

2011

DDA GRANT FAÇADE
IMPROVEMENT PROGRAM



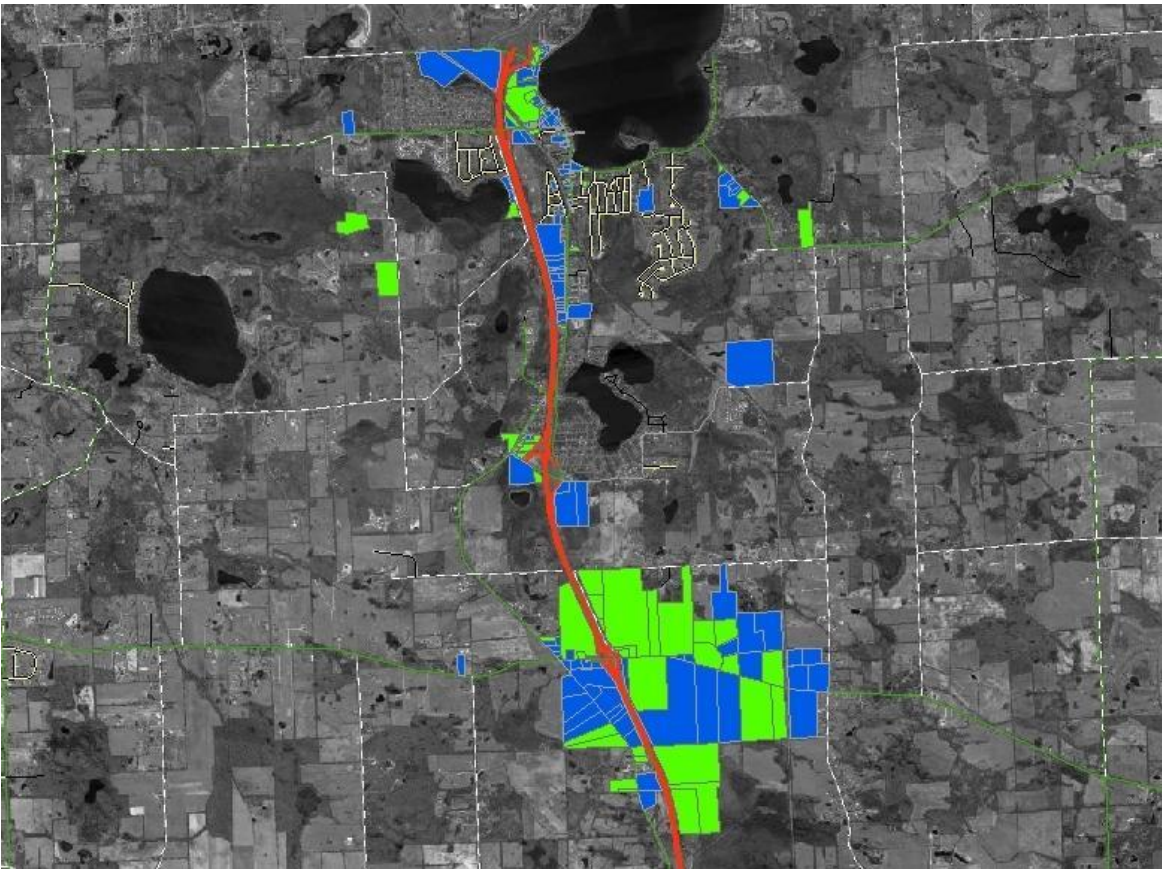
DDA

Northfield Township

1/1/2011

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Northfield Township Downtown Development Authority (DDA) Façade Improvement Grant Program

History of the DDA of Northfield Township

On May 14, 2002 by action of the Northfield Township Board the Downtown Development Authority (DDA) of Northfield Township was formed. A formal public hearing was held on April 24, 2001.

In establishing the DDA, the Northfield Township Board determined that the DDA was necessary for the Township to:

“...halt property value deterioration, eliminate the causes of that deterioration, increase property tax valuation where possible in the business district of the Township, and promote economic growth.”

For many years the business owners and residents of the community have expressed concern over the deteriorating property values in Washtenaw County’s only lake front community. Many businesses have seen significant turnover in ownership, and, despite the presence of three freeway interchanges, little traffic found its way to the hamlet of Whitmore Lake.

In 2000, the Township Board acted to extend sanitary sewer to new parts of the Township, which form the southern portion of the newly establish DDA. The formation of the DDA represents a commitment on the part of the community to ensure that the benefits of these potential new business locations accrue to the entire business district.

