



AGENDA
CHARTER TOWNSHIP OF MERIDIAN
Downtown Development Authority
June 6, 2022 7:30AM
Central Fire Station
5000 Okemos Road, Okemos 48864



1. CALL MEETING TO ORDER
2. ROLL CALL
3. MISSION: The Meridian Township DDA mission is to beautify and revitalize downtown Okemos as a very desirable place to shop, live, and do business. It is a commitment to promoting and improved quality of life by creating a friendly, walkable community embracing the natural aesthetics of the river and parks.
4. APPROVAL OF AGENDA
5. APPROVAL OF MINUTES – MAY 2, 2022
6. PUBLIC REMARKS
7. FINANCIAL REPORT
 - A. Monthly Financials
8. AUTHORIZATION OF PAYMENTS
 - A. Consumers Energy Bill JUNE 2023
9. OLD BUSINESS
10. NEW BUSINESS
 - A. DDA Authorized Signors
 - B. DDA Budget 2023-2024
 - C. DDA Façade Improvement and Grant Program
11. REPORTS
 - A. Township Board
 - B. Township Manager
 - C. Planning Commission
 - D. Chair
 - E. Staff
12. OPEN DISCUSSION/BOARD COMMENTS
13. PUBLIC REMARKS
14. NEXT MEETING DATE
 - A. July 11, 2022, 7:30am – Central Fire Station 5000 Okemos Rd, Okemos
15. ADJOURNMENT

Individuals with disabilities requiring auxiliary aids or services should contact the Meridian Township Board by contacting: Township Manager Frank L. Walsh, 5151 Marsh Road, Okemos, MI 48864 or 517.853.4258 - Ten Day Notice is Required.
Meeting Location: 5151 Marsh Road, Okemos, MI 48864 Township Hall

Providing a safe and welcoming, sustainable, prime community.





Charter Township of Meridian
Downtown Development Authority (DDA)
Central Fire Station, 5000 Okemos Road, Okemos, MI 48864
Monday, May 1, 2023 – Minutes

Members

Present: Don Romain, Renee Korrey, Bill Cawood, Tom Stanko, Supervisor Jackson, and Angela Wright

Members

Absent: Peter Campbell and Jim Spanos

Staff

Present: Neighborhoods & Economic Development Director Amber Clark and Executive Assistant Michelle Prinz

Others

Present: Planning Commissioner Mark Blumer and Commercial Business Banker from Independent Bank Alan Woodbury

1. CALL MEETING TO ORDER

Chair Stanko called the meeting to order and read the mission statement at 7:34am.

2. APPROVAL OF THE AGENDA

**MOTION BY MEMBER KORREY TO APPROVE THE AGENDA. SUPPORTED BY MEMBER CAWOOD.
MOTION APPROVED 6-0.**

3. APPROVAL MEETING MINUTES OF APRIL 3, 2023

**MOTION BY MEMBER CAWOOD TO APPROVE THE MINUTES. SUPPORTED BY MEMBER ROMAIN.
MOTION APPROVED 6-0.**

4. PUBLIC REMARKS

None.

5. FINANCIAL REPORT

A. Monthly Financial Report

Director Clark reviewed the financials which included a revenue deposit of \$39,397.80. The financials were placed on file.

B. Final 2022 DDA Annual Report

Director Clark stated that the DDA Annual Report was approved by the Township Board and will be submitted to the State of Michigan.

6. AUTHORIZATION OF PAYMENTS

A. Consumers Energy Bill April 2023

MOTION BY MEMBER ROMAIN TO APPROVE THE PAYMENT OF THE APRIL 2023 CONSUMERS ENERGY BILL OF \$28.81. SUPPORTED BY MEMBER CAWOOD. MOTION APPROVED 6-0.

7. OLD BUSINESS

A. Douglas J-Match on Main Reimbursement Receipt Review

Director Clark explained that the Douglas J HVAC Project has been paid for in full and we are waiting for the reimbursement from the State. Ten percent of the grant amount is a match from the DDA.

The DDA had discussion regarding the Township's Redevelopment Ready Communities (RRC) certification. This grant was available due to the Township holding the certification. The certification is up for renewal and the Township Board is leery because of the use by right requirements that will be placed on the Township and it may lessen the involvement of the Planning Commission and Township Board in development projects. Director Clark mentioned that Staff will present a recommendation to the Township Board, in June, that she believes will make the process more palatable. Supervisor Jackson suggested that the DDA author a letter stating how they feel about the RRC recertification.

Member Romain obtained from voting due to a conflict of interest based on his position at Douglas J.

MOTION BY SUPERVISOR JACKSON TO APPROVE THE 2022 MATCH ON MAIN REIMBURSEMENT GRANT OFFERED THROUGH MEDC TO DOUGLAS J SALON FOR \$25,000. SUPPORTED BY MEMBER KORREY. MOTION APPROVED 6-0-1.

MOTION BY MEMBER WRIGHT TO APPROVE THE 10% MATCH REIMBURSEMENT GRANT REQUIREMENT FOR THE MATCH ON MAIN PROGRAM IN SUPPORT OF THE HVAC EXPANSION PROJECT OF DOUGLAS J SALON IN THE AMOUNT OF \$2,500. SUPPORTED BY SUPERVISOR JACKSON. MOTION APPROVED 6-0-1.

8. NEW BUSINESS

A. Micro Loan for Small Businesses

Director Clark stated that she had received a Match on Main Grant request from a new business for \$5,000. This was a small amount considering the grant will fund projects up to \$25,000. Hence, she invited Alan Woodbury, Community Business Banker from Independent Bank to join the group and discuss ideas for a small business loan/grant program. He discussed a program that Downtown Lansing, Inc. does for their starting entrepreneurs with loans up to \$25,000 and includes financial education and experts at their disposal. Often these loans have a \$10,000 minimum and are based on the business owner's credit score. There is usually a 20% down payment required. There was discussion that the DDA may consider helping with the down payment on these types of loans.

9. REPORTS

A. Township Board

Supervisor Jackson reported on the following:

- Sign ordinance update is completed
- A couple of property rezonings have taken place
- Getting ready for the 2024 Budget

B. Township Manager

None.

C. Planning Commission

Commissioner Blumer reported the Planning Commission is working on the Urban Services Boundary, Land Use Map and Master Plan Updates.

D. Chair Report

None.

E. Staff Report

May 9, 2023 at 6:00pm will be the Village of Okemos public conversation at the Town Hall. Crumbl Cookie will be coming near Plato's Closet.

10. OPEN DISCUSSION/BOARD COMMENTS

None.

11. PUBLIC REMARKS

None.

12. NEXT MEETING DATE

- a. June 5, 2023, 7:30am-Central Fire Station, Community Room, 5000 Okemos Road

13. ADJOURNMENT

The meeting was adjourned at 8:56am without objection.



230 W Main St
Ionia, MI 48846

Statement Ending 04/30/2023

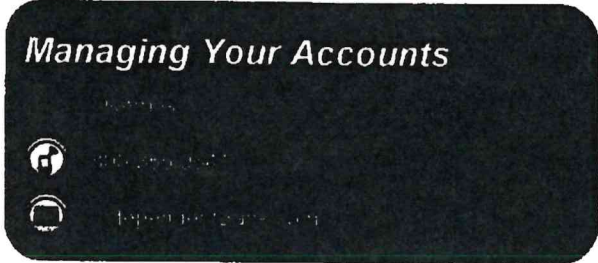
MERIDIAN CHARTER TOWNSHIP

Page 1 of 2

Account Number: XXXXXXXX5474

>002051 3892135 0001 93443 10Z

00079520
P393
MERIDIAN CHARTER TOWNSHIP
DOWNTOWN DEVELOPMENT AUTHORITY
ACCOUNTS PAYABLE
5151 MARSH RD
OKEMOS MI 48864-1104



April is Financial Literacy Month, and a great time to teach the kids in your life to save! Open a new Swift Savings account with them in April, and they will receive a free eagle plush toy (while supplies last)! Plus, they will automatically be enrolled in the Swift Savers Kids Club, and will receive free newsletters with fun savings tips, games, crafts, and more throughout the year. Learn more by visiting IndependentBank.com, or stopping by your local banking office.

