

DOWNTOWN MANISTEE

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DOWNTOWN COMMERCIAL FAÇADE IMPROVEMENT PROGRAM OVERVIEW/STEP BY STEP GUIDE

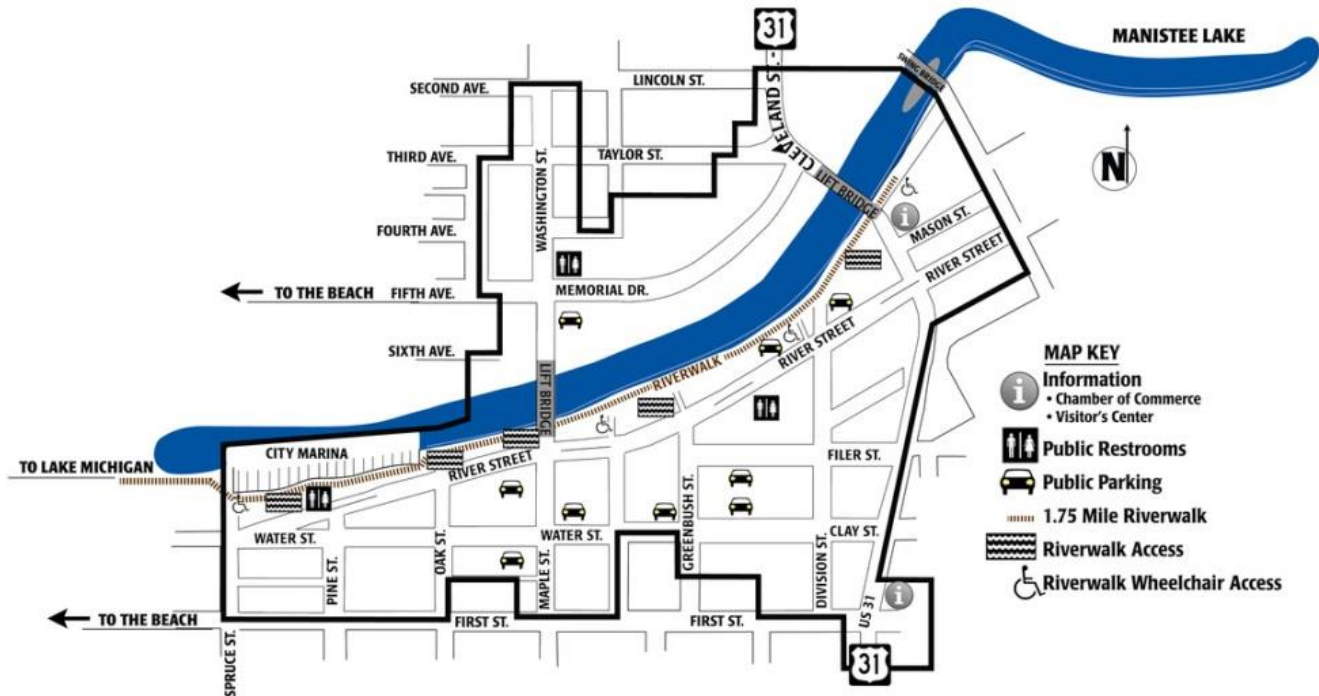
Program Objectives

Design changes that take place at commercial properties are a critical part of any successful revitalization strategy. Customers want to shop in an attractive and inviting environment, not in one that is poorly designed or maintained. Property owners want to generate adequate rents from their commercial properties while lessees want to have pride in their place of business. Manistee DDA wishes to maintain and improve quality of life for its citizens by fostering economically viable commercial districts. In order to reach this goal Manistee DDA has established a Façade Improvement Program.

The program will be administered by the Design Committee of Manistee DDA and will offer technical and financial assistance to commercial property owners seeking to renovate or restore the exterior of their buildings. This round of funding the grant will be allocated to building rehabilitation/ renovation projects in the form of a 50/50 matching grant to business and property owners.

Unless otherwise stated each year applications are due May 5th.

