



**Fenton  
Downtown  
Development  
Authority**

City of Fenton – Downtown Development Authority  
Board Meeting of Tuesday June 19, 2012  
6:00 p.m. – Council Chambers – City Hall

Call to Order

Roll Call

- 1) Director's Report
- 2) Financial Report
- 3) Consent Agenda
  - a) Accounts Payable – Authorize payment of bills in the amount of \$96,611.70
  - b) Minutes of the May 15<sup>th</sup>, 2012 DDA Board Meeting

**CITIZEN COMMENTS:** If you wish to address any agenda item, please identify yourself and you will be called on when that item is reached. Comments on items not on the agenda may be made at the Call to the Audience.

- 4) Old Fire Hall
- 5) Crust Façade Application
- 6) New Moon Visions Contract Renewal
- 7) North LeRoy Construction marketing

Upcoming meeting: July 17, 2012

CITY OF FENTON  
DOWNTOWN DEVELOPMENT AUTHORITY  
BALANCE SHEET  
15-Jun-12

ASSETS:	
CASH IN BANK	\$2,318,041
DUE FROM OTHER FUNDS	<u>\$643</u>
TOTAL ASSETS	<u><u>\$2,318,684</u></u>
LIABILITIES:	
ACCOUNTS PAYABLE	\$3
DUE TO OTHER FUNDS	<u>\$33,981</u>
TOTAL LIABILITIES	\$33,984
FUND EQUITY:	
FUND BALANCE	<u>\$2,284,700</u>
TOTAL LIABILITES AND EQUITY	<u><u>\$2,318,684</u></u>

CITY OF FENTON  
DOWNTOWN DEVELOPMENT AUTHORITY  
STATEMENT OF REVENUES, EXPENDITURES  
AND CHANGES IN FUND BALANCE  
15-Jun-12

	AMENDED BUDGET	YTD ACTUAL	PERCENT OF BUDGET	VARIANCE FRM BUDGET
<b>REVENUES:</b>				
TAX REVENUES	\$1,996,057	\$1,996,057	100.00%	\$0
REVENUE SHARING	(\$400,000)	(\$400,000)	100.00%	\$0
PREV YRS CHARGE BACKS.	(\$94,176)	(\$94,176)	100.00%	\$0
PROCEEDS OF LOAN	\$260,000	\$0	0.00%	(\$260,000)
MISCELLANEOUS INCOME	\$0	\$660	0.00%	\$660
INTEREST INCOME	\$10,000	\$5,876	58.76%	(\$4,124)
<b>TOTAL REVENUE</b>	<b>\$1,771,881</b>	<b>\$1,508,417</b>	<b>85.13%</b>	<b>(\$263,464)</b>
<b>DEBT PAYMENTS:</b>				
PRINCIPAL	\$310,000	\$310,000	100.00%	\$0
INTEREST & FEES	\$181,328	\$181,327	100.00%	\$1
<b>TOTAL PAYMENTS</b>	<b>\$491,328</b>	<b>\$491,327</b>	<b>100.00%</b>	<b>\$1</b>
<b>OPERATING EXPENSES:</b>				
SALARIES	\$53,000	\$43,675	82.41%	\$9,325
EMP FRINGES	\$18,000	\$16,205	90.03%	\$1,795
CONFERENCES & DUES	\$2,500	\$2,014	80.56%	\$486
PROF SERVICES	\$20,000	\$5,256	26.28%	\$14,744
MARKETING	\$142,600	\$113,928	79.89%	\$28,672
EVENT MARKETING	\$59,400	\$48,070	80.93%	\$11,330
APPRAISALS	\$40,000	\$8,000	20.00%	\$32,000
BOND COSTS	\$15,082	\$15,082	100.00%	\$0
LEGAL FEES	\$30,000	\$20,906	69.69%	\$9,094
INSURANCE	\$15,000	\$15,000	100.00%	\$0
OLD FIRE HALL UTILITIES	\$0	\$2,080	#DIV/0!	(\$2,080)
RENTAL PROPERTY	\$5,000	\$251	5.02%	\$4,749
STREET LIGHTS	\$8,000	\$1,309	16.36%	\$6,691
LANDSCAPING MAINTENANCE	\$16,000	\$13,797	86.23%	\$2,203
LAWN CARE	\$7,200	\$5,311	73.76%	\$1,889
RIVER ST. UTILITIES	\$5,000	\$2,064	41.28%	\$2,936
WEBSITE	\$4,500	\$3,765	83.67%	\$735
MISCELLANEOUS	\$7,500	\$4,680	62.40%	\$2,820
<b>TOTAL OPERATING</b>	<b>\$448,782</b>	<b>\$321,393</b>	<b>71.61%</b>	<b>\$127,389</b>
<b>PROJECTS:</b>				
MASTER PLAN INPLEMENTATION	\$500,000	\$308,138	61.63%	\$191,862
OLD FIRE HALL	\$0	\$0	0.00%	\$0
WAYFINDING	\$105,000	\$102,310	97.44%	\$2,690
STRIPING	\$3,000	\$0	0.00%	\$3,000
STREETSCAPE	\$288,000	\$111,961	38.88%	\$176,039
STREETSCAPE MAINTENANCE	\$15,000	\$9,146	60.97%	\$5,854
FAÇADE IMPROVEMENTS	\$64,000	\$0	0.00%	\$64,000
RIVER ST PARKING IMPROVMENTS	\$0	\$1,000		(\$1,000)
COMMUNITY CENTER RESTORATION	\$200,000	\$20,849	10.42%	\$179,151
DISPATCH EQUIPMENT	\$260,000	\$135,576	52.14%	\$124,424
WALNUT ST IMPROV	\$64,000	\$48,529	75.83%	\$15,471
SILVER PARKWAY DESIGN	\$0	\$1,352		(\$1,352)
SILVER PARKWAY IMPROV	\$6,584	\$7,424		(\$840)
<b>TOTAL PROJECTS</b>	<b>\$1,505,584</b>	<b>\$746,285</b>	<b>49.57%</b>	<b>\$759,299</b>
<b>TOTAL EXPENDITURES</b>	<b>\$2,445,694</b>	<b>\$1,559,005</b>	<b>63.74%</b>	<b>\$886,689</b>
<b>REVENUES OVER EXPENDITURES</b>	<b>(\$673,813)</b>	<b>(\$50,588)</b>		
<b>BEGINNING FUND BALANCE</b>	<b>\$2,335,288</b>	<b>\$2,335,288</b>		
<b>ENDING FUND BALANCE</b>	<b>\$1,661,475</b>	<b>\$2,284,700</b>		