Specific goals of the DDA are to:

- 1. Establish an identity for the hamlet of Whitmore Lake.*
- 2. Improve traffic patterns throughout the District, including access to and from US-23.*
- 3. Support public improvements necessary to ensure the success of businesses in the District.*
- 4. Support business attraction efforts, as appropriate, to help ensure a healthy and successful business community.*

Mission Statement of the DDA of Northfield Township

On May 8, 2002, the DDA of Northfield Township adopted the following Mission Statement to guide its efforts:

“The Mission of the Northfield Township Downtown Development Authority is to undertake public improvements and activities that have the greatest impact on strengthening the business district and attracting new private investments.”

All efforts of the DDA are to be tested against this Mission Statement to determine their validity

Information from the DDA of the Township of Northfield Development Plan and Tax Increment Financing Plan. DDA approved on 3/05/03 and Township Board on 4/08/03.

Program Overview and Purpose

In an effort to reverse the deterioration that has occurred in some of the buildings and shops in the Downtown Whitmore Lake area, the Northfield Township DDA has established the Grant Façade Improvement Program. The Grant Façade Improvement Program recognizes the importance of the unique architectural quality of the downtown Whitmore Lake area and its importance to the entire Township, its history, image and economy.

Proper improvements to the exterior appearances of individual buildings will help maintain and develop the appropriate image. Therefore, it is important that an organized and coordinated approach to exterior improvements be followed in the downtown area as proposed by the DDA.

The purpose of the program is to provide an economic incentive to:

- a) Properly renovate or restore building facades in Downtown Whitmore Lake. Façade is defined as the face of a building; e.g. the front, side, or rear elevation of a building. First priority should be emphasized on the fronts of the building.
- b) Encourage good design projects which capitalize on the rehabilitation of existing properties paired with the introduction of compatible new design.
- c) Preserve the unique historic character of Downtown Whitmore Lake.

Eligibility Requirements

A. APPLICANT ELIGIBILITY REQUIREMENTS

- a. Property owners of businesses within the DDA District and or building tenants with active business who have leases of greater than one year in length, with written permission from property owner, are eligible to apply for the grant.

B. PROPERTY ELIGIBILITY

- a. Properties that are used whole or in part for services or commercial activities are eligible for the grant program. The building can contain a residential component, such as a residence over a business. The program is intended to assist projects that promote retail activities, create an attractive environment, encourage neighborhood character and architectural design, use quality materials, and incorporate good design concepts. Projects meeting these objectives are eligible for a grant up to \$10,000. Accepted projects require a minimum of 50% match in funds.
- b. All real estate and personal property taxes must be current.

C. ELIGIBLE ELEMENTS INCLUDE, BUT ARE NOT LIMITED TO;

- a. Walls, signs, lighting, awnings, canopies, windows, painting, door replacement, exterior lighting, parapets. (All elements listed may be new or repairs).
- b. Removal of old façade materials that may be but are not limited to; wood, aluminum, stucco, cladding, siding and landscaping.