Summary of Accounts

Account Type	Account Number	Ending Balance
Business Freedom Checking	XXXXXXXX5474	\$141,975.42

Business Freedom Checking-XXXXXXXX5474

Account Summary

Date	Description	Amount
04/01/2023	Beginning Balance	\$142,002.27
	1 Credit(s) This Period	\$1.96
	1 Debit(s) This Period	\$28.81
04/30/2023	Ending Balance	\$141,975.42

Other Credits

Date	Description	Amount
04/20/2023	Deposit	\$1.96

Other Debits

Date	Description	Amount
04/08/2023	Point Of Sale Withdrawal CONSUMERS ENERGY CO800-477-5050 MIUS	\$28.81

Daily Balances

Date	Amount	Date	Amount	Date	Amount
04/01/2023	\$142,002.27	04/08/2023	\$141,973.46	04/20/2023	\$141,975.42



Consumers Energy: Bill Ready

Consumers Energy <noreply@alerts.consumersenergy.com>

Wed 5/17/2023 2:02 PM

To:Amber Clark <clark@meridian.mi.us>



LOG IN BUTTON LOG IN

ACCOUNT ENDING:2681
2167 HAMILTON RD OKEMOS MI 48864-1643

Your Consumers Energy Bill Is Available

Amount Due
\$28.81

Due Date:June 7, 2023

Your account is on Auto-pay.

LOG IN TO VIEW & PAY YOUR BILL

Thank you for your last payment of \$28.81 on May 9.

[View Bill Inserts & Other Important Information](#)

May Energy
Usage

Click below to access your energy
dashboard

April 17-May 15 (29
Days)

[Electric Usage Graph](#)

[Consumers Promotional Image](#)

[Terms & Conditions](#)

Amber Clark Neighborhoods &
Economic Development Director
Meridian Township
Economic Development and Projects
June 2023

New Businesses Opening/Relocating

- I Heart Mac N Cheese Hannah Plaza
- Crumbl Cookies 2843 E. Grand River Ave
- Social Sloth Café 1745 Central Park Drive
- New Food Establishment at 2398 Jolly Road #200

Under Construction

- | | |
|-------------------------------|----------------------------------|
| • American House Meridian | 1673 Haslett Road – Now Leasing! |
| • Cooper Creek | Haslett Road |
| • Silverstone Estates | Powell Road |
| • Silverleaf Estates | Bennett Road |
| • Woodward Way | Sirhal Drive- Now Leasing! |
| • Elevation Apartments | Jolly Oak |
| • Jim Giguere 5 Single Family | Hulett Road |
| • Newton Ponte Apartments | Newton Road and Lake Lansing |

Approved/Not Commenced

- Consumers Credit Union- waiting on approvals for the Drain office
- Trader Joe's Northwind Drive across from Whole Foods
- Village of Okemos 4661 Okemos Road Commercial/Residential development
Approved EGLE Brownfield, Meridian Redevelopment Fund
- Haslett Village Concept 2.0 1655 & 1621 Haslett Road
Approved MUPUD 290 units, Brownfield and Commercial Rehabilitation Exemption
- Lake Court drive 5-8 Single Family Homes
- Grand Reserve –Central Park and Powell Road
- 4880 Marsh Road Tidal Wave Car Wash - Outback Steakhouse is planned to be redeveloped

Other Township Happenings:

- Juneteenth three day festival event for 2023 Planned Friday June 9th (Movie in the park "The Wiz") Friday June 16th (Movie in the park "Queen of Katwe"), Saturday June 17th Blues & Jazz Festival and Sunday June 18th Spiritual review of African/African American faiths. Accepting sponsors and vendors for the events.

Amber Clark Neighborhoods &
Economic Development Director
Meridian Township
Economic Development and Projects
June 2023

Project Name	Project Site Location	Project Details
American House Meridian	1673 Haslett Road - Haslett	*55+ Independent living 132 Units <ul style="list-style-type: none"> • 10,000 Sq. Ft Commercial space includes café open to the public • Pathway to lead to Interurban Previously called "Pine Village"- mixed use development
Copper Creek	Cooper creek Road - Haslett	Single Family Home development <ul style="list-style-type: none"> • 88 Homes at Haslett Road east of Green road Product by Mayberry homes. Development is nearing completion and almost full!
Elevation Apartments	Jolly Oak and Jolly road phase	Market rate multifamily housing development <ul style="list-style-type: none"> • Phase 3&4 will include 66 units • 370 units total Final phase of elevation apartments has started construction.
Newton Pointe Apartments	6276 Newton Road/Saginaw Hwy	Market rate multifamily housing Mixed use residential project <ul style="list-style-type: none"> • 10(10 unit) multifamily bldgs. • 5(4 unit) single family attached and 14 single family homes Foundations are in place
Silverleaf	Bennet Road and Hulett	Single family homes built over 5 phases. <ul style="list-style-type: none"> • 150 homes west of Bennett elementary Product by Mayberry Homes
Trader Joes	Northwind Drive	Lost subcontractor and permit has expired



To: Downtown Development Authority Members
From: Neighborhoods & Economic Development Director Amber Clark
Date: June 5, 2023
RE: Resolution for Downtown Development Authority Authorized Signors

Please see the attached resolution for the annual notification of whom on the DDA will be authorized to sign on the DDA's behalf.

Recommendation: MOTION TO APPROVE AND ADOPT THE RESOLUTION OF THE CHARTER TOWNSHIP OF MERIDIAN TO OPEN/CHANGE SIGNATORIES ON THE DDA ACCOUNT.

Your concurrence is appreciated.

RESOLUTION
DOWNTOWN DEVELOPMENT AUTHORITY OF THE CHARTER TOWNSHIP OF MERIDIAN
TO OPEN/CHANGE SIGNATURE CARDS ON A DDAACCOUNT

At a regular meeting of the Downtown Development Authority of the Charter Township of Meridian, Ingham County, Michigan, held at the Central Fire Station Building, 5000 Okemos Road, Okemos, MI 48864 in said Township on the 5th day of June, 2023 at 7:30 a.m., Local Time.

PRESENT:

ABSENT:

The following resolution was offered by Board Member _____ and supported by _____.

RESOLVED, Independent, ("Bank") is hereby designated a depository of the Downtown Development Authority of the Charter Township of Meridian (MTDDA) and that funds deposited therein may be withdrawn upon checks or other instruments of MTDDA.

RESOLVED FURTHER, all checks, drafts, notes, withdrawals or orders drawn against said funds shall be signed by any two of the following: Thomas Stanko current DDA Chair, Angela Wright current Vice-Chair, Peter Campbell current DDA Secretary or Frank Walsh Meridian Charter Township Manager.

RESOLVED FURTHER, any two of the following may issue written instructions to the Bank for the purchase of investments: Thomas Stanko current DDA Chair, Angela Wright current Vice-Chair, and Peter Campbell current DDA Secretary.

