

- AGENDA -

REGULAR MEETING OF THE WEST BRANCH DOWNTOWN DEVELOPMENT AUTHORITY (DDA) TO BE HELD VIRTUALLY AND AT THE WEST BRANCH CITY HALL, 121 N. FOURTH ST, WEST BRANCH, MICHIGAN, 48661 ON TUESDAY, OCTOBER 26, 2021, BEGINNING AT 12:00 P.M.

- I. Call to Order
- II. Roll Call
- III. Additions to agenda
- IV. Public comment on agenda items only
- V. Approval of the minutes from the meeting held September 28, 2021
- VI. Bills
- VII. Bids
- VIII. Unfinished Business
- IX. New Business
- X. Reports
 - A. Chairperson Report
 1. Streetscape funding
 - B. Member Report
 - C. Treasurers Report
 - D. City Manager Report
 1. Facade program
 - E. Planning Commission
- XI. Communications
- XII. Public comment
- XIII. Adjournment

REGULAR MEETING OF THE WEST BRANCH DOWNTOWN DEVELOPMENT AUTHORITY
HELD AT THE WEST BRANCH CITY HALL, 121 N FOURTH ST. ON TUESDAY, SEPTEMBER
28, 2021.

The meeting was called to order by Chairperson Samantha Fabbri at 12:00 pm.

Present: Anthony Bair (virtual-West Branch COVID), Joanne Bennett, Joe Clark, Samantha Fabbri, Autum Hunter, Sandy Rabidue, Erin Resteiner, Ken Walters, and Cathy Zimmerman.

Absent: None

Others present: City Manager John Dantzer

* * * * *

**MOTION BY FABBRI, SECOND BY RABIDUE, TO APPROVE THE MINUTES FROM
THE MEETING HELD AUGUST 24, 2021.**

**Yes – Bair, Bennett, Clark, Fabbri, Hunter, Rabidue, Resteiner, Walters, and
Zimmerman**

No – None

Absent – None

Motion carried.

* * * * *

**MOTION BY BENNETT, SECOND BY FABBRI, TO APPROVE BILLS IN THE
AMOUNT OF \$16,856.23**

**Yes – Bair, Bennett, Clark, Fabbri, Hunter, Rabidue, Resteiner, Walters, and
Zimmerman**

No – None

Absent – None

Motion carried.

* * * * *

Tim Knutsen of Beckett and Raeder gave an updated presentation on the downtown streetscape plan as well as some estimated cost projections.

* * * * *

Member Clark noted he would like to see 10' parking spots for all angle parking that may be affected during the Houghton Ave. reconstruction.

Member Rabidue noted the City could pick up the planters.

Member Resteiner gave an update on the progress of her new store called Kit's and noted they are hoping for a November opening.

Member Hunter gave an update on the progress of her new store called Grand Illusions Too and noted they are hoping for a late spring of 2022 opening.

Member Hunter also gave an update on the new sushi restaurant that is coming downtown and noted they are hoping to open by the end of October.

Member Bair apologized for not being in person and noted that remote meetings are now mandated by his employer.

Member Bair also noted that he wished the estimates provided by Beckett and Raeder would have had a better breakdown of the costs and the breakdown of MDOT participation.

Manager Dantzer noted he was looking into façade programs at other cities and asked if the DDA would be willing to consider a program moving forward. It was the consensus of the Board to have Manager Dantzer continue to gather information on a facade program.

* * * * *

The meeting was adjourned at 1:00 pm.

PERIOD ENDING 10/31/2021

% Fiscal Year Completed: 33.70

GL NUMBER	DESCRIPTION	2021-22 ORIGINAL BUDGET	2021-22 AMENDED BUDGET	YTD BALANCE 10/31/2021		ACTIVITY FOR MONTH 10/31/21		AVAILABLE BALANCE		% BDGT USED
				NORM (ABNORM)	NORM (ABNORM)	INCR (DECR)	NORM (ABNORM)			
Fund 248 - DDA OPERATING FUND										
Revenues										
Dept 000.000										
248-000.000-400.400	TAX INCREMENT FINANCING	69,200.00	69,200.00	63,323.87		0.00		5,876.13		91.51
248-000.000-403.400	CURRENT PROPERTY TAX GEN.OP.	11,500.00	11,500.00	8,755.78		0.00		2,744.22		76.14
248-000.000-408.400	PERSONAL PROPERTY TAX LOSS REIMBURSEMENT	19,445.00	19,445.00	0.00		0.00		19,445.00		0.00
248-000.000-634.400	GRANT	0.00	0.00	0.00		0.00		0.00		0.00
248-000.000-664.400	INTEREST INCOME	100.00	100.00	0.00		0.00		100.00		0.00
248-000.000-695.400	MISCELLANEOUS	800.00	800.00	600.00		0.00		200.00		75.00
Total Dept 000.000		101,045.00	101,045.00	72,679.65		0.00		28,365.35		71.93
TOTAL REVENUES										
		101,045.00	101,045.00	72,679.65		0.00		28,365.35		71.93
Expenditures										
Dept 000.000										
248-000.000-729.700	FLOWER PROJECT	5,000.00	5,000.00	0.00		0.00		5,000.00		0.00
248-000.000-750.700	RETAIL MERCHANTS	7,500.00	7,500.00	0.00		0.00		7,500.00		0.00
248-000.000-782.700	ADMINISTRATION	2,400.00	2,400.00	800.00		200.00		1,600.00		33.33
248-000.000-801.700	CONTRACTUAL SERVICES	75,345.00	75,345.00	31,304.29		3,274.34		44,040.71		41.55
248-000.000-865.700	PROFESSIONAL DEVELOPMENT	1,000.00	1,000.00	0.00		0.00		1,000.00		0.00
248-000.000-935.703	SHOWMOBILE EXPENSES	300.00	300.00	9.99		9.99		290.01		3.33
248-000.000-940.700	GEN. MAINTENANCE/SNOW REMOVAL	8,000.00	8,000.00	0.00		0.00		8,000.00		0.00
248-000.000-956.700	EXPENSES	1,500.00	1,500.00	101.43		0.00		1,398.57		6.76
Total Dept 000.000		101,045.00	101,045.00	32,215.71		3,484.33		68,829.29		31.88
TOTAL EXPENDITURES										
		101,045.00	101,045.00	32,215.71		3,484.33		68,829.29		31.88
Fund 248 - DDA OPERATING FUND:										
TOTAL REVENUES		101,045.00	101,045.00	72,679.65		0.00		28,365.35		71.93
TOTAL EXPENDITURES		101,045.00	101,045.00	32,215.71		3,484.33		68,829.29		31.88
NET OF REVENUES & EXPENDITURES		0.00	0.00	40,463.94		(3,484.33)		(40,463.94)		100.00