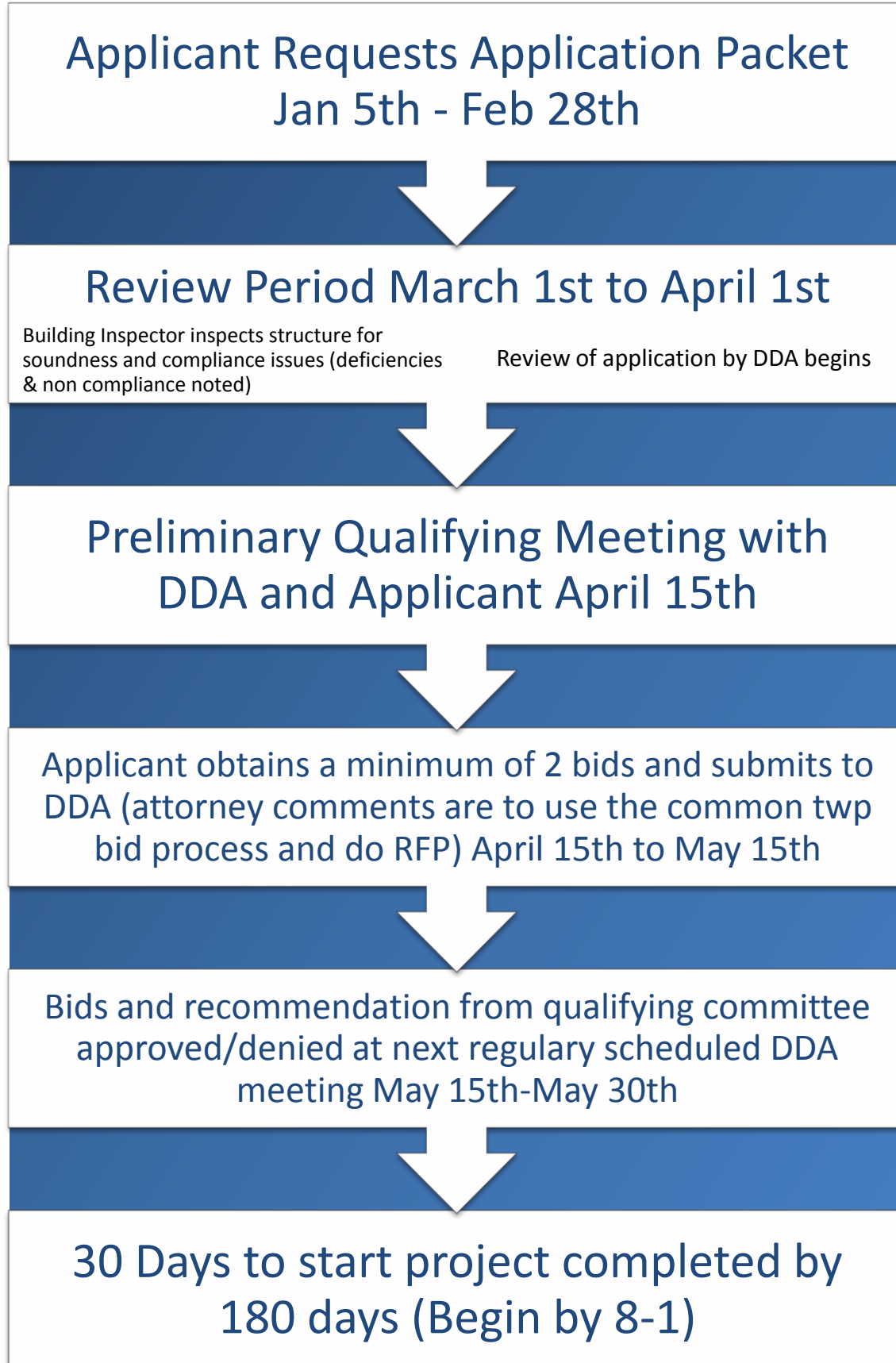
D. ITEMS NOT ELIGABLE

- a. Permit Fees
- b. Sidewalks
- c. Demolition of buildings
- d. Interior renovations and improvements

