newton Downtown Historic District. The building is eligible under Criterion A in association with the history of Newton community planning and development, significant in its ability to contribute to our understanding of the evolution of the business district, specifically how the composition of the commercial area developed over time from one with a variety of property types (including residences) represented to one dominated by commercial buildings.

Fire insurance maps indicate that the house at 309 1st Ave. W. was constructed between 1900 and 1906 on a site occupied by a residence dating to the 1880s.

The house was the home to two of Newton's doctors, Dr. C.C. Smead in the 1910s and Dr. Leslie L. Smead in late 1930-1950s. For a brief period in the early-1930's a business known as Bert Simmons Garage was listed on the property.

In 1988, Ben Clayton and Jim Cleverly obtained the house and had the interior remodeled for their law office. The house served as a law office for several years, but since 2000, the city directories list it as a residential home.

Past approved Façade grants –

	Siding	Deck	Shutters	Total	Maximum allowed
N façade			\$2,305.37	\$2,305.37	\$5,000.00
W Façade	\$775.67		\$719.02	\$1,494.69	\$5,000.00
S façade	\$5,000.00			\$5,000.00	\$5,000.00
E façade			\$1,080.54	\$1,080.54	\$5,000.00

Proposed work –

The applicant is proposing the following –

- Replace 2 windows, replace wood as needed, seal and insulate around window on the north side.

Summary of Proposed Work Costs:

Proposed project	Estimated cost	1:1 match amount	Maximum allowed	Past grants	Recommended
N Façade - Replace 2 windows	\$2,235.00	\$1,117.50	\$5,000.00	\$2,305.37	\$1,170.00

Grant Recommendation:

Staff recommends approval of the reimbursement grant for 309 1st Avenue West in a total amount of \$1,170.00 for the window replacement on the N façade, contingent upon the condition that the application be held for Council approval until the applicant provides documentation from insurance regarding any claims.

All grants are a reimbursement of completed work.

Downtown District Grant Programs Application

Applicant Information

Name: Carl Hentsch
 Phone: 319-800-9082
 Address: 309 1st Ave W
 City: Newton State: IA Zip Code: 50208
 E-mail: ch75170@gmail.com
 (Circle One) Owner Tenant


Property Information

Business Name: Betty J's Merchandise
 Business Address: 309 1st Ave W Newton, IA 50208
 Description of Business/Property Use: Commercial/Residential
 Property Owner (If not applicant):
 Owner Address:
 City: State: Zip Code:
 E-mail:

Select Program (Circle)

Sign or Sign Removal	Up to \$750 granted to property owners for the removal of old signage or the installation of new signage. 1:1 Match Required.
Non-Historic Façade Removal	Up to \$2,000 granted for property owners for the removal of a non-historic façade. 1:1 Match Required.
Façade Rehabilitation	Up to \$5,000 granted from property owners for the rehabilitation and preservation of a historic façade. 1:1 Match Required.
New Awning or Awning Removal	Up to \$2,500 granted for awning removal and/or new awning installation. 1:1 Match Required.
Painting or Paint Removal	Up to \$1,500 granted for painting and/or paint removal. 1:1 Match Required.
Restaurant Improvements	Up to \$25,000 for semi-permanent equipment such as hood/ventilation system, grease interceptors 1:1 Match Required.
Architectural Fees	Up to 7.5% of the total project costs, not to exceed \$3,750. 1:1 Match Required.

I authorize the verification of the information provided on this form and have attached all required documentation as specified in the application materials. I also understand that my project may be used for marketing the program to other businesses. I acknowledge that I have read and agree to the program conditions outlined on the back of this form.

Signature of Property Owner:  Date: 3/13/25

Signature of Applicant: _____ Date: _____

Varsha Borde

From: Newton Main Street <newtonmainstreet@gmail.com>
Sent: Thursday, March 13, 2025 11:13 AM
To: Varsha Borde
Subject: Fwd: Grant
Attachments: Preferred Contracting.pdf; Exterior Grant Application.pdf

CAUTION: This email originated from outside your organization. Exercise caution when opening attachments or clicking links, especially from unknown senders.

Here is one grant

Thank You

Erin Yeager

Executive Director

Newton Main Street
303 W 4th St N, Suite 509
Newton, IA 50208
P:(641)-791-9617

newtoniowamainstreet.com



----- Forwarded message -----

From: Carl Hentsch <ch75170@gmail.com>
Date: Thu, Mar 13, 2025 at 10:06 AM
Subject: Grant
To: Newton Main Street <NewtonMainStreet@gmail.com>

Erin,

Thank you for your assistance in verification. In the meantime I wanted to get this request out to you for replacement of windows that were damaged in the high winds, Please see attached. THIS would be for the North Facade. \$2,235.00 We are using a Newton contractor.

Carl Hentsch



Preferred Contracting Of Iowa

Newton, Iowa

515-771-9079

Name CARL Hentsch Date 3-11-25
Address 309 1st Ave W Phone 319-800-9082
NEWTON IOWA 50208 Email _____

I/We the owners of the premises described below, authorize, Preferred Contracting of Iowa, Hereinafter referred to as (Contractor) to furnish to the owner all the materials and labor for said job.
DESCRIPTION OF GOODS AND SERVICES:

2 Replacements windows

Low E Argon

Plugs -

Cap exterior wood white seal

Replace wood as nec,
seal & insulate around

new windows

dispose all debris

Sale Price ~~2235.00~~ 2235.00 Deposit _____

Purchaser [Signature] Purchaser _____

Contractor [Signature]

Please make checks to: BA Legend
Thank You For Your Business.

Summary for Cov A: Dwelling (001: 309 1ST AVE W)

Line Item Total	4,269.18
Material Sales Tax	1.22
Replacement Cost Value	\$4,270.40
Less Depreciation	(2,929.41)
Actual Cash Value	\$1,340.99
Less Deductible	(1,000.00)
Net Claim	\$340.99
Total Recoverable Depreciation	2,929.41
Net Claim if Depreciation is Recovered	\$3,270.40

Courtney Walker
Associate Claim Rep