RESOLVED FURTHER, the Bank is hereby authorized and directed to honor any withdrawals and to pay any checks and other instruments drawn against said funds, to the order of any two of the above named officials signing and/or countersigning such instruments.

RESOLVED FURTHER, the above designated officers are hereby authorized to execute, on behalf of the MTDDA, signature cards, or other documents, containing the rules and regulations of the Bank and the conditions under which deposits are accepted, and to agree on behalf of the MTDDA to those rules, regulations, and conditions as amended.

RESOLVED FURTHER, the Township Clerk shall certify to the Bank the names, of those holding the offices or positions listed above and shall thereafter as changes in those offices may occur, immediately certify to the Bank a revised list of officers who are authorized to act in accordance with this resolution. Bank may rely on such certifications and shall be indemnified by the MTDDA from and against any claims, expenses, or losses resulting from honoring the signature of any officer so certified, or from refusing to honor any signature not so certified. These resolutions shall remain in force until written notice to the contrary shall have been received by the Bank, but receipt of such notice shall not affect any prior action taken by the Bank in reliance on this resolution or any certification made in connection herewith.

ADOPTED:

YEAS:

NAYS:

STATE OF MICHIGAN)

SS)

COUNTY OF INGHAM)

I, the duly qualified Chairperson of the Downtown Development Authority of the Charter Township of Meridian, Ingham County, Michigan, DO HEREBY CERTIFY that the foregoing is a true and complete copy of a resolution adopted at a regular meeting of the Downtown Development Authority of the Charter Township of Meridian held on the ____ day of June, 2023.

Chair Thomas Stanko
Downtown Development Authority of the
Charter Township of Meridian

AUTHORIZED BY THE ABOVE RESOLUTIONS:

NAME and TITLE SIGNATURE

DDA CHAIR THOMAS STANKO _____

DDA VICE CHAIR ANGELA WRIGHT _____

DDA SECRETARY PETER CAMPBELL _____

TOWNSHIP MANAGER FRANK WALSH _____

STATE OF MICHIGAN)

SS)

COUNTY OF INGHAM)

I, Deborah Guthrie, the duly qualified Township Clerk, Charter Township of Meridian, Ingham County, Michigan, DO HEREBY CERTIFY that the above name, title and signatures are the officers of the Downtown Development Authority of the Charter Township of Meridian.

Deborah Guthrie, Township
Clerk Meridian Charter
Township



To: Downtown Development Authority Members

From: Neighborhoods & Economic Development Director Amber Clark

Date: June 5, 2023

RE: Downtown Development Authority 2023-2024 Proposed Budget

The attached proposed budget is prepared for the DDA member's consideration. Since 2018 a proposed budget has not been presented to the DDA for a formal review of how the Tax Increment Financing revenue that is generated in the district will be utilized over the course of a year. In past years a budget has been proposed with several art and beautification uses associated in the budget. In 2020 members of the DDA felt that expenditures for flowers, irrigation and art were not the necessary focus, as the DDA hoped the Village of Okemos mixed use development would be under construction and adequate or other beautification projects could be underway. The suggestion of staff is to at this time adopt an annual budget noting potential sources and uses of funding. In addition to supporting the redevelopment of the "Village of Okemos" site, there remain obsolete buildings and deterioration of other sites in the DDA. Please review the attached budget and prepare to offer suggestions on the appropriate allocations based on the project description.

Your concurrence is appreciated.

DATE 06-05-2023	DESCRIPTION	AMOUNT	SOURCE
Calculations as of 06/02/2023			
Proposed 2023-2024 Budget			
GL NUMBER			
Fund 900 - DOWNTOWN DEVELOPMENT AUTHORITY			
ESTIMATED REVENUES			
Dept 000.000			
900-000.000-402.000	CURRENT PROPERTY TAXES	\$41,851.92	2022 DDA ANNUAL REPORT
900-000.000-506.000	GRANT REVENUE	\$0.00	
900-000.000-638.222	DDA DOWNTOWN EVENTS	\$0.00	
900-000.000-671.000	MISCELLANEOUS	\$0.00	
900-000.000-696.000	OTHR FINANCING SRCE-BOND PROCEEDS	\$0.00	
900-000.000-699.000	OPERATING TRANSFER IN	\$0.00	
Totals for dept 000.000-		\$41,851.92	
TOTAL ESTIMATED EXPENDITURES			
APPROPRIATIONS			
Dept 000.000			
900-000.000-701.000	SALARIES	\$0.00	
900-000.000-728.000	OPERATING SUPPLIES	\$3,000.00	
900-000.000-820.000	CONTRACTUAL SERVICES	\$5,000.00	
900-000.000-825.000	PROFESSIONAL		
900-000.000.000.000	CONFERENCES/DUES/TRAINING	\$125.00	MICHIGAN DOWNTOWN ASSC.
900-000.000.000.000	GRANT EXPENDITURES	\$5,000.00	DDA MATCH ON MAIN 10%
900-000.000-851.000	COMMUNICATIONS	\$0.00	
900-000.000-890.000	SPECIAL EVENTS	\$0.00	
900-000.000-920.000	UTILITIES-WATER	\$0.00	
900-000.000-922.000	UTILITIES-STREET LIGHTS(CE)	\$1,800.00	
900-000.000-974.000	CONSTRUCTION/IMPROVEMENTS	\$7,500.00	
Totals for dept 000.000-		\$22,425.00	
TOTAL APPROPRIATIONS		\$22,425.00	
NET OF REVENUES/APPROPRIATIONS - FUND 900		\$64,276.92	
BEGINNING FUND BALANCE		\$141,975.42	
ENDING FUND BALANCE		\$77,698.50	

Accounts Payable

Total	\$	27,676.22
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Cleared ?	Check #	Payable To	Date	Amount
Yes	1004	Grainger	6/30/2008	\$ 289.80
Yes	1003	Christian's Greenhouse	6/30/2008	\$ 192.66
Yes	1002	Meridian Township	6/30/2008	\$ 270.52
Yes	1000	Van Atta's Greenhouse	6/6/2008	\$ 1,631.75
Yes	1001	Meridian Township	6/30/2008	\$ 1,362.44
Yes	N.A.	Deluxe Business Checks & Solutions	6/3/2008	\$ 88.34
Yes	1006	Redwood Landscaping		\$ 60.00
Yes	1005	John Lilje	7/28/2008	\$ 210.00
Yes	1007	John Lilje	8/5/2008	\$ 210.00
Yes	1008	Redwood Landscaping	8/29/2008	\$ 240.00
Yes	1009	Okemos Hardware	8/29/2008	\$ 987.11
Yes	0	Meridian Township	3/4/2008	\$ 1,362.44
Yes	1010	Will White	9/18/2008	\$ 77.72
Yes		Beckett & Raeder		\$ 6,060.00
Yes	1011	Redwood Landscaping	9/30/2008	\$ 480.00
Yes	1012	Meridian Township	9/30/2008	\$ 1,362.44
Yes		Meridian Township		\$ 800.00
Yes	1013	John Deere Landscapes	10/13/2008	\$ 1,106.00
Yes		Redwood Landscaping		\$ 5,400.00
Yes		Miracle Recreation of Michigan		\$ 5,485.00