10/20/2021 03:24 PM
User: JOHN
DB: Westbranch City

BALANCE SHEET FOR WEST BRANCH
Period Ending 10/31/2021

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Fund 248 DDA OPERATING FUND

GL Number	Description	Balance
*** Assets ***		
248-000.000-001.000	CASH CHECKING - CHEMICAL BANK	203,447.93
Total Assets		203,447.93
*** Liabilities ***		
248-000.000-214.400	ESCROW ACCOUNT	400.00
Total Liabilities		400.00
*** Fund Balance ***		
248-000.000-390.000	CARRY OVER	162,583.99
Total Fund Balance		162,583.99
Beginning Fund Balance		162,583.99
Net of Revenues VS Expenditures		40,463.94
Ending Fund Balance		203,047.93
Total Liabilities And Fund Balance		203,447.93



**City of West Branch
Downtown Development Authority**

FAÇADE IMPROVEMENT GRANT PROGRAM

2021

PROGRAM INFORMATION AND MATERIALS

Revised April 2021

CITY OF WEST BRANCH DOWNTOWN DEVELOPMENT AUTHORITY

Samantha Fabbri, Chairperson

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West Branch, MI 48661

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**WEST BRANCH
DOWNTOWN
DEVELOPMENT AUTHORITY,
BOARD OF DIRECTORS**

Samantha Fabbri, *Chair*
Joe Clark, *Vice Chair*
Anthony Bair
Joanne Bennett
Autum Hunter
Sandy Rabidue
Erin Resteiner
Ken Walters
Cathy
Zimmerman

DDA DESIGN COMMITTEE

Todd Britton
Justin Christensen-Cooper
Joanna Cooper
Jake Idema
Griffin James
Steve Schultz

City of West Branch Downtown Development Authority

FAÇADE IMPROVEMENT GRANT PROGRAM

1. PROGRAM BACKGROUND

The City of West Branch Downtown Development Authority (the “DDA”) established its Façade Improvement Grant Program to encourage exterior improvements to existing buildings within its Downtown DDA district in a manner that preserves the unique historical characteristics of those buildings. While the DDA recognizes that it cannot mandate the specific exterior improvements that property owners make to their buildings, the DDA has determined that it can provide interested businesses with a financial incentive in the form of a façade improvement grant to adhere to certain design standards implemented by the DDA *to preserve the original architectural characteristics of our downtown buildings.*

2. BUILDING ELIGIBILITY REQUIREMENTS

2.1 – Location and Nature of Building Use.

Properties located within the legal boundary of West Branch’s DDA district engaging in retail, commercial, entertainment, or office services shall be deemed eligible for grant funding. Any question concerning the eligibility of a specific property may be submitted to the **City Manager or DDA Chair**. A determination of location and building use eligibility will be provided to the interested party within two business days following receipt of the inquiry.

2.2 – Payment of Taxes and Other Public Accounts.

All previously billed and currently payable property taxes and annual installments of assessments must be paid in full for the subject property before an application for a façade improvement grant will be considered. Additionally, all City of West Branch accounts in the name of the applicant and/or attaching to the subject property must be current. All taxes, assessments, and other city accounts must be kept current during the application, review, construction, and post-construction processes.

2.3 – Nature of Façade.

Grant funding may be requested for any façade (front, side, or rear) that fronts on a public right of way (street, alley, or public parking lot). Applicants may apply for up to **\$10,000 in funding per façade**. All requests for funding must be approved by the DDA Board. Greater consideration for funding will be given to work proposed on a façade fronting a city street.

2.4 – Structural Integrity of Building.

Buildings for which improvements are proposed must have basic structural integrity and an intact roof as confirmed by the Ogemaw County Building Department, thereby protecting the DDA's potential investment in the façade.

2.5 – Insurance Coverage.

