

- AGENDA -

REGULAR MEETING OF THE WEST BRANCH DOWNTOWN DEVELOPMENT AUTHORITY (DDA) TO BE HELD AT THE WEST BRANCH CITY HALL, 121 N. FOURTH ST, WEST BRANCH, MICHIGAN, 48661 ON TUESDAY, NOVEMBER 23, 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 October 26, 2021
- VI. Bills
- VII. Bids
 - A. Beckett & Raeder additional engineering/design work.
- VIII. Unfinished Business
- IX. New Business
- X. Reports
 - A. Chairperson Report
 - B. Member Report
 - C. Treasurers Report
 - D. City Manager Report
 - 1. Facade program
 - 2. Reschedule December meeting
 - 3. Update on Christmas decorations
 - E. Planning Commission
- XI. Communications
- XII. Public comment
- XIII. Adjournment

REGULAR MEETING OF THE WEST BRANCH DOWNTOWN DEVELOPMENT AUTHORITY
HELD IN PERSON AND VIRTUALLY AT THE WEST BRANCH CITY HALL, 121 N FOURTH ST.
ON TUESDAY, OCTOBER 26, 2021.

The meeting was called to order by Chairperson Samantha Fabbri at 12:03 pm.

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

Absent: Erin Resteiner, Ken Walters, and Cathy Zimmerman.

Others present: City Manager John Dantzer

* * * * *

**MOTION BY RABIDUE, SECOND BY HUNTER, TO EXCUSE MEMBERS RESTEINER,
WALTERS, AND ZIMMERMAN FROM THE MEETING.**

Yes – Bair, Bennett, Clark, Fabbri, Hunter, and Rabidue

No – None Absent – Resteiner, Walters, and Zimmerman Motion carried.

* * * * *

**MOTION BY FABBRI, SECOND BY BENNETT, TO APPROVE THE MINUTES FROM
THE MEETING HELD SEPTEMBER 28, 2021.**

Yes – Bair, Bennett, Clark, Fabbri, Hunter, and Rabidue

No – None Absent – Resteiner, Walters, and Zimmerman Motion carried.

* * * * *

The Board went over the monthly treasurer's report.

Chairperson Fabbri updated the Board on a recent meeting she attended with Manager Dantzer and John Iacoangeli from Beckett & Raeder to go over funding options for the streetscape plan.

Chairperson Fabbri also noted her concern, that as leaders in the community, they need to be encouraging and positive in their outreach to the community in regards to the Houghton Ave. reconstruction and road diet plan.

Member Bennett voiced her support of Chairperson Fabbri's thoughts.

Member Rabidue spoke on the Fireman's Memorial and shared a thank you from Nancy Griffin for helping water the flowers at the Memorial.

Member Rabidue also discussed the option to add wintergreens in the downtown flower beds. It was the consensus of the board to have Member Rabidue look into some decoration ideas.

Member Hunter asked about looking further into the historical district designation for the downtown. She further noted that her husband, Darrin Hunter, at the request of the Board, has done some research on the program and offered to continue to work on the program if the Board wanted to look into it further. The board discussed there were still lots of questions on the program and it was the consensus to continue to gather information. Member Bair shared some information on research he did and the board noted they would like to hear from Mr. Hunter on what he found during his research of the program.

Member Bair noted his agreement with Chairperson Fabbri's thoughts on the road reconstruction and stressed the importance of education in the community.

Member Clark noted his concerns with the historical designation and noted the downtown is currently a mixture of historic and new elements.

Manager Dantzer presented a rough draft of a façade improvement program as well as some programs from other communities. It was noted the information was provided so the board could start to think about and discuss what they would like to see for their plan.

Manager Dantzer also gave an update on the Christmas decorations.

* * * * *

The meeting was adjourned at 12:49 pm.

B R i
Beckett&Raeder

*Landscape Architecture
Planning, Engineering &
Environmental Services*

Date: November 16, 2021
From: Tim Knutsen, PLA, ASLA
To: John Dantzer, City Manager
City of West Branch, MI
Regarding: Proposal For Services
West Branch Streetscape/M55 Corridor Improvements
Design Development through Construction Documentation

i
initiative

John,

We are pleased to provide you with this proposal for Design Development through Construction Documentation services for the West Branch Streetscape and M-55 Corridor Improvements. Building on the recently completed West Branch Streetscape Schematic Design, the proposed scope of services would include sidewalks, planters, site furnishings, landscaping, pedestrian lighting and infrastructure, and irrigation improvements within the 2-block downtown district from Second Street on the east, to the railroad crossing west of Fourth Street on the west; and pedestrian lighting and related electrical infrastructure for the remainder of the M-55 Corridor Improvements from Fairview Rd. on the east to Margaret St. on the west. We will also develop a cross-section detail and specification for replacement of the existing concrete unit block retaining wall on the north side of M-55 between Valley Street to Mead Street. Our proposed design and engineering team will include Peter Basso Associates, Inc. to perform lighting and electrical services, and Graber Irrigation LLC will serve as landscape irrigation consultant. Following is a detailed description of the proposed work scope.