Category	Explanation
Beautification Project	Sprayer for Watering
Beautification Project	Flowers for Downtown
Beautification Project	Flowers paid for by township credit card.
Beautification Project	Flowers for Downtown
Administrative Expenses	Salary & Benefits for Staff
Administrative Expenses	Checks & Book. Deducted from checking account.
Beautification Project	Flower Watering
Beautification Project	Flowerbed Weeding
Beautification Project	Flowerbed Weeding
Beautification Project	Flower Watering
Beautification Project	Materials for Flower Planting
Administrative Expenses	Salary & Benefits for Staff
Conferences	Reimbursement for MDA Conference Room
Professional Consultant/	First Payment to Consultants
Beautification Project	Flower Watering
Administrative Expenses	Salary & Benefits for Staff
Conferences	Reimbursement for MDA Conference Registration for 5 people.
Beautification Project	Daffodils
Beautification Project	Balance of DDA work.
Beautification Project	Planters

Michigan Downtown Association
P.O. Box 3591
North Branch, MI 48461
248-838-9711
director@michigandowntowns.com



MICHIGAN
DOWNTOWN
ASSOCIATION

Membership Invoice

Invoice # 3095

Amber Clark
Meridian Township EDC/DDA
5151 Marsh Rd
Okemos, MI 48864

In order to continue your membership to the MDA and all the benefits it provides, please send in your payment via check, credit card (called in) or online via PayPal. Please visit our Membership page on our web site to review all of the benefits your MDA membership provides. Note: We have added an opt-in contribution of \$100 to help with our efforts in Lansing. You may opt-out of the contribution or contribute a different amount. Please do NOT fax payment information.

MEMBER	ITEM	AMOUNT
Meridian Township EDC/DDA 10/1/2022 - 10/1/2023	Municipal or Public Agency Membership Dues Contribution	125.00
Please remit payment to the address listed. Please do NOT Fax payments.		
		TOTAL: 225.00

Payment Stub

Please tear off this stub and include with your payment.
Send payment to:

Michigan Downtown Association
P.O. Box 3591
North Branch, MI 48461

or login and pay online at www.michigandowntowns.com

Member: Clark, Amber
Meridian Township EDC/DDA

Invoice #: 3095
Description: Membership Dues
Date Due: 10/1/2022

Amt. Due: 225.00

Enclosed:





To: Downtown Development Authority Members

From: Neighborhoods & Economic Development Director Amber Clark

Date: June 5, 2023

RE: Downtown Development Authority Façade Improvement and Grant Program

Recent discussions of financial support of the Village of Okemos has created a new discussion regarding how the Downtown Development Authority will support redevelopment in our downtown. The DDA's primary purpose is to correct and prevent deterioration and promote economic growth within this district. Other purposes of a DDA include reversing declining property values, improving the overall business climate and increasing employment opportunities. Many of these can be economic development tools we use to create a program to incentivize tenancy, redevelopment, and management of the district.

Included with this memo is a copy of possible Façade Improvement Program that has seen success in nearby communities. This could help existing property owners update their buildings in conjunction with the Match on Main program that we are eligible for due to our active status as a Redevelopment Ready Community. If the DDA aligns with a financial partner like Independent Bank, the opportunities to elevate new or existing businesses in the district will expand. Our hope is the DDA will take under discussion this potential funding mechanism and approve a façade improvement program for the district.

Your concurrence is appreciated.

CITY OF LESLIE DOWNTOWN DEVELOPMENT AUTHORITY

602 W. Bellevue Street, P.O. Box 496 - Leslie, Michigan 49251-0496 - (517)589-8236

FACADE IMPROVEMENT PROGRAM
APPLICATION

1. Name of Applicant: _____
2. Mailing Address: _____

3. Telephone Number: _____
4. Project Address: _____
5. Building Owner: _____
6. Owner Address: _____
7. Provide Costs breakdowns by major categories such as architectural fees, engineering fees, signs, awning, painting, repair, carpentry, electrical, plumbing, etc. as an attachment to this application.
8. Proposed project start date: _____
9. Proposed project completion date: _____
10. The project will involve the building's:
_____ Facade (Front) _____ Exterior Side _____ Exterior rear
11. Please attach one (1) copy of the project design.
12. Please attach one (1) photograph of the existing facade(s).
13. Estimated total dollar amount of improvement project: _____
14. Estimated grant amount being requested: _____

The undersigned applicant(s) affirms that:

A. The information submitted herein is true and accurate to the best of my (our) knowledge.

B. I (we) have read and understand the conditions of the DDA Facade Improvement

Program

and agree to abide by its conditions and guidelines.

Signature Date

Signature Date

Print Name

Print Name

CITY OF LESLIE – DOWNTOWN DEVELOPMENT AUTHORITY

DDA FAÇADE IMPROVEMENT PROGRAM GUIDELINES – REVISED 2002 and 2007

In 1997, the City of Leslie Downtown Development Authority (DDA) established the Façade Improvement Program (FIP) to stimulate appropriate improvements to the exterior of downtown commercial buildings. Program Guidelines were then revised, August of 2002 and again in June of 2007.

The DDA finds that the creation and maintenance of an attractive downtown is a public purpose which can be achieved in part through improvements to building facades. Downtown Leslie is pivotal to the economic health of the community because its condition, whether perceived or actual, plays such a large part in the impression that people have of the area. Downtown Leslie is the focal point of the community and any neglect will create an image of a deteriorating economic base. As a result, potential businesses may be discouraged from locating in downtown Leslie and existing property owners may defer maintenance and reinvestment in the real estate.

The intent of the FIP is to strengthen the economic viability of downtown Leslie by providing financial incentives for improving the exterior appearance of its buildings. The FIP provides an opportunity to preserve the architectural heritage of downtown Leslie and enhance the unique atmosphere that downtown Leslie provides to the community. It is important to the aesthetic enhancement of downtown that building design treatments be compatible with each other. The DDA believes the best approach is through the preservation of a building's original architectural features.

Program Description:

Subject to funding availability and project approval, the DDA may reimburse up to **50%** of the cost of improvements to the exterior building façade. Except as otherwise noted in these guidelines, the total reimbursement for a Standard Façade Improvement Grant may not exceed **\$20,000.00 per building** per project or the cost of exterior face improvements, whichever is less, every 5 years.

Standard Façade Improvement Grant:

This type of grant (reimbursement) is given for work which is consistent with the DDA Façade Improvement Program Guidelines, yet the work is not carried out under strict adherence to the U.S. Secretary of the Interior's Standards for Rehabilitation and Guidelines for rehabilitating historic buildings.

Subject to funding availability and based on a separate vote of approval by the Board of Directors, the reimbursement may be increased by 20 % above that awarded for the Standard Façade Improvement Grant, if restoration of the front façade is carried out under strict adherence to the U.S. Secretary of the Interior's Standards and Guidelines for Rehabilitating Historic Buildings, (See Historic Restoration Project Bonus).

Who is an Eligible Applicant?

Owners, tenants with owner's approval, or both who have property located within the Downtown Development Authority District may apply for FIP funds. See attached map of DDA District. Public agencies are also eligible to apply for FIP funds.

What is an Eligible Building or Property?

Any existing commercial building located within the DDA District which is owned or used by an eligible applicant is considered eligible for FIP funds. Also eligible is landscaping adjacent to such a structure. Newly constructed buildings and additions to existing structures are also eligible subject to funding availability and the limitation listed under Eligible Exterior/Façade Improvements below. All taxes and special assessments must be current to be eligible for façade grant improvement funds (Proposed Addition: at the time of grant approval and disbursement of funds).

Where a building under one ownership is divided into more than one unit for purposes of commercial tenancy, each separate unit which has an individual storefront façade and an independent ground floor entry shall be eligible to receive FIP funds; provided however, that FIP funds shall not exceed **(\$20,000.00)** for the entire building, subject to funding availability, for a Standard Façade Improvement Grant.