The applicant or the owner of the subject property must carry suitable property insurance coverage on the subject property and must provide a certificate of coverage to the DDA with the application. ***The applicant or owner is strongly encouraged to also carry a builder's risk policy of insurance covering potential damage to the building's structure by the contractor.***

3. INELIGIBLE USES OF GRANT FUNDS

Façade improvement grant funds ***may not*** be used to fund any of the following:

- 3.1.1** Payment of existing debt;
- 3.1.2** Property acquisition;
- 3.1.3** Interior improvements, equipment, or furnishings;
- 3.1.4** Site plans, building permits, or sign permits;
- 3.1.5** Property appraisals, legal fees, or loan origination fees;
- 3.1.6** Labor costs paid to the owner or applicant or their relatives unless the laborer is a licensed contractor and specific approval is granted as part of the application review process.
- 3.1.7** Landscaping or gardening;
- 3.1.8** Maintenance of existing façade or necessary repair work.

4. AVAILABLE AWARDS

4.1 – Dollar Limits.

The Design Committee may award grants under the program in any amount requested from a minimum award of \$500.00 to a maximum award of \$10,000.00 per façade. All requests must be approved by the DDA Board.

Please note that if awarded funding, the reimbursement amount will be based on receipts submitted.

4.2 – Applicant’s Matching Funds.

An applicant for a grant must provide an amount matching the grant request on a dollar-for-dollar basis. An applicant’s proposed improvement project total may exceed \$20,000.00; however, the DDA’s participation is limited to a maximum grant of \$10,000.00.

4.3 – Discontinuation of Funding.

The DDA reserves the right to discontinue funding for the Façade Improvement Grant Program at any time. If funding is discontinued, all previously awarded grants will be honored by the DDA.

5. APPLICATION PROCESS

5.1 – Nature of Applicant.

A person applying for a façade improvement grant may be either a property owner or a tenant, if the tenant obtains the property owner’s written permission to make the proposed improvements. Applicants may be individuals or business entities.

5.2 – Pre-Application Meeting.

The prospective applicant may be asked to set up a time to meet with the DDA Chair and/or City Manager to review the program guidelines. At this meeting, the prospective applicant will be provided information as to whether the proposed project may fit the guidelines of the program. Any such information provided by the DDA Chair and/or City Manager and any opinion or suggestions that may be conveyed as to suitability of the project are preliminary only, are not binding on the DDA, and should not be relied upon by the applicant as a final determination of award status. If it seems at the Pre-Application Meeting that the proposed project may fit the guidelines of the program, the potential applicant will be encouraged to complete the application and return it with the required additional materials.

5.3 – Historical Information.

Applicants interested in more detailed information concerning historic guidelines for their potential rehabilitation/renovation projects should request information from the **DDA Chair as to online or other sources for such material.**

6. APPLICATION PROCESS

6.1 – Application Contents.

An application for a façade improvement grant must include all of the following:

- 6.1.1** The completed grant application form, signed by the applicant;
- 6.1.2** A detailed description of the improvements proposed, with justification as to why the improvements meet the DDA's intent of preserving or enhancing the historical character of buildings in the DDA district;
- 6.1.3** Detailed cost estimates from one qualified contractor for the work proposed, and the names, addresses, and telephone numbers of the persons who prepared the estimates;
- 6.1.4** All architectural plans and/or sketches, and all specifications needed to understand the scope of the work proposed;
- 6.1.5** Examples of color schemes and materials proposed for the exterior improvements, including paint, bricks, signage, windows, awnings, etc.;
- 6.1.6** A description of the long-term maintenance plan proposed by the applicant for the building's exterior once any grant-funded improvements are completed;
- 6.1.7** The property owner's release of liability and written permission for the work proposed;
- 6.1.8** Written proof in the form of a letter from the City of West Branch noting account history that all property taxes, annual installments of assessments, and balances on all City of West Branch accounts (whether in the name of the applicant or owner or attaching to the property) for the subject property have been paid;
- 6.1.9** A certificate of insurance coverage for the subject property;
- 6.1.10** A project schedule detailing the applicant's expected progress in completing the proposed improvements;

6.1.11 Photographs of the building façade proposed for improvements.

6.2 – Submission of Application.

The application, including all required materials, must be submitted to the **DDA Chair**. The Chair may contact the applicant to request required materials which are not submitted, or to request supplemental materials. Applications are reviewed on a rolling basis. Applicants are encouraged to submit materials as soon as completed. The funding calendar runs July 1 through June 30. A person interested in applying for a façade improvement grant must submit the application and be approved by the DDA ***before any construction work commences*** on the proposed project. ***Starting construction work before approval of a grant award will result in ineligibility for a grant.***

7. REVIEWPROCESS

7.1 – Time of Review.

Applications are reviewed on a rolling basis. The **Design Committee** will review all complete applications as they are submitted. The **Design Committee** meets regularly on the **last Tuesday of each month** to conduct business. All applications for façade improvement grants will be reviewed at regular meetings unless an applicant provides a compelling reason, in the sole discretion of the **Design Committee's chair**, for convening a special meeting to consider an application.

7.2 – Substantive Criteria.

The **Design Committee** will evaluate each application based on the following design criteria:

- 7.2.1 The historical accuracy of the design proposal; Applicants are strongly encouraged to contact the City of West Branch's **Historic Preservation Study Committee** prior to the submission of an application to discuss details of historic significance that may be involved in the proposed improvements. The **Historic Preservation Study Committee** may be able to provide photographs or other pertinent information about the subject building to the applicant.
- 7.2.2 The historical and architectural significance of the subject building;
- 7.2.3 The visual prominence of the subject building and its location within the DDA district;
- 7.2.4 The long-term maintenance plan for the building's exterior once the proposed improvements are completed.

7.3 – Historic Preservation Study Committee.