TASK 1: DESIGN DEVELOPMENT

During the Design Development phase, the BRI team will develop and refine the West Branch Streetscape Schematic Design, in order to facilitate subsequent preparation of drawings and specifications for bidding and construction purposes. Specifically, this phase will include the following sub-tasks:

1.1 PROJECT COORDINATION

Meet with City representatives to confirm the recently completed schematic design, and to confirm or modify the project scope and schedule. Suggest adjustments to the schedule to accommodate MDOT design and

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Ann Arbor, MI 48103

Petoskey Office
616 Petoskey St., Suite 100
Petoskey, MI 49770

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engineering schedules, work scope and periodic review. Receive any past design, engineering and record documents for the area and any product information related to existing pedestrian lighting and streetscape furnishings. Gather data related to existing pedestrian streetlights proposed for re-use along the M-55 corridor.

Revise and finalize scope and schedule as necessary and provide City with a revised project schedule.

1.2 UTILITY COORDINATION

We will inventory and analyze all utilities to be impacted or affected by work proposed in our documents. We will review both above-grade and below-grade utilities and identify conflicts between design elements included in our work scope, and utility locations, to the extent such locations are known.

1.3 RECONCILE PRELIMINARY DESIGN

We will reconcile the Preliminary Design by utilizing topographic survey base information and MDOT grading plans to establish proposed elevations for critical items including planters, furnishing locations as necessary, and light pole foundations. We will identify and resolve discrepancies resulting from that reconciliation.

1.4 HORIZONTAL AND VERTICAL CONTROLS

MDOT plans will identify proposed grading for all walks and curbs and will identify horizontal design controls. Using that information, we will provide horizontal and vertical controls for concrete pavement finishes and patterns, planters, site furnishings, and pedestrian lights.

1.5 DEVELOP STREETSCAPE PLANS FOR THE DOWNTOWN DISTRICT AND LIGHTING PLANS FOR THE M-55 CORRIDOR IMPROVEMENTS

We will develop the downtown streetscape plan, including sidewalks, planters, furnishings, pedestrian lighting, landscaping and automatic irrigation, with consideration given to safety, available budget, maintenance and longevity, and visual appearance. We will further develop plan views, cross sections and/or elevations as necessary to communicate design intent in order to prompt design decisions. Lighting and electrical plans will provide a basis upon which to determine the feasibility for re-use of downtown pedestrian streetlights on the M-55 corridor outside of downtown.

1.6 PRELIMINARY OPINION OF PROBABLE CONSTRUCTION COST

We will revisit the preliminary opinion of probable construction costs for the proposed improvements and update the estimate at scheduled intervals as design progresses, making adjustments as necessary based on design decisions. We will work with the City of West Branch to identify priorities and means of reducing project costs to the degree it is practicable.

1.7 PRESENT DESIGN DEVELOPMENT DRAWINGS

BRI will meet with City representatives to present the design development drawings and preliminary opinion of construction cost to confirm design conclusions or make necessary final adjustment to the plans and estimate, before proceeding to construction document preparation.

TASK 2: FINAL CONSTRUCTION DOCUMENTS (Plans and Specifications)

This task will involve the preparation of all drawings and specifications necessary to completely and accurately describe the proposed work for bidding and construction.

2.1 CONSTRUCTION PLANS AND SPECIFICATIONS

The purpose of this phase will be to prepare construction documents for inclusion into the bidding package issued by MDOT. Our drawings would include the following:

- Layout and Materials Plan – Downtown Streetscape
- Landscape Plan – Downtown Streetscape
- Irrigation Plan – Downtown Streetscape
- Pedestrian Lighting and Electrical Plan – MDOT full project limits (Fairview Rd. to Margaret St).
- Construction Details

.01 50% Construction Plan Review:

We will submit electronic and full-size printed copy of construction plans at 50% level of completion for review by the City of West Branch and MDOT. We will prepare and submit an updated opinion of construction cost. Finally, we will incorporate review comments into the plan as necessary.

.02 90% Construction Plan Review:

We will submit electronic and full-size printed copy of construction plans at 90% level of completion for review by the City of West Branch and MDOT. We will prepare and submit an updated opinion of construction cost. Finally, we will incorporate the 90% review comments into the plan as necessary.

In addition to the above drawings, we will prepare and assemble MDOT Special Provisions to define the work included in our scope, for inclusion into the MDOT Bid Specification manual.



TASK 3: BID PERIOD ASSISTANCE

We will provide support as necessary during the construction bidding phase. We will assist the City in receiving and responding to requests for information during the bidding period, responding to proposed voluntary bid alternates, and assisting as necessary in bid evaluation.

