

- AGENDA -

SPECIAL 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 MONDAY, FEBRUARY 28, 2022, 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 regular and informational meetings held December 14, 2021, the minutes from the regular meeting held January 25, 2022 and the minutes from the joint meeting held February 7, 2022
- VI. Bills
  - A. Retail Merchants
- VII. Bids
- VIII. New Business
  - A. MDOT update
  - B. Beckett & Raeder update
- IX. Unfinished Business
  - A. Beckett & Raeder proposal for services
  - B. Façade program
- X. Reports
  - A. Chairperson Report
  - B. Member Report
  - C. Treasurers Report
  - D. City Manager Report
    - 1. MEDC Public Gathering Spaces Initiative
    - 2. Consumers Put Your Town on the Map
  - E. Planning Commission
- XI. Communications
- XII. Public comment
- XIII. Adjournment

## MEETING NOTICE

To comply with the Michigan Open Meetings Act (MCL 15.265):

The City of West Branch DDA, 121 N. Fourth St. West Branch, MI 48661; phone: (989) 345-0500; email: [cityhall@westbranch.com](mailto:cityhall@westbranch.com)

Internet where meeting notices are posted: [www.westbranch.com](http://www.westbranch.com) (click on "CALENDAR OF EVENTS AND NOTICE OF MEETINGS" or go directly to <http://www.westbranch.com/calendar.php>)

### Notice of Meeting

NOTICE IS HEREBY GIVEN, that the City of West Branch DDA, will hold a special meeting on February 28, 2022 at 12:00 pm at the West Branch City Hall, 121 N. Fourth St., West Branch, MI 48661. The reason for the special meeting will be to hear from MDOT on their proposed road closure plans for the reconstruction of Houghton Ave in 2023.

DATE: Monday, February 28 2022

TIME: 12:00 pm

PLACE: Council Chambers of City Hall

121 N. Fourth St., West Branch, MI 48661

Accommodations and necessary reasonable auxiliary aids and services are available upon request to persons with disabilities, as well as the hearing impaired, who require alternately formatted materials or auxiliary aids to ensure effective communication and access to meetings or hearings. All requests for accommodation should be made with as much advance notice as possible by contacting City Clerk, Lori Ann Clover at (989) 345-0500; 121 N. 4th St., West Branch, MI 48661; email: [clerk@westbranch.com](mailto:clerk@westbranch.com).

This notice was posted by City Manager, John Dantzer to comply with Sections 4 and 5 of Michigan Open Meetings Act (MCL 15.265) at 12:00 pm on March 10, 2021, on the City of West Branch bulletin board, as well as on the City of West Branch website.

RESCHEDULED 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, DECEMBER 14, 2021.

The meeting was called to order by Chairperson Samantha Fabbri at 12:17 pm.

Present: Anthony Bair (virtual-West Branch COVID), Samantha Fabbri, Sandy Rabidue,  
Erin Resteiner, and Ken Walters.

Absent: Joanne Bennett, Joe Clark, Autum Hunter, and Cathy Zimmerman.

Others present: City Manager John Dantzer

\* \* \* \* \*

**MOTION BY FABBRI, SECOND BY RESTEINER, TO EXCUSE MEMBERS BENNETT,  
CLARK, HUNTER, AND ZIMMERMAN FROM THE MEETING.**

**Yes – Bair, Fabbri, Rabidue, Resteiner, and Walters**

**No – None Absent – Bennett, Clark, Hunter, and Zimmerman Motion carried.**

\* \* \* \* \*

**MOTION BY RESTEINER, SECOND BY FABBRI, TO APPROVE THE MINUTES  
FROM THE MEETING HELD OCTOBER 26, 2021.**

**Yes – Bair, Fabbri, Rabidue, Resteiner, and Walters**

**No – None Absent – Bennett, Clark, Hunter, and Zimmerman Motion carried.**

\* \* \* \* \*

**MOTION BY FABBRI, SECOND BY RABIDUE, TO PAY BILLS IN THE AMOUNT OF  
\$300.00.**

**Yes – Bair, Fabbri, Rabidue, Resteiner, and Walters**

**No – None Absent – Bennett, Clark, Hunter, and Zimmerman Motion carried.**

\* \* \* \* \*

The Board discussed the bid for additional engineering/design work for the streetscape  
plan including the breakdown of how to share the costs. It was the consensus of the Board

to postpone a decision until they could do some more research and discuss it further with a full board.

\* \* \* \* \*

The Board discussed a rough draft of a façade program developed by Manager Dantzer.