As part of the review process, the **Design Committee** may submit the application to the **City of West Branch's Historic Preservation Study Committee** to solicit an opinion as to the historical appropriateness of the proposed improvements.

7.4 – Notification of **Design Committee Action.**

The applicant will be notified in writing of the **Design Committee's** recommendation regarding the requested grant to the DDA Board. The applicant will also be notified of the date, time, and location of the DDA Board's meeting at which the committee's recommendation regarding the application will be discussed. The applicant will be invited to attend the meeting and address the Board regarding their application. The committee may postpone a recommendation on an application if additional information is requested or the application is incomplete.

7.5 – Board Approval.

After **the Design Committee** makes a recommendation regarding the application, the recommendation will be placed on the next DDA Board meeting agenda. The applicant will be invited to attend the meeting and address the Board regarding their application. The DDA Board meets regularly on the fourth Tuesday of every month at 12:00 pm. The applicant will be notified in writing of the DDA Board's decision regarding their application.

7.6– Rights Reserved.

The DDA reserves the right to deny any or all applications for façade improvement grants. The DDA and the **Committee** reserve the right to modify or amend the program guidelines at any time deemed necessary by either body. The DDA and the **Committee** reserve the right to waive any guideline(s) or requirement(s) of the program at any time and for any reason at the sole discretion of the DDA Board or the **Committee**, such waivers to be made on a case-by-case basis for extenuating circumstances.

7.6 – Conflict of Interest.

Members of the DDA Board or any of its committees who are in a position to influence decisions regarding grants awarded under this program shall not have a financial interest, either directly or indirectly, in any person or entity applying for a grant through this program, unless that interest has been fully disclosed in writing and the board member/committee member involved has removed him/herself from the decision-making process, including all deliberations. For purposes of this provision, "financial interest" includes any ownership interest, stock, membership interest, partnership interest, lease, financial obligation, right or option to purchase, or share in profits, or employment relationship by the board member/committee member or a family member of such board member/committee member with the person or entity applying for the grant. "Family Member" includes the following relatives of the Board Member or Committee member:

spouse, children, spouse(s) of children; parent(s)/guardian(s); sisters and brothers of self or spouse; and the spouse(s) of brothers and sisters of self or spouse, nieces, and nephews of self or spouse. All laws of the State of Michigan and all policies of the City of West Branch with respect to Conflicts of Interest shall apply to the interpretation of this provision.

8. DENIAL OF APPLICATIONS

8.1 – Form of Denial.

Following the recommendation of a denial of an application by the Design Committee, the **DDA Chair** shall so notify the applicant in writing, including the text of Paragraph 8.2 below, and stating reasons for the denial as communicated by members of the Committee, including, if applicable:

- 8.1.1** Requests for additional documents or other information which, if submitted by the applicant, may result in a grant award based on a future application; or
- 8.1.2** Suggestions as to changes in the proposed façade improvements which may result in a grant award based on a future application.

In all cases, neither submission of requested documents nor compliance with the suggestions of the **Chair** will automatically result in a grant award, and the **Committee** reserves the right to deny any and all future applications.

8.2 – Appeal.

Denial of an application may be appealed to the DDA Board. An applicant who desires to appeal a denial must contact the DDA Chair to be placed on the agenda of the DDA's next regular meeting, held on the Fourth Tuesday of each month, and must appear at the meeting to address the DDA. The applicant will be notified within 7 days following the meeting of the DDA's decision to award or deny the requested grant.

9. PRE-CONSTRUCTION MEETING

Following a grant award and prior to the commencement of construction work on the façade improvements, the applicant and the applicant's contractor(s) may be asked to meet with **the DDA Chair and/ or the Design Committee and/or City Manager**. This meeting is mandatory for the applicant and contractor(s) if requested by the DDA Chair and/or **Design Committee**. The purpose of the pre-construction meeting is to:

- 9.1.1** Review the specific improvements and work approved in the application to ensure a clear understanding of the Design Committee's expectations

with respect to the historic elements of the project as proposed by the applicant;

- 9.1.2** Discuss the contractor's schedule for any proposed work to determine if the work will occur during or affect any downtown activities or events.
- 9.1.3** Determine if any special accommodations are required during the work, such as closing sidewalks, placing dumpsters on sidewalks or in parking spaces, etc.;
- 9.1.4** Review the program requirements for approving proposed changes to the scope of work following the award of a grant or the start of construction.

10. POST-AWARD AMENDMENTS TO PROJECT

10.1 – Required Materials.

Following the award of a façade improvement grant, if the applicant desires to make any changes to an approved design, the applicant must submit all of the following materials which may be required by the **Design Committee** for review of the proposed changes:

- 10.1.1** A letter requesting a review of the changes proposed, including any requested increase in the amount of the original grant;
- 10.1.2** A detailed description of the changes proposed;
- 10.1.3** A detailed cost estimate from the applicant's contractor for the changes proposed, if the applicant seeks an increased grant amount;
- 10.1.4** All architectural plans and/or sketches, and all specifications needed to understand the scope of the changes proposed;
- 10.1.5** Examples of color schemes and materials proposed for changes in the exterior improvements, including paint, bricks, signage, windows, awnings, etc.;
- 10.1.6** A description of the long-term maintenance plan for the changes proposed, if the plan differs materially from the original application;
- 10.1.7** The property owner's written permission for the changes proposed, if the applicant is a tenant and the changes proposed differ materially from the original application;
- 10.1.8** A project schedule detailing expected progress in completing the changes proposed, if the schedule differs materially from the original application.