PROFESSIONAL FEE

The proposed Lump Sum Professional Fee for all services as described above is as follows:

Tasks 1 and 2:	\$56,750.00
Fee to be invoiced at completion of each task.	

SERVICES OUTSIDE OF THIS PROPOSAL

- Topographic Survey
- 3-D Graphics and Renderings
- Construction Observation Services

ADDITIONAL SERVICES

Additional services will be provided upon authorization according to the rate structure in our attached Professional Services Agreement.

PRELIMINARY SCHEDULE

BRI shall proceed immediately upon contract establishment. Preliminary schedule is as follows:

Task 1:	Complete week of December 20, 2021
Task 2:	Complete week of May 2, 2022

We have enjoyed working with you, the City of West Branch and MDOT during development of schematic plans for the downtown streetscape. We appreciate the opportunity to continue working together to help realize the streetscape and corridor improvements. Please review this proposal and contact me at your earliest convenience.

Sincerely,

BECKETT & RAEDER, INC.

Tim Knutsen, RLA, ASLA
Senior Associate

C.C.: John Iacoangeli, FAICP, CNU-A, LEED AP, Principal



121 North Fourth Street, West Branch, Michigan 48661
Phone 989-345-0500, Fax 989-345-4390, e-mail citymanager@westbranch.com
The City of West Branch is an equal opportunity provider, employer, and lender

The bid submitted by Beckett and Raeder is for engineering and design work that we just found out would be needed during one of our recent MDOT meetings. MDOT will require us to have engineered drawings that show not only where the poles will be placed but engineering reports such as depth, size, location of wire, load calculations, and bid specs so they can include them in the bid package. We will need these types of things for the concrete designs, water lines, raised flower beds, etc. We will need to discuss cost sharing plans with Council since not all of the work is in the DDA and has an overall value to the City as well. One thought is that the entire length of the project is approximately 4,100 lf with 3,445 of it being in the DDA and 655 being outside of the DDA districts. Based on percentages, 84% is in the DDA district and 16% is outside. Using those same percentage, the DDA would be responsible for \$47,670 (84% of the costs) and the City would be responsible for \$9,080 (16% of the costs). The DDA has \$37,720.71 left in its current budget in the contractual services line item that we currently have nothing planned for so the remaining \$9,950 to cover the DDA's portion would have to come out of carryover which is currently at \$168,903. We could offer that \$37,720.71 and see if Council would cover the remaining \$19,030 so you don't have to use carryover, knowing that you are going to have a large investment in the project moving forward. Neither you, nor the City, planned for this in either of your budgets so it will require using carry over for either side. Since this was just received, I have not been able to discuss it with Council as a whole to get their thoughts yet. I am open to other suggestions as well. One other thing to note is the bid calls for all work from Margaret St to Fairview which includes some of Ogemaw Township. We may have to adjust this bid or see if Ogemaw Township is willing to kick some in to cover the cost for their portion of work.

REVENUE AND EXPENDITURE REPORT FOR WEST BRANCH

PERIOD ENDING 11/30/2021

% Fiscal Year Completed: 41.92

GL NUMBER	DESCRIPTION	2021-22	2021-22	YTD BALANCE		ACTIVITY FOR		AVAILABLE	
		ORIGINAL BUDGET	AMENDED BUDGET	11/30/2021 NORM (ABNORM)	11/30/2021 NORM (ABNORM)	MONTH 11/30/21 INCR (DECR)	BALANCE NORM (ABNORM)	% BDGT USED	
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	8,757.36		0.00	2,742.64	76.15	
248-000.000-408.400	PERSONAL PROPERTY TAX LOSS REIMBURSEMENT	19,445.00	19,445.00	29,251.43		29,251.43	(9,806.43)	150.43	
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	400.00		(200.00)	400.00	50.00	
Total Dept 000.000		101,045.00	101,045.00	101,732.66		29,051.43	(687.66)	100.68	
TOTAL REVENUES									
		101,045.00	101,045.00	101,732.66		29,051.43	(687.66)	100.68	
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	1,000.00		200.00	1,400.00	41.67	
248-000.000-801.700	CONTRACTUAL SERVICES	75,345.00	75,345.00	37,624.29		0.00	37,720.71	49.94	
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		0.00	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	
248-000.000-948.700	DDA MAINTENANCE	0.00	0.00	0.00		0.00	0.00	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	38,735.71		200.00	62,309.29	38.34	
TOTAL EXPENDITURES									
		101,045.00	101,045.00	38,735.71		200.00	62,309.29	38.34	
Fund 248 - DDA OPERATING FUND:									
TOTAL REVENUES		101,045.00	101,045.00	101,732.66		29,051.43	(687.66)	100.68	
TOTAL EXPENDITURES		101,045.00	101,045.00	38,735.71		200.00	62,309.29	38.34	
NET OF REVENUES & EXPENDITURES		0.00	0.00	62,996.95		28,851.43	(62,996.95)	100.00	