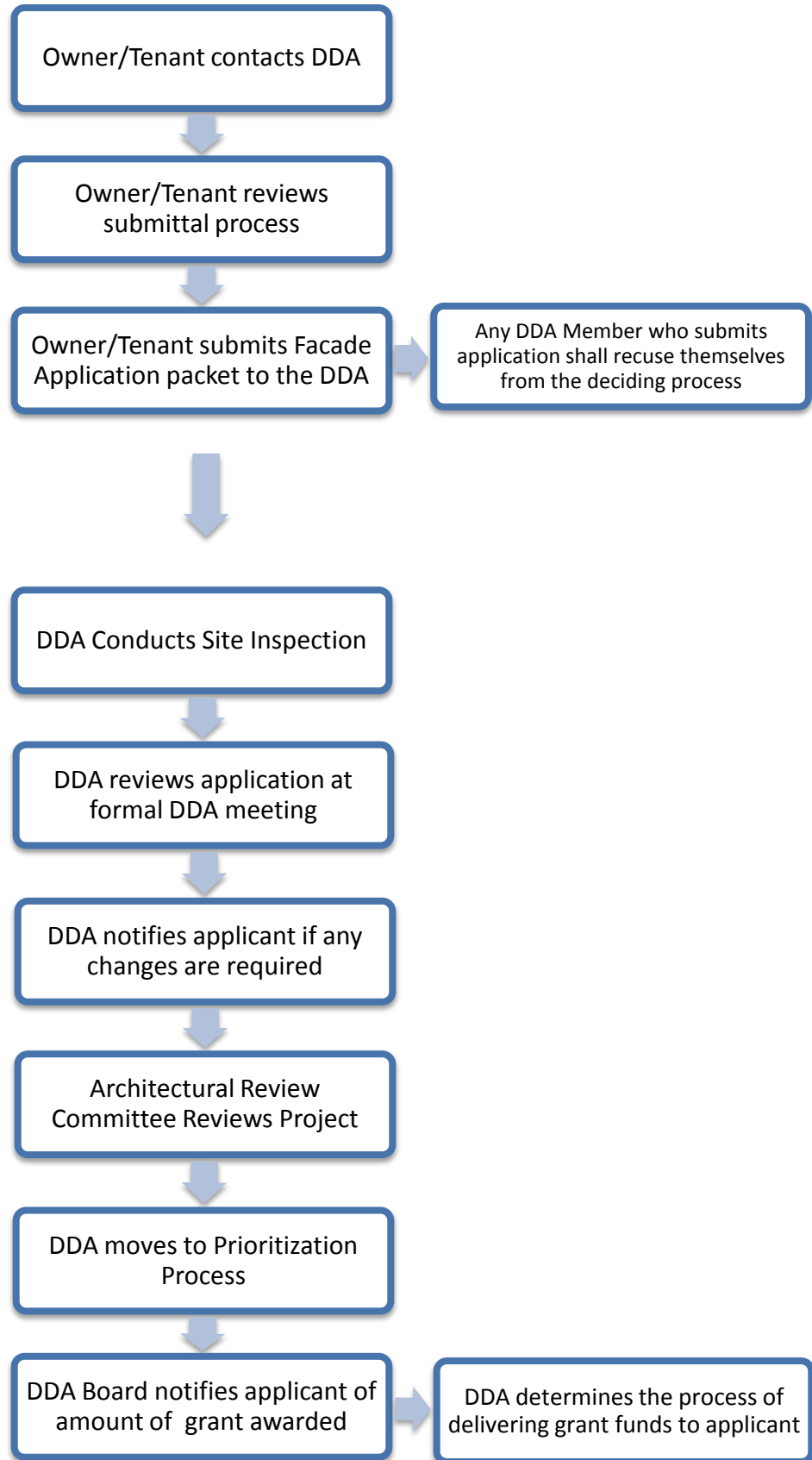
E. CONFLICT OF INTEREST

- a. Any member of the DDA Board or otherwise Deciding Agency, who applies for the Façade Improvement Grant, shall recuse themselves from the deciding process.

DDA TIME LINE FLOWCHART



APPLICANT TIME LINE FLOWCHART



**Northfield Township Downtown Development Authority (DDA) Facade
Improvement Grant Program
Application**

1. Business Name: _____
2. Business Contact Person: _____
3. Mailing Address: _____

4. Phone Number(s): _____
5. Building Address: _____
6. Building Owner: _____
Owner Address: _____
Owner Telephone: _____
7. The project will involve the buildings: Façade Lower _____, Façade Upper _____,
Exterior Side _____, Exterior Rear Wall _____, Roof _____, Sign _____,
Windows _____, Parking Lot _____.
8. Provide cost breakdowns by major categories such as architectural fees, engineering fees, signs,
awning, painting, repair, carpentry, electrical, etc., as an attachment to this application.
9. Proposed Project Start Date: _____
10. Estimated Completion Date: _____
11. Projected Cost: _____
12. How will the project be financed? If a private financial institution will be involved, please
specify which bank and identify the loan office and telephone number:

13. Please submit 4 copies of the project design.
14. Please submit selection worksheet.
15. Please submit 4 photograph(s) of the existing facade(s) from multiple views
16. Please include the samples listed in the materials selection worksheet

**Northfield Township Downtown Development Authority (DDA) Facade Improvement Grant
Program**

Application

Continued – Page 2

The undersigned applicant affirms that:

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

- B. I (we) have read and understand the conditions of the Northfield Township DDA Facade Improvement Programs and agree to abide by its conditions and guidelines.

- C. I (we) understand that if this application is approved any changes, alterations or modifications to the approved facade design must be authorized in writing by the DDA Board. If unauthorized changes are made I (we) understand that the DDA may withdraw its funding commitment.

- D. I (we) understand that if this project is not completed within the scope of the timetable (12 months), the DDA can withdraw its funding commitment. I (we) understand that I (we) can reapply, however, the application will be subject to funding availability at the time of reapplication.