If the owner or principal tenant of a building which has and uses storefront façade frontage of more than sixty (60) feet applies for FIP funding, the DDA at its discretion may award additional funds as it determines reasonable but not more than a total of **(\$20,000.00)** for any one project.

Historic Restoration Project Bonus:

If sufficient funds are available, and based upon a separate vote of approval by the Board of Directors, a rebate may be increased to **20%** above that awarded for the Standard Façade Improvement Grant, if restoration of the front façade is carried out under strict adherence to the U.S. Secretary of the Interior's Standards for Rehabilitation and Guidelines for Rehabilitating Historic Buildings.

Program Financing:

The Leslie DDA will reimburse **50%** (up to \$20,000.00) of total eligible FIP expenses, or **70%** (up to \$20,000.00) for all historic restoration projects once approved by the board.

Design Guidelines:

Projects approved for Façade Improvement Program funds must comply with the U.S. Secretary of Interior's Standards for Rehabilitation and/or all applicable City of Leslie ordinances and building codes. Most projects will need a building permit, and some may require site plan approval by the City of Leslie Planning Commission and City Council.

Eligible Exterior/Façade Improvements:

Materials and wages for improvements to the front, rear and side facades of eligible buildings, when completed in conjunction with a significant renovation project, such as, but not limited to the following items;

- carpentry
- masonry cleaning
- removal/demolition
- awnings
- doors/entryways
- storefront constructions
- painting
- lighting
- signs
- landscaping adjacent to structure
- sidewalks (from the public sidewalk to the business)
- asphaltting of customer/public parking area

Ineligible Expenses:

Anything not specifically stated under eligible expenses such as but not limited to the following items:

- expenses incurred *within 60 days* prior to the DDA's review and approval of an FIP application
- property acquisition
- mortgage or land contract refinancing
- loan fees
- City of Leslie site plan, building and sign permit fees
- construction of new building additions except for façade portion
- (Sealing of parking lots)
- (Murals)
- appraiser, attorney, interior decorator fees
- wages paid to the applicant or relatives of the applicant unless licensed to perform such work
- furnishing, trade fixtures, display cases, counters or other items taxed as "personal property"
- reusable or removable items
- site improvements done in conjunction with a City of Leslie Special Assessment District
- any portion of expenses for which applicant pays contractor in merchandise or service

Timetable:

Unless otherwise agreed in writing when the project is approved for FIP funding, in the event the actual physical construction on a project has not commenced within 90 days and been completed within six months of the DDA funding commitment, the DDA will re-evaluate the status of the project. At its discretion, the DDA reserves the right to cancel or extend the funding commitment.

Other Program Guidelines

1. The DDA will give priority to commercial/income producing buildings over those owned or used by public agencies.
2. (a) Within a 5 year period, a property owner and/or tenant with property owner's approval may apply for FIP funds to renovate a building façade.

(b) The total amount rebated to a property owner and/or tenant for the same building during a 5 year period may not exceed \$20,000.00.
3. At the DDA's discretion and with a majority vote of the Board, an exception to any FIP guideline may be granted due to special conditions or situations which were not apparent at earlier date.

Application, Approval, and Payment Procedures.

1. Contact the Leslie City Office for Façade Improvement Program information and application packet between 8:00 a.m. – 4:30 p.m. Monday through Friday.
2. Review proposed façade improvement design with the City Manager or DDA Chairperson.

3. Submit completed application, design plans, cost estimates to the DDA via Leslie City Offices, 602 W. Bellevue St., P.O. Box 496, Leslie MI. 49251. The DDA accepts applications throughout the year.
4. **CONSTRUCTION WORK BEGUN BEFORE ISSUANCE OF A BUILDING PERMIT (IF REQUIRED) AND PRIOR TO THE DDA'S REVIEW AND APPROVAL WILL NOT BE CONSIDERED ELIGIBLE FOR MATCHING GRANT MONEY.**
5. Each application shall be reviewed by the City Manager and a written recommendation for approval, modification or rejection shall be prepared for consideration by the DDA at their next regular meeting.
6. Applicant must show proof of payment (cancelled check) and completed work must be signed off by the building inspector if building permit was required.

BUILDING FACADE & SIGN GRANT PROGRAM

SPONSORED BY THE MIDDLEVILLE
DOWNTOWN DEVELOPMENT AUTHORITY



UPDATED NOVEMBER 20221



Middleville
DDA

125 E. MAIN STREET,
MIDDLEVILLE, MI 49333
(269) 241-1170
MIDDLEVILLEDDA.ORG

FACADE GRANT GUIDLINES

Overview

The Village of Middleville Downtown Development Authority (DDA) has determined that a portion of the revenues collected by the DDA should be used to enhance the building facades found in the Middleville DDA district. The appearance of individual buildings, storefronts, signs, alleys, window displays, parking lots, and sidewalks establishes the visual character of the downtown and plays a major role in the marketing success of the business district. The Village's latest master plan also includes a plan to carry the design aesthetic of Main Street into the downtown district properties along M-37, with the intent of unifying the downtown district.

Purpose

The purpose of the façade improvement grant is to encourage improvements to primarily commercial facades, but limited funding is available to residential properties. Grants are intended to provide financial incentives for quality façade development that goes above and beyond regular maintenance and upkeep. By improving its physical appearance, the DDA district will have a much greater potential for attracting and retaining business, which fosters long-term economic health and vitality.

Eligibility

- Owners of real property within the Village of Middleville DDA district.
- Owners of business establishments within the DDA district. Tenants need written approval from the property owner.

Conditions of Eligibility

- Property taxes and other Village accounts (including, but not limited to, utility accounts) must be current.
- Project components should have a useful life of at least 10 years.
- Projects will be evaluated based on merit and funded to the extent that budgeted DDA façade improvement program funds are available, at the discretion of the DDA Board.

Project Priorities

Applications containing the following characteristics will have priority funding appropriation:

- New projects (1st Time Applicant)
- Scope and size of project (larger projects that achieve desired outcomes)
- Retail, recreation, and entertainment businesses
- Projects identified on corner lots
- Projects in which the building is owner-occupied
- Projects containing a high ratio of private to public dollars
- Projects preserving community institutions
- Projects designed to resolve deteriorated/inappropriate/unsightly conditions that have existed for many years (boarded windows, deteriorated electrical fixtures, etc.)
- Projects designed to restore the historic condition of the building façade or posterior
- Projects that will complete the improvement of a block or portion of a block (ex. Replacement of an inappropriate façade on a block containing many well-preserved or improved facades)

ELIGIBLE COSTS

1. Repair or replacement of windows, doors, walls, or other appropriate architectural elements. Roofs may be considered provided the repairs to the roof are integral to the stability of facades.
2. Exterior painting (Non-Maintenance)
3. Awnings (Historic in Appearance, reflecting the character of the DDA District)
4. Exterior Lighting
5. Masonry repair or restoration
6. Restoration of vintage or historic elements
 - a. Removal of historically unsuitable façade treatments
 - b. Removal/replacement of historically unsuitable signs and/or lighting (new signs/lights must compliment the character of the downtown)
 - c. Repair or restoration of original brick and woodwork
7. Patios (Hardscape)
8. Materials and labor for work performed in association with above-mentioned improvements.

Commercial Grant Amounts

Maximum Amounts up to:

- Front Façade \$10,000*
- Rear Façade \$5,000
- Side Façade \$2,500
- Maintenance \$1,000**

*Corner buildings have two front facades.

** *This grant can be applied for every 5 years to maintain improvements made to façade through Façade grant.

Residential Grant Amounts

Maximum \$500 per property, to be awarded no more than four applicants annually.