**MOTION BY RESTEINER, SECOND BY FABBRI, TO POSTPONE A DECISION ON THE FAÇADE PROGRAM AND APPOINT MEMBERS FABBRI, RABIDUE, AND RESTEINER TO A SUBCOMMITTEE TO MEET WITH MANAGER DANTZER TO DISCUSS CHANGES TO THE PROGRAM AND BRING IT BACK TO THE BOARD.**

**Yes – Bair, Fabbri, Rabidue, Resteiner, and Walters**

**No – None    Absent – Bennett, Clark, Hunter, and Zimmerman    Motion carried.**

\* \* \* \* \*

**MOTION BY FABBRI, SECOND BY RABIDUE, TO APPROVE THE ANNUAL MAINTENANCE AGREEMENT WITH THE CITY.**

**Yes – Bair, Fabbri, Rabidue, Resteiner, and Walters**

**No – None    Absent – Bennett, Clark, Hunter, and Zimmerman    Motion carried.**

\* \* \* \* \*

The Board went over the monthly treasurer's report.

Chairperson Fabbri commented on how nice the Christmas decorations looked.

Chairperson Fabbri also addressed the issue of having an agreement in place to turn projects developed by the DDA over to the City once they are completed. Manager Dantzer noted that he would look into it.

Member Rabidue commented on how nice the decorations looked but noted there were portions of the garland that weren't working.

Member Resteiner commented on the snow removal process downtown and offered a suggestion to increase safety.

Member Walters commended the tree lighting event.

Member Bair noted that the health care facilities are seeing a rise in influenza cases and reminded everyone to practice hand washing.



Manager Dantzer updated the Board that the Community Development grant that the DDA was hoping to use for the Gathering Place has been renewed for 2022 and more information on the program will be released in January.

Manager Dantzer also discussed the snow removal policy for sidewalks and the need for an annual reminder.

\* \* \* \* \*

The meeting was adjourned at 1:00 pm.

SPECIAL INFORMATIONAL MEETING OF THE WEST BRANCH DOWNTOWN  
DEVELOPMENT AUTHORITY HELD AT THE WEST BRANCH CITY HALL AT 121 N. FOURTH  
ST. ON TUESDAY, DECEMBER 14, 2021.

Chairperson Fabbri called the meeting to order at 12:15 pm.

Present: Anthony Bair (virtual-West Branch COVID), Samantha Fabbri, Sandy Rabidue,  
Erin Resteiner, and Ken Walters.

Absent: Joanne Bennett, Joe Clark, Autum Hunter, and Cathy Zimmerman.

Others present: City Manager John Dantzer

\* \* \* \* \*

Chairperson Fabbri noted the reason for the special meeting was to hold the second of the  
2021 required annual informational meetings as required by the DDA Act.

The projects worked on during 2021 and the main areas of focus for the 2022 calendar  
year would be as follows:

1. Development of the Gathering Place.
  - The DDA was not able to proceed with the project in 2021 as grant funds were not available but they would continue to monitor the MEDC grant funds in 2022.
2. Working on subcommittees with Council and Planning members on the new City Council Goals that were developed and passed by Council in 2020.
  - Meetings were not held in 2021 due to COVID issues but they would continue to be available to meet as requested during 2022 to help on the City Council Goals.
3. Work with City Council on the Houghton Ave redesign project.
  - A streetscape plan was developed with the assistance of Beckett & Raeder in 2021. In 2022, the Board will continue to work on the plan and funding options for the streetscape.
4. Continue the downtowns flower and snow removal projects.
  - In 2021, the Board again sponsored the flowers and snow removal downtown. Both projects will again be a part of the DDA's plans in 2022.
5. Work on seasonal themed banners.
  - No banners were decided upon during 2021 but they will continue to discuss optional themed banners during 2022
6. Research the Historical Preservation Designation for the City.
  - In 2021, the Board discussed pros and cons of the designation but made no decisions. It will continue to be something the Board will look into during 2022.
7. Façade program
  - In 2021, a draft plan was submitted by Manager Dantzer and a subcommittee was developed to work on the final draft. In 2022, the subcommittee plans to meet with Manager Dantzer to develop the final plan to submit to the full board for their consideration.

\* \* \* \* \*

No one from the public was in attendance to speak on the plan.

\* \* \* \* \*

Chairperson Fabbri adjourned the meeting at 12:16 pm.

REGULAR MEETING OF THE WEST BRANCH DOWNTOWN DEVELOPMENT AUTHORITY  
HELD IN PERSON AT THE WEST BRANCH CITY HALL, 121 N FOURTH ST. ON TUESDAY,  
JANUARY 25, 2022.