MANISTEE'S DOWNTOWN DISTRICT



Financial Assistance

There is currently matching grant money to be awarded to potential projects per year in the Downtown Area. Funding for façade projects will be paid through a reimbursement process. Only after applicant has paid for work to be done will the applicant be reimbursed for up to 50% of that amount. How much each applicant gets is determined by how many grant applications are received and how the project is scored. Grant assistance is limited to the amount available to Manistee DDA.

Eligibility Criteria

All improvements must comply with standards set forth in the City of Manistee Zoning Ordinance, Downtown Façade Guidelines, and all applicable Building and Property Maintenance Codes. If the building is located the [Historic District](#) all exterior improvements must be approved by the [Historic District Commission](#). More information on these standards can be obtained at the City of Manistee [Planning and Zoning Department](#) 231.398.2805.

How are projects selected for funding?

Applications will be ranked and selected based on a clear and documented set of evaluative criteria. Depending on the number of applications, we may assign “waiting list” status to projects that qualify for selection, but do not rank as high as other applications selected for funding.

The evaluative criteria and their respective weights are as follows:

- **Impact (40%)** – Overall impact of the project on the Downtown Development Authority District. Are inappropriate design elements removed? Will the project eliminate what was previously a liability for the commercial district? Does the project seek to restore the historical or architectural significance of the building? Does the project fall into a priority-funding category? Is the project in a highly visible location that has significant impact on surrounding properties?
- **Financial Leverage (10%)** – Projects that leverage more private investment will be graded higher than those seeking just the grant funding.
- **Sustainability/Permanence (30%)** – How permanent are the improvements (signs are more changeable than new glazing, for example) and is there a maintenance plan for improvements? Does the business own the building? If not, how much time remains on the lease?
- **Community Contribution (20%)** – Is the applicant a good neighbor? Is the area around the business kept clean and free of debris on a consistent basis? Does the business participate in organized Manistee DDA promotions or other community based activities? Does the applicant actively promote downtown Manistee and their own business?

Funding Availability

Manistee DDA reserves the right to discontinue or modify funding for this program; however, all approved grants will be fulfilled as per contracted agreement.

Find out if you are eligible to apply

This program is for properties located in the Downtown Area (see map on page 1). Applicants for participation in the program can be:

- Property owners
- Tenants with a minimum of two years remaining on their lease or have an option to renew their lease with written permission from property owner (include letter with application)

NOTE: *Taxes for property must be update to date including personal property taxes if applicable.*

Eligible Improvements

The following are the types of projects that are eligible for funding. If your building is in the [Historic District](#) you are required to have approval for these projects from the Historic District Commission prior to submitting a request.

- Removal of materials which cover original architectural details
- Repair and/or restoration of original architectural details
- Replacement of original architectural details
- Window repair or replacement including window framing (must match original in size, style and scale)
- Repainting and repair of facade
- Exterior lighting
- Gutters and downspouts

Other improvements can be made if they meet the objectives of the program and have prior written approval of Manistee DDA

Ineligible Improvements

The following improvements do not qualify for the Façade Improvement Program:

- IMPROVEMENTS MADE PRIOR TO GRANT APPROVAL
- Interior improvements
- Removal of architecturally important features
- New construction and additions
- Sweat equity (payments for applicant's own labor)
- Planting or landscaping
- Residential properties, excluding mixed use developments

Buildings located in the [Historic District](#) require approval from the [Historic District Commission](#) follow the process on page 4. If your building is outside the district proceed to page 5.

Process for obtaining approval from the Historic District Commission

The process for obtaining approval from the [Historic District Commission](#) can take several months depending on the size of the project. It is important for the applicant to start the process early (the Museum Director works reduced hours in the winter months) so they can meet the deadline for submission of the request.

*Typically permits for [signs](#), [awnings](#), [paint colors](#) and [routine repair and maintenance](#) can be approved by the Museum Director and do not need to go before the Historic District Commission (step 1 & 2 below). **Allow 7 – 10 days for requests to the Museum Director.***

The Historic District Commission meets on the first Thursday of the month and requests must be submitted 10 days before the meeting to be placed on the agenda. The Commission **does not** schedule special meetings for late applications; requests will be placed on the next regularly scheduled meeting agenda.