- E. I (we) understand that we may be liable for Federal Income Taxes, applicants should consult with their Attorney or Tax Advisor

Signature of Applicant(s):

Business Owner/Tenant _____ Date: _____

Building Owner _____ Date: _____

FOR OFFICE USE ONLY

Date Application Received: _____

DDA Board Action: _____

Date Funding Commitment Letter Sent: _____

DDA Notes: _____

Projected Construction Start Date: _____

Final Inspection Date: _____

Amendments: _____

Notes/Comments: _____

DDA Board Final Approval for Payment Date _____

Amount Approved for Payment: \$ _____

Northfield Township Downtown Development Authority (DDA) Facade Improvement Grant Program

General Design Enhancement Guidelines

1. Changes to the façade of the buildings will not remove, alter, damage or cover up significant architectural features of the building which are original or which reflect a major alteration that is itself architecturally coherent, or which help create a unified and attractive appearance to the building.
2. Changes to the façade of buildings will either; 1) partially or fully restore to the appearance of the building based on actual evidence, including photographs, written documentation, data on the building or site, or other data, or 2) represent a modern treatment which blends into and is compatible with the building and adjoining buildings.
3. In general, the DDA will encourage repair and preservation of existing features of facades, unless alterations to these facades have resulted in an incoherent, unattractive, or inharmonious appearance.
4. For facades which have previously been substantially altered and for which a modern treatment is chosen, such a treatment will conform with the features, materials, color and general appearance of the building and those adjoining, particularly if the building is one in a row of buildings with identical or similar design features.
5. Paint colors will either be based on original colors obtained from paint samples on the buildings, or be compatible with adjoining buildings and colors in downtown. Trim colors, which highlight building details, will be encouraged. Paint colors shall be reviewed and approved by the DDA.
6. The size, color, and shape of a sign should complement the building and add to the historic flavor of the area.
7. The surface cleaning of the structures should be undertaken using an environmentally acceptable manor. Cleaning and preparation methods that do not damage the historical aspects of the exteriors should be utilized when possible.
8. All improvements must comply and adhere with local building codes and ordinances including permits and inspections.
9. Review
 - a. All projects must comply with DDA architectural standards and are subject to review by Township professional staff.

Northfield Township Downtown Development Authority (DDA) Facade Improvement Grant Program

Facade and Streetscape Selection Criteria

With the limited facade funds, it is necessary to provide funds for those projects providing the most positive impact in our downtown. The following percentage based criteria will be used to assess each application for the funding of Facade and Streetscape Enhancements if more applications are received than funds available.

1. Overall Impact of Project (70)

- a. Desirability of proposed project
 - Existing business
 - New business
 - Street level activity
- b. Scope of Work
- c. Visual Impact (Quality of Design) in context of surroundings
- d. Location of Project

2. Economic Impact of Project (30)

- a. Total Project Cost
- b. Amount Requested
- c. Has applicant received funding for the same building from this program?
- d. Other funding sources
- e. Job creation

3. Completeness of Application (20)

- a. Accuracy and completeness of each section
- b. Thoroughness of information provided
- c. Timeliness and promptness of information provided
- d. Must use licensed contractor when hiring

4. Other Considerations (10)

- a. Energy efficiency and use of other sustainable design concepts
- b. Unique architectural features
- c. Local contractor's usage is encouraged
- d. Length of lease is considered
- e. All projects must meet township ordinance requirements

Based on the above criteria there is a possible maximum score of 130 points per application.

Property Owners Consent Form

I, _____ owner of _____ do authorize the DDA to
(Name) (Property address)

engage with the tenant _____ of this property for the submission of a
(Name)

façade improvement grant. I understand by my consent that unless there is any agreement between myself and the leaser(s) that I am not obligated for any costs, liability, insurance, permits or other requirements of this project.

Building Owner

Date

Tenant

Date

State of _____

County of _____

On this _____ day of _____

Before me personally appeared

To me known to be the person who executed the foregoing instrument, and acknowledged that he executed the same as his free act and deed.

SEAL (signed) _____

Notary Public

APPENDIX A

DDA Architectural Review Committee

FINAL REVIEW

| | |
|-----------------------|-----------------------|
| Project Address _____ | |
| Business Name _____ | Tenant Name _____ |
| Owner Name _____ | Tenant Address _____ |
| Owner Address _____ | Tenant Phone _____ |
| Owner Phone _____ | Builder Address _____ |
| Builder Name _____ | Builder Phone _____ |