City of Fenton  
 DDA Refunding Bonds

Fiscal Year Ended June 30	Interest 1-Oct	Interest 1-Apr	Principal 1-Apr	Total Requirements
2012	-	\$86,010	\$310,000	\$396,010
2013	\$55,125	\$55,125	\$360,000	\$470,250
2014	\$49,725	\$49,725	\$370,000	\$469,450
2015	\$44,175	\$44,175	\$385,000	\$473,350
2016	\$38,400	\$38,400	\$395,000	\$471,800
2017	\$32,475	\$32,475	\$405,000	\$469,950
2018	\$26,400	\$26,400	\$420,000	\$472,800
2019	\$20,100	\$20,100	\$435,000	\$475,200
2020	\$13,575	\$13,575	\$445,000	\$472,150
2021	\$6,900	\$6,900	\$460,000	\$473,800
<b>TOTAL</b>	<b>\$286,875</b>	<b>\$372,885</b>	<b>\$3,985,000</b>	<b>\$4,644,760</b>

Purpose: DPW Garage & Fire Hall

EXP CHECK RUN DATES 05/17/2012 - 06/27/2012

UNJOURNALIZED OPEN

BANK CODE: 05

GL Number	Invoice Line Desc	Vendor	Invoice Description	Amount	Check #
Fund 401 DDA CONSTRUCTION FUND					
Dept 851 DOWNTOWN DEVELOPMENT					
401-851-810.000	PROF SERV - ENGINEERING	FIRST AMERICAN TITLE INS	WORK FEE	1,200.00	
401-851-818.400	MARKETING	SOUTHERN LK REG MET PARK	FULL PAGE AS - SUMMER 2012 BROCHURE	550.00	
401-851-818.400	MARKETING	NEW MOON VISIONS	SERVICES MONTH OF MAY 2012	5,008.00	
401-851-818.410	EVENT MARKETING	THE UPS STORE	COPIES AND PRINTING	891.65	
401-851-818.410	EVENT MARKETING	TRI-COUNTY TIMES	3RD THURSDAY	196.40	
401-851-820.911	DISPATCH EQUIPMENT	ADVANCED WIRELESS TELECO	DISPATCH PRODUCTS	7,324.56	
401-851-820.911	DISPATCH EQUIPMENT	Bren-Mar Construction Co	CONSTRUCTION	52,718.00	
401-851-825.300	STREETSCAPE	OHM ENGINEERING ADVISORS	DOWNTOWN ROADWAY/STREETSCAPE DESIGN	7,799.50	
401-851-825.300	STREETSCAPE	LANDSCAPE ARCHITECTURE S	DOWNTOWN FENTON STREETSCAPE PROJECT	4,425.00	
401-851-826.000	LEGAL FEES	FAHEY SHULTZ BURZYCH RHO	PROFESSIONAL SERVICES REAL ESTATE MAT	1,532.50	
401-851-956.100	MISCELLANEOUS	MICHAEL BURNS	MILEAGE REIMBURSEMENT	33.30	
401-851-956.100	MISCELLANEOUS	MANSOUR REALTY, INC	JUNE CONSULTING FEE FOR CORNERSTONE	3,000.00	
401-851-956.100	MISCELLANEOUS	THE UPS STORE	COPIES AND PRINTING	14.29	
401-851-971.413	LANDSCAPING MAINT	CJ CALLAGHAN & SONS	LANDSCAPE DDA PROPERTIES	1,114.13	
401-851-971.413	LANDSCAPING MAINT	CJ CALLAGHAN & SONS	LANDSCAPE DDA PROPERTIES	1,114.13	
401-851-971.413	LANDSCAPING MAINT	CJ CALLAGHAN & SONS	PLANTING BED MAINTENANCE	125.03	
401-851-971.414	LAWN CARE	CJ CALLAGHAN & SONS	LAWN MAINTENANCE DDA PROPERTIES	1,050.00	
401-851-975.720	STREETSCAPE MAINTENANCE	TAYLOR HARDWARE, INC	LOCK AND CHAIN	44.95	
401-851-975.807	COMMUNITY CENTER RESTORATION	LINDHOUT ASSOCIATES ARCH	ARCHITECTURAL SERVICES COMMUNITY CENT	1,335.46	
401-851-975.807	COMMUNITY CENTER RESTORATION	G2 CONSULTING GROUP, LLC	COMMUNITY CENTER ADDITION	3,850.00	
401-851-975.809	WALNUT ST. IMPROVEMENTS	MICHIGAN DEPT/TRANSPORTA	PROJECT FINAL SETTLEMENT	3,284.80	
Total For Dept 851 DOWNTOWN DEVELOPMENT				96,611.70	
Total For Fund 401 DDA CONSTRUCTION FUND				96,611.70	
Fund Totals:					
Fund 401 DDA CONSTRUCT				96,611.70	
Total For All Funds:				96,611.70	