Notes

Façade Grant funds apply only to external improvements.

Façade Improvement Grants and Maintenance Grants will be made on a 50%-50% ratio. The applicant must invest at least 50% of the total project cost to receive the remaining amount of up to 50%, as granted by the DDA Board.

All work performed in association with a façade improvement grant application shall be performed by licensed contractors. Work requiring scaffolding, lifts, or other construction equipment in a public area must be effectively barricaded to protect the public from danger.

INELIGIBLE COSTS

1. Expenses incurred prior to approval of site plan by the DDA's Façade Committee
2. Property Acquisition
3. Mortgage or land contract financing
4. Loan fees
5. Site plan, building permit fees
6. Appraiser, attorney, interior decorator fees, architectural or engineering fees
7. Wages paid to applicant, relatives, or friends for work associated with the façade improvement (e.g. payments under the table).
8. Furnishings, trade fixtures, display cases, counters, or other items taxed as personal property
9. Reusable or portable items
10. Any portion of expenses for which applicant pays contractor in merchandise or in-kind services
11. Landscaping (Softscape)
12. Fencing and Screening

PROCESSING FOR GRANT REQUESTS

- A façade improvement application can be obtained from the DDA Office at 125 E. Main Street, online at www.middlevilledda.org, or from the Village Hall, located at 100 E. Main St., Middleville, MI 49333. Contact the DDA Office with any questions at (269) 241-1170.
- The application must be completed by the property owners or tenant of the building with owner's written consent and returned to the Village of Middleville where it will be reviewed for accuracy and issues of compliance and logged into the records of the DDA.
- There is a \$100 application fee, due when the application is submitted. This fee will be refunded if a project is not approved, or if the project is approved and completed. Applicants who receive a grant award and do not complete the project will forfeit this application fee.
- The application is reviewed by staff to verify that the location is within the DDA district. Staff will provide a preliminary review outlining how well the project meets the program objectives.
- If the application meets program objectives the applicant will be notified that his/her project has been accepted for consideration.
- The applicant must submit a detailed plan illustrating proposed improvements. At this point, the applicant should obtain any necessary permits from the Village and complete a site-plan review with the Zoning administrator as needed.
- In addition to the plan, a detailed break out of all costs, including a signed estimate from a qualified contractor, will be submitted by the applicant (including a project budget illustrating both private and public expenditures).
- Once a plan is submitted it will be taken before the Downtown Development Authority Board for review and approval or denial.
- If approved, then project construction may commence. If plan is inconsistent with program goals the application will be denied and returned and may include a request for modifications.
- Façade improvement projects exceeding the 50%-50% capped grant limit of may be constructed in phases during different calendar years. Each phase will then be considered by the DDA as a separate 'project' for the purposes of this grant program, with each 'project' eligible for DDA funds.
- A lien will be placed on said property for the value of the grant award and filed with the Register of Deeds for a period of five (5) years and then removed by the DDA. If grantee sells/removes said property prior to five years, repayment of Façade grant will paid to the DDA on a prorated basis at a rate of 20% per remaining years of easement, at which point the lien will be removed by the DDA. The easement on a property that receives a matching loan will remain on said property until loan pay off has been fulfilled. No easement is required for a Maintenance grant. Residential grants are exempted.
- Properties are again eligible for a matching grant after 5 years or when easement has been removed.
- The DDA contribution for Façade grants may be paid over a five (5) year period, depending on availability of funds. Maintenance grant funds will be paid after work is completed.
- Grant funds for Façade Improvement Projects will be awarded to the extent that funds for such projects are available in the approved DDA budget.

POST APPROVAL PROCEDURES

- Execute a Façade Grant/Easement Agreement.
- Any changes in the scope of work must be approved by the DDA prior to construction/installation.
- All approved changes in work verification shall be attached to the original site plan in the form of an addendum and dated.
- Village and DDA staff may conduct periodic inspections to ensure compliance with the site plan and adopted eligible activities. Any questions or concerns will be directed to the applicant.
- Projects must be completed within one (1) year six (6) months of notification of project approval by the DDA. Only under extenuating circumstances, a single extension of time to complete the project can be requested in writing and may be awarded by the DDA.
- Upon completion of the project improvement, DDA staff will photograph the new façade and submit it to the DDA to ensure that all components of the site plan are met.
- After final project inspection, the DDA Board will review and approve the project, the applicant be reimbursed for the approved grant amount.
- Any business or organization that receives funds from a Façade grant or Façade Maintenance grant will be required to display a 5" x 5" window decal that indicates the project was funded in part by the DDA. The window decal should be displayed in a front window or in the lobby of the business for the duration of the time that funds are being received (5 years maximum). For a façade maintenance grant, decal must be displayed for a minimum of 1 year.

Loan Program

In addition to the matching grants, the DDA has made available a zero-interest matching loan program of up to \$10,000 amortized over seven years for approved exterior property improvements. Loans will be provided as funds are available.

- The repayment for said loan will be required on an annual basis.
- The last year of the loan will be forgiven if the first six years are paid in full and on time and kept in good repair.
- Applicants must match the loan amounts 50%-50% ratio.

Notes

The DDA Board reserves the right to approve grant awards it deems to be in the best interest of the Village of Middleville, the DDA, and the façade improvement program. The DDA Board also reserves the right to nullify grant awards that are found to be non-compliant with the conditions of this program, or nullify the award if the property changes hands. Non-compliant applicants may not re-apply for a period of one (1) year following the DDA's decision.

The DDA Board reserves the right to revise or end these programs at any time and in no way guarantees availability of funding for any specific project at any given time.

QUESTIONS? CALL (269) 241-1170

FACADE IMPROVEMENT GRANT GUIDELINES

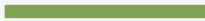
1. Fill out an application which is available at the Middleville DDA office (125 E. Main St., Middleville 49333) or online at www.middlevilledda.org.
2. Submit a written plan to the DDA. Written plan to include detailed drawings/pictures of work which includes color samples, types and samples of material used, proof of insurance and project cost estimate, completed application, signed guidelines, signed DDA Contract, (Use CHECKLIST to ensure application is complete)
3. Get the plan approved by the DDA. a. Submit the entire plan to the grant administrator two weeks prior to DDA meeting. The DDA meets the 3rd Tuesday of each month at 6:00 PM. Plan to attend the meeting when project is presented to the DDA.
4. Façade requirements:
 - a. Complete Insurance Change Agreement and ensure that business will have insurance coverage through the duration of the grant/loan.
 - b. Complete the Notice to Proceed
 - c. Complete Contractor/Owner Agreement
 - d. Complete Contract with DDA.
5. Choose a contractor.
 - a. Business owner chooses contractor.
 - b. Contractor must present proof of insurance, license and complete a W-9 before work begins
 - c. The business owner, the contractor and a representative of the DDA must sign the Owner & Contractor Agreement.
6. Funds are paid after completion of project, proof of payment to contractors, and grant administrator makes a final inspection. Façade grant funds can be paid over a 5-year period.
7. A lien will be placed on the property, through a mortgage and mortgage note and filed with the Register of Deeds for a five-year time period. If the property maintains the business status for the five-year period the loan/grant will be forgiven and the lien removed at the end of the five years. Fees associated with the removal of the lien (Barry County Register of Deeds) will be the responsibility of the owner/s.
8. Business owners who have received DDA façade funding must wait a minimum of five years before they may be eligible to re-apply for additional funds.
9. All projects considered for review must be located within the DDA district.
10. Approved grants have one year to complete the project once it has been approved by the DDA. Grants that exceed the one-year time frame to complete work will need to reapply to the DDA.
11. If a commercial recipient moves out of the downtown district or closes its doors within 3 years of receiving a sign grant, the grant award must be returned to the DDA.
12. Multi-year grant payments are not guaranteed. Should the property become vacant for more than six months or should the property change ownership, the DDA may discontinue payment.
13. Any Façade work that requires any additional reviews shall demonstrate successful compliance to the Grant Administrator prior to the work beginning. Additional reviews that may be required may include but not be limited to:
 - i. DEQ Compliance
 - ii. Mechanical/Electrical Permit
 - iii. Building Permit
 - iv. Zoning Compliance
 - v. Site Plan Review

By signing below, I certify that I have read and understood the above guidelines.