The meeting was called to order by Chairperson Samantha Fabbri at 12:07 pm.

Present: Samantha Fabbri, Autum Hunter, Sandy Rabidue, and Erin Resteiner.

Absent: Anthony Bair, Joanne Bennett, Joe Clark, Ken Walters, and Cathy Zimmerman.

Others present: City Manager John Dantzer

\* \* \* \* \*

There was no quorum present so no official business could take place.

\* \* \* \* \*

Tim Knutsen of Beckett and Raeder gave a streetscape update.

The Board discussed the Façade grant program.

The Board discussed the downtown flowers.

The Board discussed the budget report.

Manager Dantzer reminded the Board of the upcoming joint meeting with City Council and the Planning Commission to be held at the West Branch Police Department on Monday, February 7 at 6:00 pm.

Manager Dantzer also noted the executive order allowing for virtual attendance for meetings has expired so the only reason a board member can now attend a meeting virtually and considered in attendance is for military service.

\* \* \* \* \*

The meeting was adjourned at 1:07 pm.

SPECIAL MEETING OF THE WEST BRANCH DOWNTOWN DEVELOPMENT AUTHORITY  
HELD AT THE WEST BRANCH POLICE DEPARTMENT, 130 PAGE ST. ON MONDAY,  
FEBRUARY 7, 2022.

The meeting was called to order by member Autum Hunter at 6:04 pm.

Present: Autum Hunter and Cathy Zimmerman.

Absent: Anthony Bair, Joanne Bennett, Joe Clark, Samantha Fabbri, Sandy Rabidue, Erin Resteiner, and Ken Walters.

\* \* \* \* \*

All stood for the pledge of allegiance

\* \* \* \* \*

There was no quorum present so no official business could take place.

\* \* \* \* \*

Members Autum Hunter and Cathy Zimmerman provided the annual report to City Council noting they had the new Christmas decorations including the tree put up this year and the downtown looked wonderful and they have received numerous compliments on the tree. In addition, they have been working on the Streetscape plan for the Houghton Ave reconstruction project and will be voting on a new façade grant program at their next meeting.

\* \* \* \* \*

The meeting was adjourned at 6:16 pm.

*ATTACHED IS A  
LIST OF THE  
BILLS TO BE APPROVED  
AT THIS MEETING*

**BILLS**

Retail Merchants	\$7,500.00
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Paid but not approved

<b>TOTAL BILLS</b>	<b>\$7,500.00</b>
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Date: December 30, 2021

To: Downtown Development Authority

Attn: Samantha Fabbri, Chair

From: West Branch Area Retail Merchants Association (WBARMA)

Re: Invoice of Yearly Distribution

Economic Development & Downtown Promotion Budgeted Amount

July 1, 2021 thru June 30, 2022.....\$7,500

Please make check out to WBARMA (West Branch Area Retail Merchants Association)  
224 W. Houghton Ave., West Branch, MI 48661

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**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

Beckett & Raeder, Inc.  
535 West William, Suite 101  
Ann Arbor, MI 48103

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

Traverse City Office  
921 West 11th St., Suite 2E  
Traverse City, MI 49684

Toledo  
419.242.3428 ph

734 663.2622 ph  
734 663.6759 fx

231 347.2523 ph  
231 347.2524 fx

231 933.8400 ph  
231 944.1709 fx

www.bria2.com



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.

 initiative

### 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 Krutsen, RLA, ASLA  
Senior Associate

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



**City of West Branch  
Downtown Development Authority**

## **FAÇADE IMPROVEMENT GRANT PROGRAM**

**2022**

### **PROGRAM INFORMATION AND MATERIALS**

**Revised January 2022**

**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](mailto: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, Treasurer  
Erin Resteiner  
Ken Walters  
Cathy Zimmerman

## **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 promote revitalization in the DDA district by providing financial assistance to building owners for improvements to existing commercial buildings. Financial assistance is made available to provide a visual impact on the exterior, thus improving the marketability of the overall area. The intent of this program is for building owners to take full advantage of assistance available and comply with full renovation programs.

#### **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. A determination of location and building use eligibility will be provided to the interested party within five 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. The total amount available for funding for each year may vary and will be determined during each fiscal year’s budget. 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, if needed, 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.
- 3.1.9** Purchase of a sign if that is the sole project.

### **4. AVAILABLE AWARDS**

#### **4.1 – Dollar Limits.**

The DDA 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 – 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.