Fund 248 DDA OPERATING FUND

GL Number	Description	Balance
*** Assets ***		
248-000.000-001.000	CASH CHECKING - CHEMICAL BANK	232,300.94
Total Assets		232,300.94
*** Liabilities ***		
248-000.000-214.400	ESCROW ACCOUNT	400.00
Total Liabilities		400.00
*** Fund Balance ***		
248-000.000-390.000	CARRY OVER	168,903.99
Total Fund Balance		168,903.99
Beginning Fund Balance		168,903.99
Net of Revenues VS Expenditures		62,996.95
Ending Fund Balance		231,900.94
Total Liabilities And Fund Balance		232,300.94



**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

124 N. First St.

West Branch, MI 48661

phone (989) 345-0500

email fabbriwbdda@westbranch.com

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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. REVIEW PROCESS

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)

The December meeting is scheduled for December 28th. With that being between Christmas and New Years and typically a time when many people take vacations, I just wanted to make sure that date was still good with everyone of if we wanted to look at a different date.

REGULAR MEETING OF THE WEST BRANCH PLANNING COMMISSION HELD IN THE COUNCIL CHAMBERS
OF CITY HALL, 121 NORTH FOURTH STREET, ON TUESDAY, NOVEMBER 9, 2021.

Vice Chairperson Bob David called the meeting to order at 6:05 p.m.

Present: Bob David, Yvonne DeRoso, Josh Erickson, and Mike Jackson

Absent: Kara Fachting, Cori Lucynski, and Rusty Showalter

Others officers in attendance: City Manager John Dantzer

All stood for the Pledge of Allegiance.

AT 6:07 pm, Vice Chairperson David opened the public hearing to take comment on the special use permit submitted by Lapham's and Associates on behalf of Mid-Michigan Health Systems for the construction of a walk-in clinic and doctors offices at the location of the old hospital on Houghton Ave.

Scott Bell of Lapham's presented plans on the walk-in clinic

No one in attendance wished to speak on the special use permit

MOTION BY JACKSON, SECOND BY DEROSO, TO CLOSE THE PUBLIC HEARING.

Yes — David, DeRoso, Erickson, and Jackson

No – None

Absent – Fachting, Lucynski, and Showalter

Motion carried

Kelly Jones of Showroom Auto Detailing and Scott Bell of Lapham's presented a site permit to add a lean-to to the back of Ms. Jones's building.

MOTION BY JACKSON, SECOND BY ERICKSON, TO APPROVE THE SITE PLAN SUBMITTED BY SHOWROOM AUTO DETAILING AS PRESENTED TO ALLOW THE ADDITION OF A LEAN-TO TO THEIR BUILDING.

Yes — David, DeRoso, Erickson, and Jackson

No – None

Absent – Fachting, Lucynski, and Showalter

Motion carried

MOTION BY DAVID, SECOND BY JACKSON, TO APPROVE THE MINUTES FROM THE REGULAR MEETING HELD OCTOBER 12, 2021

Yes — David, DeRoso, Erickson, and Jackson

No – None

Absent – Fachting, Lucynski, and Showalter

Motion carried

MOTION BY JACKSON, SECOND BY ERICKSON, TO APPROVE THE SPECIAL USE PERMIT FOR MID-MICHIGAN HEALTH SYSTEMS TO ALLOW FOR THE CONSTRUCTION OF A WALK IN CLINIC AND DOCTORS OFFICES AT THE PROPERTIES WITH THE FOLLOWING PROPERTY ID #S

052-207-011-00	052-207-039-50	052-207-051-00
052-207-054-00	052-207-040-10	052-207-043-00
052-207-011-50	052-207-055-00	052-207-040-00

Yes — David, DeRoso, Erickson, and Jackson

No – None

Absent – Fachting, Lucynski, and Showalter

Motion carried

MOTION BY JACKSON, SECOND BY DEROSO, TO EXCUSE MEMBER FACHTING FROM THE MEETING.

Yes — David, DeRoso, Erickson, and Jackson

No – None

Absent – Fachting, Lucynski, and Showalter

Motion carried

Vice Chair David noted how well the S. Fourth St road project turned out, how well the new leaf vacuum worked, how nice the town looked, and how nice the Township seasonal banners looked.

Member Jackson spoke on the Meijer's construction and noted the zoning amendments were approved at the last City Council meeting.

Member DeRoso gave an update on the City properties for sale and other real estate activity in the area.

Member Erickson noted the remodel of the old Little Reds building had begun and commented on how nice the new sidewalks and downtown looks.

Meeting was adjourned at 6:20 pm