Owner's Signature

Date

FACADE IMPROVEMENT PROGRAM APPLICATION



1. Business Name: _____
2. Name of Business Contact Person: _____
3. Mailing Address: _____
4. Project Address (If different than above): _____
5. Phone Number: _____ Email: _____
6. Building Owner Name (If different than above contact): _____
7. Building Owner Address (If different than above): _____
8. Owner Telephone (if different than above) _____
9. Projected Cost: _____
10. Provide cost breakdowns by major categories such as architectural fees, engineering fees, signs, awning, painting, repair, carpentry, electrical, etc., as an attachment to this application.
11. Proposed Project Start Date: _____
12. Estimated Completion Date: _____
13. How will the project be financed? If a private financial institution will be involved, please specify which bank and identify the loan office and telephone number. _____

14. 12. The project will involve the building's:
15. Street Front Façade ____ Exterior Side ____ Exterior Rear Wall ____ Roof ____
16. Will the project involve a new sign? Yes ____ No ____
17. Is design assistance requested? Yes ____ No ____
18. Please submit three copies of the project design if available.
19. Please submit one photograph of the existing facade.

By signing below, the applicant affirms that:

- A. The information submitted herein is true and accurate to the best of my (our) knowledge.
- B. I (we) have read and understand the conditions of the Middleville DDA Façade Improvement Program and agree to abide by its conditions and guidelines.
- C. I (we) understand that if this application is approved, any changes, alterations or modifications to the approved façade design must be authorized in writing by the Façade Committee of the DDA. If unauthorized changes are made, I (we) understand that the DDA may withdraw its funding commitment.
- D. I (we) understand that if this project is not completed within the scope of the timetable (12 months), the DDA can withdraw its funding commitment. I (we) understand that I (we) can reapply, however, the application will be subject to funding availability at the time of reapplication.

Applicant's Signature

Date

Applicant's Signature

Date

Office Use Only

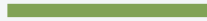
Date Application Received:
Date Funding Commitment Letter Sent:
DDA Design Committee Notes:

Final Inspection Date:
Notes/Comments:
DDA Board Final Approval for Payment Date:
Amount Approved for Payment: \$

DDA Board Action:
Projected Construction Start Date:

Amendments:

FACADE MAINTENANCE GRANT APPLICATION



1. Business Name: _____
2. Name of Business Contact Person: _____
3. Mailing Address: _____
4. Project Address (If different than above): _____
5. Phone Number: _____ Email: _____
6. Building Owner Name (If different than above contact): _____
7. Building Owner Address (If different than above): _____
8. Owner Telephone (if different than above) _____
9. Projected Cost: _____
10. Provide cost breakdowns by major categories such as architectural fees, engineering fees, signs, awning, painting, repair, carpentry, electrical, etc., as an attachment to this application.
11. Proposed Project Start Date: _____
12. Estimated Completion Date: _____
13. 12. The project will involve the building's:
14. Street Front Façade ____ Exterior Side ____ Exterior Rear Wall ____ Roof ____
15. Please submit one photograph of the existing facade.

By signing below, the applicant affirms that:

- A. The information submitted herein is true and accurate to the best of my (our) knowledge.
- B. I (we) have read and understand the conditions of the Middleville DDA Façade Improvement Program and agree to abide by its conditions and guidelines.
- C. I (we) understand that if this application is approved, any changes, alterations or modifications to the approved façade design must be authorized in writing by the Façade Committee of the DDA. If unauthorized changes are made, I (we) understand that the DDA may withdraw its funding commitment.

Applicant's Signature

Date

Applicant's Signature

Date

Office Use Only

Date Application Received:

Date Funding Commitment Letter Sent:

DDA Design Committee Notes:

Final Inspection Date:

Notes/Comments:

DDA Board Final Approval for Payment Date:

Amount Approved for Payment: \$

DDA Board Action:

Projected Construction Start Date:

Amendments:

SIGN GRANT GUIDELINES

Objectives

This program seeks to bridge the gap in cost between unattractive signage and highly functional, attractive signs that complement and create a more attractive DDA District. The Sign Grant Program will provide a matching grant of up to 50% of the total cost of an approved sign to a maximum of \$2,000 per applicant. Sign incentive awards must be approved by the DDA Board prior to sign purchase or installation. The Design Committee and DDA Board will review and may reject any or all applications, and reserves the right to award incentives for signs which are deemed to be in the best interests of the DDA District. Any business located within the DDA District may apply for this incentive. Any business that receives a sign grant from the Middleville DDA is not eligible for another sign grant for a period of 5 years.

Eligible Signs

In order to receive a sign grant, the applicant must submit a sign design that meets the Sign Design Guidelines of the provision of the Village's Zoning Ordinance and the program objectives. Non-conforming signs must be brought into compliance or replaced in a manner approved by Village zoning. Because awnings were historically important to traditional storefronts, awning signs will be considered for grant awards. Standard corporate franchise signs are not eligible.

Sign Grant Process

Sign grants will be offered by the DDA based on the availability of funding:

1. Applicants may obtain grant packets from the Middleville DDA office, at 125 E. Main St., Middleville 49333 (269-241-1170), Village Hall (100 E. Main Street), or the DDA Website (www.middlevilledda.org). Current sign zoning ordinances are available on the Village website, www.villageofmiddleville.org.
2. Applicants should submit Sign Grant Application to the Middleville DDA in Village Hall. Sign Permit Applications (available at www.villageofmiddleville.org) must be submitted to the Planning and Zoning Department in Village Hall at the time of applying for a sign grant. Permit fees are not eligible for reimbursement.
3. Applicants leasing their space must provide a letter providing permission from the building owner to apply for the incentive. The letter must indicate an awareness of the rules and requirements of the program.
4. The Design Committee will review the completed sign grant application and approved Village sign permit with the proposed design. If the sign design is deemed inappropriate or incompatible with the Design Guidelines, program objectives, and Zoning Ordinance's sign provisions, the Façade Committee may provide a letter to the applicant suggesting changes to the design. If the applicant submits a new sign design based upon Façade Committee recommendations, the application may be reviewed a second time. The Façade Committee will recommend that the DDA Board approve applications that it deems most compatible with the Sign Design Guidelines and objectives of this program.
5. Any deviations from an approved application must be approved by the DDA Board prior to the purchase or installation of the sign. Installed signs that do not conform to the approved application may not be eligible for the sign incentive reimbursement.
6. An approved applicant must submit a copy of their paid invoice from their sign company indicating the total cost of the sign before an incentive check may be issued. Please allow up to 30 days for the incentive check to be issued.

SIGN GRANT APPLICATION

1. Business Name: _____
2. Applicant Name: _____
3. Mailing Address: _____
4. Project Address (If different than above): _____
5. I am the: Building owner ____ Business owner ____ (please check one)
*If Business owner is leasing the building, building owner must sign with approval.