Before submitting an application for review of the changes proposed, the applicant must contact the **DDA Chair** for a determination of which of the above listed materials will be required by the **Design Committee** for review of the changes proposed.

10.2 – Construction of Proposed Changes in Design.

No construction work on proposed changes to a previously approved design may commence until approval of the proposed changes is granted by the **Design Committee**.

NOTE: Failure to obtain approval for any changes in design undertaken after awarding of the original grant will result in the disqualification of the applicant from the program and the loss of the entire grant funding.

10.3 – Time of Review.

The **Design Committee** will approve or deny the proposed design changes within 14 days after receipt of all required review materials.

11. PROJECT INSPECTIONS

Upon award of a grant, the applicant agrees to provide access to the applicant's building to the **Design Committee's representative** during and after construction for the purpose of inspecting the work as it relates to the proposal. It is not the intent of the DDA or the Design Committee to act as a building inspector during the course of the project. As such, the Design Committee's representative will not confer with or advise the contractor of construction deficiencies or code violations during the course of construction.

NOTE: Failure to take timely and suitable remedial actions, in the sole determination of the Design Committee, may result in the disqualification of the applicant from the program and the loss of the entire grant funding.

Applicants and contractors are not relieved from their duties to have all construction work duly and timely inspected by proper building authorities as required by law.

12. DISBURSEMENT OF GRANT FUNDS

12.1 – Time for Project Completion.

Construction work on the façade improvement project must be complete within **180 days** following written notification of the grant award, unless a written extension is specifically requested and approved by the Design Committee due to extenuating circumstances.

12.2 – Final Inspection.

Upon completion of construction, the applicant must contact the DDA Chair to arrange to have the completed work inspected for compliance with the project proposal, drawings, and other materials submitted with the application.

12.3 – Applicant's Final Payment Request.

Upon completion of construction, the applicant shall submit a final request for full payment of the grant funds, in the form of a contractor's invoice. The final payment request shall include photographs of the as-constructed façade improvements, and proof in the form of a receipt, lien waiver, or written statement from the contractor stating that the applicant has paid the contractor in full for the applicant's matching share of the project's construction costs or is otherwise current in the applicant's payments to the contractor under an installment payment plan.

12.4. – Compliance with Approved Design.

If, during the final inspection, the work is found to be in compliance with the approved design proposal and the program requirements, the DDA shall pay the grant funds to the applicant within 30 days following the final inspection or the applicant's submission of a final request for payment, whichever is later. Reimbursement cannot be made to the contractor directly.

12.5 – Non-Compliance with Approved Design or Program Guidelines.

If, during any site visit by a representative of the DDA, any of the construction work is found to be in non-compliance with the approved design proposal or the program requirements, the DDA Chair will notify the applicant in writing within three business days, describing all areas of non-compliance. After receipt of the notification, the applicant shall provide to the Design Committee a written description of remedial actions intended to bring the project into compliance with the program guidelines and the previously approved design proposal. ***Final payment of grant funds will be withheld until all areas of non-compliance are suitably remedied, inspected, and approved in the sole discretion of the Design Committee.***

**WEST BRANCH DOWNTOWN DEVELOPMENT AUTHORITY
FAÇADE IMPROVEMENT GRANT APPLICATION FORM**

Application Date: _____

Applicant: _____

Contact Name: _____

Property Address: _____

Mailing Address: _____

Applicant's Telephone (Daytime): _____ (Home): _____

Total Cost of Proposed Improvements: _____

Total Grant Amount Requested (\$**10,000 maximum**): _____

Brief Description of Proposed Façade Improvements: _____

Anticipated Timeline of Improvements (start and complete dates): _____

APPLICANT AGREEMENT & SIGNATURE

I have read the program requirements and I understand that my participation in the Façade Improvement Grant Program is contingent upon my full compliance with all requirements. I understand that this is a matching grant program and that the DDA will provide funding on a dollar-for-dollar match basis and that awarded grant funds are paid following completion of the work and full approval by the DDA's Design Committee. I understand that design changes not approved by the Design Committee prior to their incorporation into the improvement project may result in my forfeiture of the grant award for the entire project. I also certify if I am a tenant of the subject property that I have obtained written approval from the property owner to complete the project improvements. My application includes the materials listed on the checklist on the following page.

Signature of Applicant

Date

FAÇADE IMPROVEMENT GRANT APPLICATION MATERIALS CHECKLIST

☐ The completed grant application form, signed by the applicant.

☐ A detailed description of the improvements proposed, with justification as to why the improvements meet the DDA's intent of preserving or enhancing the historical character of buildings in the DDA district.

☐ Detailed cost estimates from a qualified contractor for the work proposed, and the name, address, and telephone number of the persons who prepared the estimates.

☐ All architectural plans and/or sketches, and all specifications needed to understand the scope of the work proposed.

☐ Examples of color schemes and materials proposed for the exterior improvements, including paint, bricks, signage, windows, awnings, etc.

☐ A description of the long-term maintenance plan proposed by the applicant for the building's exterior once any grant-funded improvements are completed.

☐ The property owner's written permission for the work proposed, if the applicant is a tenant.

☐ Written proof in the form of a statement of account history that all property taxes, annual installments of assessments, and balances on all City of West Branch accounts (whether in the name of the applicant or owner or attaching to the property) for the subject property have been paid.

☐ A certificate of insurance coverage for the subject property.

☐ A project schedule detailing the applicant's expected progress in completing the proposed improvements.

☐ Photographs of the building façade proposed for improvements.