## 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 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 West Branch City Hall, Attn: DDA. The applicant may be contacted to request required materials which are not submitted, or to request supplemental materials. Applications are reviewed on an annual basis. Applicants are to submit materials by December 1 of each calendar year in which the program is funded. 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 may result in ineligibility for a grant.***

## **7. REVIEW PROCESS**

### **7.1 – Time of Review.**

Applications are reviewed on an annual basis. The DDA will review all complete applications upon closure of the deadline. The DDA meets regularly on the Fourth 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 DDA chair, for convening a special meeting to consider an application.

### **7.2 – Substantive Criteria.**

The DDA will evaluate each application based on the following design criteria:

- 7.2.1** The visual prominence of the subject building and its location within the DDA district;
- 7.2.2** The long-term maintenance plan for the building's exterior once the proposed improvements are completed.

### **7.3 Notification of DDA Action**

The applicant will be notified of the date, time, and location of the DDA Board's meeting at which the application will be discussed. 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 at City Hall. The applicant will be notified in writing of the DDA Board's decision regarding their application.

### **7.4– Rights Reserved.**

The DDA reserves the right to deny any or all applications for façade improvement grants. The DDA reserves the right to modify or amend the program guidelines at any time deemed necessary. The DDA reserves 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, such waivers to be made on a case-by-case basis for extenuating circumstances.

### **7.6 – Conflict of Interest.**

Members of the DDA Board 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 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 denial of an application by the DDA, the DDA 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 DDA, 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 DDA will automatically result in a grant award, and the DDA 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 a DDA Committee and/or City Manager. This meeting is mandatory for the applicant and contractor(s) if requested by the DDA. 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 DDA's expectations
- 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 DDA 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 City Manager for a determination of which of the above listed materials will be required by the DDA 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 DDA.

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

#### **10.3 – Time of Review.**

The DDA 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 City Manager or DDA 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 to act as a building inspector during the course of the project. As such, the DDA 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 DDA, 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 210 days following written notification of the grant award, unless a written extension is specifically requested and approved by the DDA due to extenuating circumstances.

### **12.2 – Final Inspection.**

Upon completion of construction, the applicant must contact the City Manager 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 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 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 DDA 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 DDA.***

---

**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. I understand that design changes not approved by the DDA 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 character of buildings in the DDA district.
- \_\_\_\_\_ Detailed cost estimate from a qualified contractor or 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 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: \_\_\_\_\_

02/17/2022 03:33 PM  
User: JOHN  
DB: Westbranch City

BALANCE SHEET FOR WEST BRANCH  
Period Ending 02/28/2022

Page: 1/1

Fund 248 DDA OPERATING FUND

GL Number	Description	Balance
*** Assets ***		
248-000.000-001.000	CASH CHECKING - CHEMICAL BANK	248,047.16
Total Assets		248,047.16
*** Liabilities ***		
Total Liabilities		0.00
*** 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		79,143.17
Ending Fund Balance		248,047.16
Total Liabilities And Fund Balance		248,047.16

PERIOD ENDING 02/28/2022  
% Fiscal Year Completed: 66.58

GL NUMBER	DESCRIPTION	2021-22		2021-22		YTD BALANCE		ACTIVITY FOR		AVAILABLE		% BDGT USED
		ORIGINAL BUDGET	AMENDED BUDGET	2021-22	02/28/2022	NORM (ABNORM)	MONTH 02/28/22	INCR (DECR)	NORM (ABNORM)	BALANCE		
Fund 248 - DDA OPERATING FUND												
Revenues												
Dept 000.000												
248-000.000-400.400	TAX INCREMENT FINANCING	69,200.00	69,200.00		79,520.98		0.00		(10,320.98)		114.91	
248-000.000-403.400	CURRENT PROPERTY TAX GEN.OP.	11,500.00	11,500.00		8,840.11		0.00		2,659.89		76.87	
248-000.000-408.400	PERSONAL PROPERTY TAX LOSS REIMBURSEMEN	19,445.00	19,445.00		29,251.43		0.00		(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		1,100.00		0.00		(300.00)		137.50	
Total Dept 000.000		101,045.00	101,045.00		118,712.52		0.00		(17,667.52)		117.48	
TOTAL REVENUES												
		101,045.00	101,045.00		118,712.52		0.00		(17,667.52)		117.48	
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		1,600.00		200.00		800.00		66.67	
248-000.000-801.700	CONTRACTUAL SERVICES	75,345.00	75,345.00		37,857.93		(66.36)		37,487.07		50.25	
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		39,569.35		133.64		61,475.65		39.16	
TOTAL EXPENDITURES												
		101,045.00	101,045.00		39,569.35		133.64		61,475.65		39.16	
Fund 248 - DDA OPERATING FUND:												
TOTAL REVENUES		101,045.00	101,045.00		118,712.52		0.00		(17,667.52)		117.48	
TOTAL EXPENDITURES		101,045.00	101,045.00		39,569.35		133.64		61,475.65		39.16	
NET OF REVENUES & EXPENDITURES		0.00	0.00		79,143.17		(133.64)		(79,143.17)		100.00	

Hello Region 3 Communities:

The MEDC Public Gathering Spaces Initiative (PGS) application under the CDBG program is now live and [eligible applicants](#) may begin to complete their application. The online application will close on April 15, 2022.