EXTERIOR MATERIAL DESCRIPTIONS AND COLOR SELECTIONS

| | | | |
|-----------------|---------------------|-------------|--------------|
| Brick | _____ | _____ | _____ |
| | <i>manufacturer</i> | <i>name</i> | <i>color</i> |
| Siding | _____ | _____ | _____ |
| | <i>material</i> | <i>name</i> | <i>color</i> |
| Trim | _____ | _____ | _____ |
| | <i>material</i> | <i>name</i> | <i>color</i> |
| Roofing | _____ | _____ | _____ |
| | <i>material</i> | <i>name</i> | <i>color</i> |
| Windows | _____ | _____ | _____ |
| | <i>manufacturer</i> | <i>name</i> | <i>color</i> |
| Entry Door | _____ | _____ | _____ |
| | <i>material</i> | <i>name</i> | <i>color</i> |
| Stone Masonry | _____ | _____ | _____ |
| | <i>material</i> | <i>name</i> | <i>color</i> |
| Roof Gable/Vent | _____ | _____ | _____ |
| | <i>material</i> | <i>name</i> | <i>color</i> |
| Signage | _____ | _____ | _____ |
| | <i>manufacturer</i> | <i>type</i> | <i>color</i> |
| Paint | _____ | _____ | _____ |
| | <i>manufacturer</i> | <i>type</i> | <i>color</i> |

Items in Red must include Samples

NOTE: ANY CHANGES OR VARIATIONS TO THE ABOVE SELECTIONS OR SUBMITTED DOCUMENTS MUST BE SUBMITTED IN WRITING AND APPROVED BY THE ARCHITECTURAL REVIEW COMMITTEE IN ADVANCE OF INCORPORATION INTO BUILDING PLANS.

APPENDIX B

Architectural treatments to be considered include the following items: rooflines and cornices, fenestration and brackets, shape and style of windows, shape and style of lights within windows, colors and finish materials. Review of architectural concepts colors and materials will be part of the grant review.

Recommendations;

Massing, Materials and Architectural Treatments

1. Buildings should be “vertically proportioned” with a distinct base, a middle and a top, created by variations of detailing, color and/or materials. Verticality is emphasized using structural bays, variations in materials, window proportions, and variations in building plane.
2. General architecture, front facade, and overall building appointments should be harmonious with the historic nature of other structures in the vicinity. Exterior building materials shall employ a variety of textures and colors and window and door details. Desirable materials include brick, stone (natural and cast), wood siding and glass. Other materials may be submitted for review.
3. Buildings should express the traditional distinction in floor heights between street levels and upper levels through detailing, materials, and fenestration. The presence of a horizontal material transition is an important feature in this relationship.
4. The first floor of the primary façade should be articulated with building entrances, display windows, and windows affording views into retail, office, or lobby spaces.
5. Buildings should be constructed of high quality materials such as brick, stone, or cast stone.
6. Buildings should engage the public. The presence of window displays and greatest uninterrupted view, employing design elements that will add interest to street-level facades.
7. Highly reflective or darkly tinted window glazing may not be used.
8. Surface Covering. Existing and proposed buildings may be painted or stained to be consistent with the majority of the established buildings in the area. Surfaces which are currently covered by wood, vinyl or aluminum siding may be repaired with the same material as currently exists. Exterior color should be derived from a historical color palette and shall ordinarily be consistent with the majority of the established buildings. "Non-traditional" or “Non-historic” colors are discouraged. The use of paint to attract attention or advertise using geometric shapes and color or is other ways inconsistent with the surrounding architecture is discouraged.
9. Buildings should meet the ground with a solid base treatment that creates a visual transition from sidewalk to building wall.

**Adopted January 2011
DDA Board Members**

Dr. Barbara Griffith-Watkins, *Chair*
Lenore Zelenock, *Secretary*
David Horton, *Trustee*
Anne Iaquinto, *Trustee*
Earl LaFave, *Trustee*
Tom Lombardi, *Trustee*
Deb Mozurkewich, *Township Supervisor*
Dan Smith, *Trustee*
Douglas Wilbur, *Trustee*

Dr. Barbara Griffith-Watkins, Chair

1/5/11
Date

Lenore Zelenock, Secretary

1/5/11
Date

**Adopted January 2011
Board of Trustees Northfield Township**

Wayne Dockett, *Trustee*
Sam Iaquinto, *Trustee*
Michele Manning, *Clerk*
Deb Mozurkewich, *Supervisor*
Dan Rowe, *Trustee*
Mark Stanalajczo, *Trustee*
Cynthia Wilson, *Treasurer*

Michele Manning, Clerk

1/11/11
Date

Deb Mozurkewich, Supervisor

1/11/11
Date