Owner Authorization for Proposed Façade Improvements

I hereby authorize (applicant name) _____ to
carry out the exterior improvements as detailed in the attached Façade Improvement
Grant Application Form, on my property located at (address)

_____, which is located within the West Branch
DDA district.

I agree to release and hold harmless the City of West Branch Downtown Development Authority and the members thereof, the members of the DDA's Design Committee, the DDA Chairperson, representatives, and staff, the City of West Branch, and the City of West Branch's officers, councilpersons, representatives, and staff from all liability in the event of property damage or physical injury resulting from construction work performed in conjunction with this façade improvement project.

SIGNED _____ DATED: _____

STATE OF MICHIGAN
COUNTY OF Ogemaw

Acknowledged before me this ____ day of ____, 20 __, by ____
_____.

Printed or Typed Name:

Notary Public, State of Michigan, County of Ogemaw

My commission expires: _____ (attach seal)



City of West Branch Neighborhood Preservation Façade Program

The West Branch DDA has created façade improvement guidelines in hopes of maintaining the historical character of these downtown buildings.

The West Branch Downtown Development Authority fully understands that creating and maintaining an attractive downtown is important. West Branch's downtown is crucial to the economic health of the entire City. Its condition plays a direct role in the perception formed by residents and visitors alike.

These guidelines are designed for the "downtown development authority district". Financial incentives will be offered to all qualified applicants.

This packet contains the guidelines for the program. All applicants will be reviewed and approved the DDA board.

For questions contact:

Stacy Alley, Housing Director
West Branch Housing Department
200 S. Valley Street
West Branch, MI 48661
(989) 345-0860
housing@westbranch.com

I. Eligible Applicants

Owners and/or tenants of structures located within the City of West Branch Downtown Development Authority district.

II. Eligible Buildings

Any existing or proposed commercial building located within the Downtown Development Authority district, which is owned or leased by an eligible applicant, is eligible for the funds. Projects approved for the Façade Program funds must comply with all applicable City of West Branch codes and ordinances. All projects may require a building permit and may require site plan approval by the City of West Branch Planning Commission.

III. Eligible Exterior Activities – Front & Sides of Buildings Only

1. Signs:

The preferred location for the main business sign is flush-mounted on a single-story building or between the storefront windows and the second-story windows on a two or more-story building. Please refer to the City of West Branch Ordinance for proper sign dimensions. Contact City Hall at (989) 345-0500 for a copy of the ordinance and an application. Another acceptable location for the business sign is on the storefront glass, where painted or stenciled letters may be placed.

2. Installation or Replacement of Awnings:

Awnings should be placed to give a comfortable human scale underneath them. Normally, this would call for the lowest part of an awning to be a minimum of 8 feet and a maximum of 10 feet above the sidewalk, and a maximum of 1 foot above the storefront windows.

3. Window Replacement:

The original window openings should be retained. New windows should not be opened in original materials, particularly on the major or visible sides of the building. Original windows openings should not be expanded, reduced or in filled. If the original is gone, or must be replaced, the replacement should closely match original pane size, sash and frames. Replacement should completely fill the original opening.

4. Exterior Walls (Painting and/or Restoration):

In general, it is recommended that buildings will be restored to their original or early appearance. Refer to the attached guidelines for additional requirements.

5. Cleaning and/or Repairing Brick or Stone

Replacement mortar should match the color, texture, coefficients of expansion and contraction, and ingredient ratio of the original mortar. Refer to the attached guidelines for additional requirements.

6. Exterior Doors

The original door openings should be retained. New openings cannot be created, particularly on the major or visible sides of the building. Original doors openings should not be expanded, reduced or in filled. If the original is gone, or must be replaced, the replacement should closely match original door size, sash and frames. Replacement should completely fill the original opening.

7. Removal of Siding

The purpose of removal of siding is to expose the original building façade.

8. Exterior Lighting

Lighting has to be attached to the exterior of the building. It will be encouraged to use lighting that maintains a historical theme.

IV. Ineligible Activities

1. Program is explicitly for improvements of existing facilities; new construction is not an eligible grant expense.
2. Site improvements, including paving of driveways and parking areas, landscape improvements, retaining walls, etc.
3. Improvement to the interior of the building.
4. Refinancing existing debt
5. Property Acquisition
6. Site Plan, building or sign permits
7. Property appraisal, legal fees, or loan origination fee
8. Labor costs paid to the owner/applicant or relative of the owner/applicant
9. Expenses incurred prior to application approval
10. Furnishings of any kind

V. Other Program Guidelines

1. Rehabilitation work must be completed by November 1, 2007.
2. All approved applicants may not apply for the program more than once every _____ years.
3. *When the ownership of the building changes, the loan balance must be paid off. Does grant wording need to be added?*

VI. Program Implementation

1. Applications and guidelines are available at the West Branch City Hall, 121 N. Fourth Street, West Branch, MI 48661.
2. Completed façade application packets will be submitted to the West Branch City Hall by **April 30, 2007**.
3. DDA will consider all applications which comply with the design guidelines.

4. Applicants requesting funds must sign an agreement with DDA.
5. All projects are required to follow the Federal Labor Standards as set forth by the Department of Housing and Urban Development. And the federal Davis Bacon Wage Rate Guidelines.
6. Changes in original approved work specifications must be approved by DDA prior to any changes being made to the building façade.
7. Deviations from an approved plan may disqualify the applicant from the program.
8. Applicant that has received funding from City of West Branch grant funds within the last five years will not be eligible.
9. DDA has the right to reject any and all applicants.