[APPLY NOW](#)

As a reminder, MEDC invites you to participate in an informational webinar on Feb. 24<sup>th</sup> from 2p.m. – 3p.m. that will provide an overview of the PGS program followed by a questions and answers session.

[REGISTER HERE](#)

Registration is required, there is no cost to attend. The webinar will be recorded and posted to the [PGS webpage](#) after the event.

Please contact [publicgatheringspaces@michigan.org](mailto:publicgatheringspaces@michigan.org) with any questions or concerns. . Due to federal regulations, I am not able to discuss this matter with you until the funding round has closed. **All email questions received by CATEam Specialists will be redirected to [publicgatheringspaces@michigan.org](mailto:publicgatheringspaces@michigan.org) and FAQ sheets with Questions and Answers will be posted weekly to: [CDBG Public Gathering Spaces Initiative](#) | [MiPlace](#).**

Thanks,

**Lindsey Miller, EDFP**

Community Assistance Specialist, Region 3 & Eastern Upper Peninsula | [CATEam](#)

Community Development

**Michigan Economic Development Corporation**

300 N. Washington Square | Lansing, MI 48913

Mobile: 231-260-2185

[millerl32@michigan.org](mailto:millerl32@michigan.org)



# Put Your Town On The Map

## Consumers Energy Foundation Pitch Competition

The Consumers Energy Foundation is offering grant opportunities to help put your community on the map. We are seeking innovative ideas that will energize your town and create momentum that builds a stronger sense of community. If you are selected, you will be invited to submit a video or PowerPoint to be presented to a panel of judges during the Small Town & Rural Development Conference.

The top three presentations will be awarded one of three grants:

 **First Place:**  
\$25,000

 **Second Place:**  
\$15,000

 **Third Place:**  
\$10,000



### Sample Topics to Put Your Community on the Map

- Downtowns – store vacancies, attracting visitors, housing, etc.
- Social – housing, education, employment, etc.
- Placemaking
- Tourism
- Youth community engagement
- Community pride
- Unifying or strengthening the community
- Business acceleration, retention, attraction

### How to Submit Your Idea

Visit <http://cedamichigan.org/rpm/conference-rpm>, complete the online form and click submit.

Grant winners will be selected and announced at the Small Town and Rural Development Conference. Funds will be presented to winning communities at a scheduled time following the conference.

For more info, contact [hunter@cedamichigan.org](mailto:hunter@cedamichigan.org)

### Who is Eligible?

- Rural municipalities with a population up to 10,000
- Candidates must be a 501(c)(3) tax-exempt organization or municipality
- This competition is community-focused; no individuals, businesses, corporations or LLCs
- Idea presented must be conceptual or in the startup phase; previously attempted projects not allowed
- The project must impact a territory that is served by Consumers Energy;
- One submission per community/municipality

### Pitch Competition Schedule

- **March 18:** Submissions due to CEDAM by 11:59 p.m.
- **April 4:** Finalists selected and notified
- **May 6:** Videos or PowerPoint presentations due to CEDAM
- **May 18:** Pitch presentation shared at conference

**Consumers Energy**

**FOUNDATION**

RESCHEDULED REGULAR MEETING OF THE WEST BRANCH PLANNING COMMISSION HELD IN THE WEST  
BRANCH POLICE DEPARTMENT, 130 PAGE STREET, ON MONDAY, FEBRUARY 7, 2022.

Chairperson Cori Lucynski called the meeting to order at 6:03 p.m.

Present: Bob David, Yvonne DeRoso, Kara Fachting, Cori Lucynski, Mike Jackson, and Rusty Showalter

Absent: Josh Erickson

\*\*\*\*\*

All stood for the Pledge of Allegiance.

\*\*\*\*\*

Chairperson Lucynski gave the annual update to City Council noting the Commission has worked on some adjustments to the zoning ordinance and approved site plans for MiMichigan Health additions including the wound care and new walk in clinic, the Stephenson and Company building, and the new USDA/Social security building.

\*\*\*\*\*

Meeting was adjourned at 6:16 pm