Signature of building owner's approval of Façade Grant request Date

6. Contact Phone Number: _____ E-mail: _____
7. Sign Company Information Name: _____
8. Address: _____
9. Phone Contact: _____
10. Sign Costs
11. Estimated Total Cost of Sign: \$ _____
Materials \$ _____ Design \$ _____ Installation \$ _____

Enclosure Check List

- Sign Grant Program Application
- Sign Permit Application from Village of Middleville
- Written permission from building owner (if applicant is leasing)
- Sign design, drawn to scale, including dimensions and colors

By signing below, the applicant affirms that:

- A. The information submitted herein is true and accurate to the best of my (our) knowledge.
- B. I (we) have read and understand the conditions of the Middleville DDA Façade Improvement Program and agree to abide by its conditions and guidelines.
- C. I (we) understand that if this application is approved, any changes, alterations or modifications to the approved façade design must be authorized in writing by the Façade Committee of the DDA. If unauthorized changes are made, I (we) understand that the DDA may withdraw its funding commitment.

Office Use Only

Date Application Received:

Date Funding Commitment Letter Sent:

DDA Design Committee Notes:

Incentive Approved or Denied?

Notes/Comments:

DDA Board Final Approval for Payment Date:

Amount Approved for Payment: \$ _____

DDA Board Action:

Projected Construction Start Date:

CITY OF HANCOCK
DOWNTOWN FAÇADE IMPROVEMENT PROGRAM

PROGRAM STATEMENT:

To utilize tax increment revenues, MSHDA program Income and other funds that are available to the City of Hancock Downtown Development Authority to revitalize building components of commercial buildings in the DDA district consistent with design guidelines and criteria adopted by the Downtown Development Authority.

Purposes of the Program:

1. To directly stimulate design improvements to business district building and businesses consistent with design guidelines.
2. To assist with building improvements sensitive to the unique context of the business district's historic architectural character.
3. To encourage physical improvements to businesses to make them attractive to Hancock's consumer market.
4. To encourage adaptive reuse and creative projects which add to the economic diversity of the Hancock business district.

PROGRAM DESCRIPTION:

Architectural Services:

The DDA will pay up to \$500 for professional services if requested by the building owner or tenant and funds are available. It will be the responsibility of the applicant's architect to prepare the façade improvement drawings in a professional manner consistent with applicable local, state and federal laws and codes.

Building Façade Guidelines:

Program applicant and applicant's designer shall consult and utilize building façade criteria specified in the design guidelines.

If the building possesses unique conditions not fully addressed in the design criteria, then the DDA shall review the conceptual designs and methods for construction and make a determination on their acceptability.

Design Services:

The building owner or tenant can select a non-architect to undertake façade design subject to DDA approval within the design guidelines provides by the DDA consistent within the Historic façade grant design.

Grant Terms:

The building owner or tenant will be completely responsible for hiring the services of a licensed contractor to complete the façade construction work.

The DDA will offer up to a \$10,000 grant per building, dependent on available budget with a required one to one match by the building owners or tenant.

The DDA may exceed the maximum grant under special circumstances. The owner or tenant may elect to exceed the one to one match to accomplish overall project goals.

The DDA Board will review each applicant on a case-by-case basis.

Matching DDA grant payments will be made in the form of reimbursement upon completion of the improvement in a manner acceptable to the Authority.

Standards for Grant Decisions:

1. Applicants for grant projects must be located within the boundaries of the DDA district. Tenant applicants are required to submit written evidence of building owner approval of the application for funds dealing with improvements to the building.
2. All proposed façade improvements are to be approved by the DDA Board. Applicants who deviate from the approved application may be disqualified from the program.
3. All building improvements must meet Houghton County building department and city zoning requirements.
4. Examples of ELIGIBLE and INELIGIBLE activities are as follows:

ELIGIBLE improvements include, but are not limited to:

- Demolition of Inappropriate façade
- Window and Door Repair and Installation (windows must cover original openings)
- Exterior Masonry Work
- Removal of Non-compliant Signs
- Installation of Compliant Signs
- ADA Compliance
- Approved Exterior Façade Work
 - Paint and trim
 - Façade cleaning
 - Vinyl siding, if used, no wood grain
 - Wood soffit and fascia only
 - Wood siding or cement board siding

INELIGIBLE improvements are as follows:

- Roof repairs
- Energy Conservation
- Normal Building Maintenance

Grant Policy:

In addition to the guidelines and standards above, the DDA Board shall evaluate grant applications with the following policies in mind:

1. Project Area Impact: Consideration will be given to those applicants who elect to improve the front façade and priority will be given to Quincy Street buildings.
2. Applications will not be considered for work already complete.
3. The DDA will annually establish a budget for the amount of funds they will commit to the grant program.

Considering that the total program is limited it is the intent of the DDA to provide the business district with the greatest impact possible consistent with the design guidelines.

The DDA Board reserves the right to reject an application for a building which, in the Board's evaluation would not add to the overall impact to the street improvement.

PROGRAM IMPLEMENTATION:

Marketing:

The DDA will inform the building owners and tenants, and the community as to availability and benefits of the grant program.

Application Process:

1. Applications for the program will be available at City Hall.
2. The application packet will include an application and a program description.
3. The Applicant can meet with the DDA to review the preliminary scope of the building façade improvements. At this meeting, the DDA may provide technical advice and design review on the proposed scope of improvements to ensure consistency with the design guidelines.
4. The DDA reserves the right to reject incomplete or illegible applications.

Post Application Procedure:

The property owner or tenant will be responsible for ensuring that any work done is consistent with the program and the design is approved.

**APPLICATION FORM
FOR THE CITY OF HANCOCK
DOWNTOWN FAÇADE IMPROVEMENT PROGRAM**

Please complete in full

A. BUILDING OWNER'S INFORMATION

Name: _____

Address: _____

City: _____

Telephone: _____ Email: _____

B. ADDRESS OF PROPERTY SUBJECT TO FAÇADE PROGRAM

Address: _____

C. OWNER INFORMATION

Legal Form of Ownership

Person Profit Corp. or LLC Non-Profit Corp. Partnership

D. TENANT NAME AND ADDRESS IF NOT BUILDING OWNER

Name: _____

Address: _____

City: _____

Telephone: _____ Email: _____

E. OWNERSHIP STATUS OF THE PROPERTY

Title Ownership (Free & Clear)

Conventional Mortgage

Name of Bank: _____

Bank Address: _____

Land Contract

Name of Bank: _____

Bank Address: _____

Other: _____

F. FUNDING REQUESTED

- a. Amount requested \$ _____ (maximum of \$10,000 per building)
- b. Please state the source of matching funds you are contributing to the project

() Local Bank () Personal Funds () Other – (Please explain below)

- c. If you are spending more than the 1 to 1 match, state how much: _____

G. Describe, in general terms, a list of proposed improvements you are planning to undertake:

H. Do you want to utilize the \$500 design services grant for architectural services? _____

I. Have you selected a contractor? _____

- a. If yes, please provide Name of Contractor: _____

J. CERTIFICATION OF OWNER: As owner(s), I (we) certify that all information in this Application is given for the purpose of applying for a City of Hancock Downtown Façade Improvement Grant and is true and complete to the best of my (our) knowledge or belief. I understand that if selected for a grant I (we) will comply with the program’s criteria and will be solely responsible for hiring a contractor to undertake the work.

DATE: _____ NAME: _____
Building Owner

DATE: _____ NAME: _____
Building Owner

DATE: _____ NAME: _____
Tenant, if not building owner

Date Approved: _____ Expiration Date: _____

****Grant Funds expire 12 months after approval by DDA.