VII. Review/Approval

1. The DDA will review all applications along with the City of West Branch City Manager.
2. Project details will be reviewed by the Ogemaw County Building Department for permit requirements. The City Manger will review applicants to determine site plan approval from the City of West Branch Planning Commission.
3. The DDA has created a list of priorities. They are as follows:
 - 1st – **Painting Exterior of Building**
 - 2nd – **Restoring Original Façade – Removal of material to expose original façade**
 - 3rd – **Signage**
 - 4th – **Awnings**
 - 5th – **Exterior Windows and Doors**

The money will be allocated in this order. All money will be given to painting project first and continue through the list until money is completely disbursed.

VIII. Payment Procedures

1. All contractor payments will be issued by the City of West Branch.
2. During course of the projects, inspections will be completed prior to payments.
3. All payments will be approved by the City of West Branch City Council prior to issuing checks.
4. All checks will be made payable to the contractor and the property owner. This will insure that the owner is satisfied with the workmanship.

The ultimate goal of this program is to encourage improvements, which stress the historical significance and uniqueness of downtown structures through building restoration and beautification.

Building Improvement Financial Incentives

The DDA has established a “Façade Program” to encourage appropriate improvements to the exterior of buildings within the Downtown Development Authority District. The intent of the program is strengthening the economic viability of downtown by providing financial assistance/incentives for improving the exterior appearance of buildings. The program provides opportunity to recreate a period style architecture reflecting the heritage of downtown. Moreover, the program can aid in recovering neglected buildings and providing a truly unique setting within downtown for all who visit. The guidelines offer design ideas and guidelines for all buildings that assure each façade restoration or new construction enhances downtown’s historic nature. The DDA offers financial assistance to all who undertake façade improvements using the guidelines as a basis for design and construction.

Financial Incentives:

If the project is approved by the DDA, the applicant is offered the following incentives:

- 1) **MSHDA GRANT** – All applicants will receive a grant totaling 25% of total project cost, up to \$5,000
- 2) **DDA LOAN (Offered to all approved applicants, but not required)** – Loans will equal 50% of the total project cost up to \$15,000. The loan will be at a 0% for 5 years.
- 3) **OWNER CONTRIBUTION (Requirement for all approved applicants)** – All owners will be required to contribute at least 25% of the total project cost

Example:

\$10,000 Project

MSHDA Grant - \$2,500

Owner Contribution - \$2,500

DDA Loan - \$5,000	Year	Principal	Interest	P&I	Balance
	1	\$1,000	\$ -	\$1,000	\$4,000
	2	1,000	-	1,000	3,000
	3	1,000	-	1,000	2,000
	4	1,000	-	1,000	1,000
	5	1,000	-	1,000	-
		\$5,000	\$ 0	\$5,000	

Payments will be offered as monthly payments during the five year period.



City of West Branch Neighborhood Preservation Façade Program

The application must be completed and submitted with the following documents. Please make sure that you submit a complete packet so the DDA board can make their recommendations in a timely manner. Completed Façade Improvement program applications packets will be submitted to the West Branch City Hall, 121 N. Fourth Street, West Branch, MI 48661.

Applicant Name: _____

Application

Proof of insurance on the property

Proof of paid property taxes

Cost Estimates

Original date of Construction

Historical Significance, if known

Historic Use or Architect or Builder, if known

Old pictures – not required



City of West Branch Neighborhood Preservation Façade Program

Application

I. Applicant Information

Applicant Name: _____

Contact Person: _____

Mailing Address: _____

Phone Number _____

II. Building Owner Information

Name of Business: _____

Name of Business Owner _____

Address: _____

Phone Number: _____

III. Property/Building Information

Property Identification No: _____

Date of Building was originally constructed: _____

Past Improvements/Modifications: _____

Current Use of Building: _____

IV. Project Information *(Prioritize Projects that need to be completed)*

Signage _____

Exterior Doors _____

Painting _____

Removal of Siding _____

Awning Installation _____

Awning Replacement _____

Window Replacement _____

Cleaning/Repair of Brick _____

Is design assistance required? _____

Are you interested in receiving a loan from DDA? _____

The undersigned applicant affirms that:

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

I/we have read and understand the condition of the West Branch DDA Façade Program and agree to abide by its conditions and guidelines.

I/we understand that is this application is approve any changes; alterations or modifications to the approved project must be authorized in writing by the DDA. If unauthorized changes are made, I/we understand that the DDA may withdraw its funding commitment.

Signature of Applicant:

_____ Date: _____
_____ Date: _____

Office Use Only

Date Application Received: _____

Date Reviewed by DDA: _____

DDA Action Taken: _____

Date Façade Loan Agreement Sent _____

DDA Notes: _____

Project Start Date: _____

Amount Approved: \$ _____

Date Final Payment Approved: _____



Façade Improvement Guidelines

1. BASIC PRINCIPALS

The purpose of design guidelines for the Downtown Development Authority district is to protect and enhance the unique, irreplaceable, architectural, visual and historic character of this area.

The City of West Branch City Council, the West Branch Development Authority and the West Branch Housing Department have each stated their purpose and intent to preserve the character of the DDA district in the best interest of the entire community. These guidelines carry out their intent by defining the most important elements of that character and by stating the best means of preserving and enhancing them.

The basic principle, in respect to existing buildings, is to preserve and enhance their original design, material and architectural detail, specifically the exterior.