*Larger [façade improvement projects](#) need to go before the Historic District Commission for approval (step 1 through 4 below). **Average time depending on staff availability, complete application and meeting schedules approx. 30 – 60 days; if design assistance is requested it may take an additional 30 days.***

- 1** **Introductory Meeting with Museum Director** - Staff will assist the applicant by explaining the different application form sand [Guidelines](#) needed for the request. The Museum Director will research any historical documentation available that could assist the applicant.
- 2** **Submission of Application** – Applicant will submit their request to staff who will review it to make sure they have supplied all the necessary information including a site plan (not sketch). If no additional information is needed, and the request does not need to go before the Historic District Commission staff will process the request and issue a permit (Certificate of Appropriateness).
- 3** **Historic District Commission Approval/Meeting** – Depending on the scale of the project the applicant may want to begin with requesting [design assistance](#) from the Historic District Commission. If design assistance is not needed facade improvements that are outside of [routine repair and maintenance](#) need to go before the Historic District Commission for approval. These requests for a [certificate of appropriateness](#) must be received 10 days before their regularly scheduled meeting held on the first Thursday of the month to be placed on the agenda. If the Commission determines that no additional information is needed they will deliberate/take action on the request. They will either approve or deny the request. If the Commission determines that additional information is needed they will postpone their determination until their next regularly scheduled meeting.
- 4** **Permit** – Once approval is received from the Historic District Commission staff will process the necessary paperwork and issue a permit (Certificate of Appropriateness).

Mark Fedder
Museum Director
425 River Street, Manistee, MI 49660
231.723.5531

Denise Blakeslee
Planning & Zoning Administrator
70 Maple Street, Manistee, MI 49660
231.398.2805

Once a Certificate of Appropriateness is received for projects in the Historic District the applicant can begin the process of applying for a Façade Grant.

Process for applying for the Façade Grant

- 1** **Introductory Meeting with Manistee Director/Design Committee Member** - It is strongly encouraged that all potential applicants meet with either the DDA Director or a Design Committee member prior to filling out the application. Staff will assist the applicant by explaining the program, application requirements, selection process, and process.
- 2** **Submission of Application** – Applicant will submit their request to staff who will review it to make sure they have supplied all the necessary information including photographs, detailed sketches or drawings, two bids from contractors (on letterhead), Historic District Commission Certificate of Appropriateness (if property is located in the historic district) and any other information that can assist with the explaining the request. ***Applications must be received by the deadline for consideration.***
- 3** **Review of Application/Scoring Process** – Manistee DDA will review all applicants and determine which projects get funded and at what amounts each will receive. Applications will be scored based on need, project, and impact to the downtown. Projects that score higher will be given higher funding priority. Projects that do not score high may not be funded or will be funded at a lesser amount.
- 4** **Notification/Contract** – Applicants will be notified of the results by mail within 60 days of the grant deadline. Projects that receive funding require a signed contract that will be attached to their letter. The applicant has 30 days to sign and return the contract. ***This contract must be signed before work begins.***
- 5** **Commence Work** – Once the signed contract is received by Manistee DDA the applicant may begin work. Work must start within 60 days of signing the contract. Work must be completed within twelve months from date of signed contract. The DDA Director has the right to conduct weekly site inspections. ***Any changes in the approved work must be approved by the Museum Director and/or Historic District Commission and the DDA Director.***
- 6** **Installation of Facade Signage** – Once construction begins the DDA will provide a Façade Improvement Program sign that is to be installed and displayed during construction.
- 7** **Reimbursement** – Once the project is completed the applicant must submit copies of cost documentation (invoices, etc.) along with copies of all cleared checks to Manistee DDA for reimbursement. If the building is located in the Historic District a copy of the Certificate of Compliance closing out the project by the Historic District Commission must be submitted for file. Reimbursement will be made to applicant within 30 days of receipt of project payment documents.

Changes to the improved façade cannot be made without prior written approval from the Manistee DDA for two years from the date of the Final Closeout of the application.

(amended 1/19/17)

Project Location	
Address:	
Applicant Information	
Name:	
Address:	
Phone Number:	Fax Number:
Email:	
Applicant is: <input type="checkbox"/> Property Owner <input type="checkbox"/> Business Owner <input type="checkbox"/> Other _____	
Property Owner Information (if different from applicant)	
Name:	
Address:	
Phone Number:	Fax Number:
Email:	
Business Information	
Name of Business:	Type of Business:
How long as the business been at the current location?	
Lease Information (if applicant is leasing)	
<i>Note: If you are not the property owner, please have the property owner or an authorized representative co-sign this application where indicated in the General Condition</i>	
If applicant is leasing, when does your current lease expire?	
Do you have the option to renew your lease?	
What are the terms of the lease?	
Project Details	
<i>Please describe below in detail the proposed improvement to the property. The following <u>must</u> accompany this application</i>	
<input type="checkbox"/>	A narrative of proposed improvements (e.g. new doors, windows, signs, lighting, paint, etc.)
<input type="checkbox"/>	Two color photographs that show existing building conditions
<input type="checkbox"/>	Detailed sketches or drawings of the proposed improvements (including placement, color, dimensions and materials)
<input type="checkbox"/>	Two bids from contractors, must be on letter head
<input type="checkbox"/>	If property is located in the Historic District a copy of Certificate of Appropriateness issued for the project along with a copy of the application and supporting documents
<input type="checkbox"/>	Additional information (optional)
Proposed project budget: \$	
How much assistance are you requesting: \$	
Proposed start date:	
Estimated completion date:	
In conjunction with this project are you completing any other renovations/rehabilitation work to the property (interior or exterior)? <input type="checkbox"/> yes <input type="checkbox"/> no	
If yes, describe work (attach additional pages if needed):	
Estimated cost of additional work to building: \$	
Would you like Design Assistance (no cost to business or property owner)? <input type="checkbox"/> yes <input type="checkbox"/> no	

General Conditions

- It is expressly understood and agreed that the applicant shall be solely responsible for all safety conditions and compliance with all safety regulations, building codes, ordinances, and other applicable regulations.
- It is expressly understood and agreed that work completed prior to final approval is ineligible for funding.
- It is expressly understood and agreed that the applicant will not seek to hold Manistee DDA, and/or its agents, employees, officers and/or directors liable for any property damage, personal injury, or other loss relating in any way to the Facade Improvement Program.
- The applicant shall be responsible for maintaining valid and sufficient insurance coverage for property damage and personal injury liability relating to the Facade Improvement Program.
- The applicant agrees to maintain the property and improvements, including, but not limited to, promptly removing graffiti, trash, and sweeping and shoveling in front of the property.
- The applicant agrees to return a pro-rated amount of the grant money received if the improvement is removed within two years.
- The applicant must begin the project within three months of being notified that they have been awarded the grant and must complete the façade project within twelve months of beginning the project.
- The applicant authorizes Manistee DDA, to promote an approved project, including but not limited to displaying a sign at the site, during and after construction, and using photographs and descriptions of the project in Downtown Manistee materials and press releases.
- The applicant has read and understands the “Manistee DDA Façade Improvement Program Overview” document outlining program guidelines and procedures.
- The applicant understands that Manistee DDA, reserves the right to make changes in conditions of the Facade Improvement Program as warranted.

Signature: _____ Date: _____
Applicant

Owner Authorization

If applicant is not the property owner, please have the property owner or an authorized representative review and co-sign this application below.

As the owner of the property at _____, I have reviewed the above application and authorize operator of _____ at said address to perform the façade improvements described above as part of the Manistee DDA Façade Improvement Program.

Signature: _____ Date: _____
Owner or Authorized Representative

MAIN STREET DDA USE ONLY

Scoring for Project

Impact 40%	Financial Leverage 10%	Sustainability/Permanence 30%	Community Contribution 20%	TOTAL
_____	_____	_____	_____	_____

Received _____ Date: _____
Manistee DDA Director

Approval _____ Date: _____
Design Committee Chair

Approval _____ Date: _____
Manistee DDA/Board Chair