2. APPLICATION OF THE GUIDELINES

- A. The guidelines apply within the DDA district.
- B. The guidelines apply to commercial and commercial/residential mixed-use.
- C. The guidelines apply to rehabilitation, remodeling and changes of exterior appearance.
- D. These guidelines are not hard and fast regulations. They are flexible criteria. They assure property owners that design review will be based on clear, public and uniform standards. Consideration will be given to the amount and quality of original material and design remaining in the building.

3. THE GUIDELINES

- A. The original features of a building should not be destroyed.
The removal, alteration or covering-up of original material or design shall be avoided.

1. In general, it is recommended that buildings will be restored to their original or early appearance.

- a. All building should be recognized as product of their own time. Remodeling should not borrow designs, materials or colors from other eras.
- b. When complete restoration to original appearance is not possible, or extensive replacement is not necessary, remodeling for compatibility with the character of downtown should be considered.

2. In general, it is expected that restoration or remodeling will contribute to the visual unity of the building, neighborhood building and the neighborhood.

- a. Restoration or remodeling should not exclude or isolate portions of the building. The entire front and sides should be considered as a whole design.
- b. Contemporary design for remodeling should not be discouraged when such designs do not destroy or cover original material and are compatible with the building and its neighbors in the respect to size, scale, color and material or character.

3. The traditional elements of a commercial building should be retained, restored or replaced.

- a. Window sills and hoods should be repaired and maintained.
- b. Decorative patterns of masonry should be repaired and maintained.
- c. Windows should fill the entire opening.

- d. Storefronts should have the largest possible window area in keeping with the original opening.
 - e. The entrance should reflect what the original design when possible was.
 - f. The door should be commercial in style and typical for the period.
- 4. **Historic paint colors appropriate to the age of the building will be used.** *(See attached color palette)*
- 5. **Canvas or treated cloth awnings are recommended where they are compatible with the age of the building and the character of the DDA district.**
 - a. Colors should compliment the building color and the Victorian theme. *(See attached color palette.)*
 - b. Awnings should not cover distinctive architectural details.
 - c. Awnings may be fixed. They should be appropriate to the shape of the window or storefront.
- 6. **Deteriorated features should be repaired rather than replace.**
Repairs should maintain the design, texture, material and other appearances of the original.
- 7. **Alterations which conceal the original design and materials, or which are not appropriate for the age of the building, should be removed.**
- 8. **Missing material or features should be replaced if possible.**
- 9. **Clean original materials as gently as possible.**
- 10. **The original or early color and texture of masonry surfaces should be retained.**
- 11. **Original window and door openings should be retained.**



REGULAR MEETING OF THE WEST BRANCH PLANNING COMMISSION HELD IN THE COUNCIL CHAMBERS
OF CITY HALL, 121 NORTH FOURTH STREET, ON TUESDAY, OCTOBER 12, 2021.

Vice Chairperson Bob David called the meeting to order at 6:00 p.m.

Present: Bob David, Kara Fachting, Cori Lucynski (Virtual in West Branch due to COVID), and Rusty Showalter

Absent: Yvonne DeRosio, Josh Erickson, and Mike Jackson

Others officers in attendance: City Manager John Dantzer

All stood for the Pledge of Allegiance.

AT 6:02 pm, Vice Chairperson David opened the public hearing to take comment on amendments to the zoning ordinance.

No one in attendance wished to speak on the zoning ordinance amendment changes.

MOTION BY DAVID, SECOND BY FACHTING, TO CLOSE THE PUBLIC HEARING.

Yes — David, Fachting, Lucynski, Showalter

No – None

Absent – DeRosio, Erickson, Jackson

Motion carried

**MOTION BY FACHTING, SECOND BY SHOWALTER, TO APPROVE THE MINUTES FROM THE
REGULAR MEETING HELD SEPTEMBER 14, 2021**

Yes — David, Fachting, Lucynski, Showalter

No – None

Absent – DeRosio, Erickson, Jackson

Motion carried

Tim Lapham presented plans for the Mid-Michigan walk-in clinic as part of a site permit plan review.

Member David noted his concern for the large green belt area and wished it could be developed as well and would be a great place to add additional housing in the City. Mr. Lapham noted he believed the green belt area was planned for future expansion.

The Commission discussed if there was a need for Member Lucynski to abstain from voting since she is an employee of Mid-Michigan. It was the consensus that she did not need to abstain because she

MOTION BY SHOWALTER, SECOND BY FACHTING, TO APPROVE THE MIDMICHIGAN SITE PLAN AS PRESENTED.

Yes — David, Fachting, Lucynski, Showalter

No – None

Absent – DeRoso, Erickson, Jackson

Motion carried

A sign permit variance was reviewed on behalf of Made in the USA. It was noted a variance was needed because the sign was planning to extend 6' above the top of the building.

The Commission discussed concerns with possible issues that strong winds could play on the section sticking above the roof.

MOTION BY FACHTING, SECOND BY LUCYNSKI, TO APPROVE THE SIGN PERMIT VARIANCE CONTINGENT UPON THE APPLICANT GETTING ENGINEERIGN APPROVAL FOR THE SAFETY OF THE SIGN.

Yes — David, Fachting, Lucynski, Showalter

No – None

Absent – DeRoso, Erickson, Jackson

Motion carried

Manager Dantzer noted Mid-Michigan would still need a use permit approved in addition to the site plan review approval. He further noted it would be on the agenda for their next meeting due to there not being enough time to publish the special use notice in time for the October meeting.

Meeting was adjourned at 6:22 pm