EXP CHECK RUN DATES 05/24/2012 - 05/24/2012

JOURNALIZED PAID

BANK CODE: 05

GL Number	Invoice Line Desc	Vendor	Invoice Description	Amount	Check #
Fund 401 DDA CONSTRUCTION FUND					
Dept 851 DOWNTOWN DEVELOPMENT					
401-851-719.000	EMPLOYEE FRINGES	AMERAPLAN	JUNE PREMIUMS	2.98	3892
401-851-719.000	EMPLOYEE FRINGES	MERS	401 CONTRIBUTION APRIL 12	340.38	3893
401-851-719.000	EMPLOYEE FRINGES	METLIFE	JUNE PREMIUMS	19.94	3894
401-851-719.000	EMPLOYEE FRINGES	THE STANDARD INSURANCE C	MAY PREMIUMS	15.30	3895
401-851-719.000	EMPLOYEE FRINGES	THE STANDARD INSURANCE C	JUNE PREMIUMS	15.30	3895
401-851-719.000	EMPLOYEE FRINGES	VISION SERVICE PLAN	JUNE PREMIUMS	6.57	3896
Total For Dept 851 DOWNTOWN DEVELOPMENT				400.47	
Total For Fund 401 DDA CONSTRUCTION FUND				400.47	
Fund Totals:					
Fund 401 DDA CONSTRUCT				400.47	
Total For All Funds:				400.47	

EXP CHECK RUN DATES 05/31/2012 - 05/31/2012

JOURNALIZED PAID

BANK CODE: 05

GL Number	Invoice Line Desc	Vendor	Invoice Description	Amount	Check #
Fund 401 DDA CONSTRUCTION FUND					
Dept 851 DOWNTOWN DEVELOPMENT					
401-851-719.000	EMPLOYEE FRINGES	HEALTHPLUS	JUNE PREMIUMS	278.36	3897
		Total For Dept 851 DOWNTOWN DEVELOPMENT		278.36	
		Total For Fund 401 DDA CONSTRUCTION FUND		278.36	
		Fund Totals:			
			Fund 401 DDA CONSTRUCT	278.36	
			Total For All Funds:	278.36	

EXP CHECK RUN DATES 06/07/2012 - 06/07/2012

JOURNALIZED PAID

BANK CODE: 05

GL Number	Invoice Line Desc	Vendor	Invoice Description	Amount	Check #
Fund 401 DDA CONSTRUCTION FUND					
Dept 851 DOWNTOWN DEVELOPMENT					
401-851-719.000	EMPLOYEE FRINGES	MERS	DEFINED CONTRIBUTION MAY	510.57	3899
401-851-825.400	RENTAL PROPERTIES	CONSUMERS ENERGY	111 S LEROY	32.49	3898
401-851-956.100	MISCELLANEOUS	VERIZON WIRELESS	STATEMENT ENDING 05/23/12	49.80	3900
401-851-975.721	RIVER STREET UTILITIES	CONSUMERS ENERGY	125 S RIVER	143.44	3898
Total For Dept 851 DOWNTOWN DEVELOPMENT				<u>736.30</u>	
Total For Fund 401 DDA CONSTRUCTION FUND				<u>736.30</u>	
Fund Totals:					
Fund 401 DDA CONSTRUCT				736.30	
Total For All Funds:				<u>736.30</u>	





**Fenton  
Downtown  
Development  
Authority**

**FENTON DOWNTOWN DEVELOPMENT AUTHORITY PROCEEDINGS**

6:00 p.m.

Tuesday May 15, 2012

The meeting was called to order by Chairman Schmidt at 6:00pm.

**ROLL CALL:**

**PRESENT:** Green, Henderson, James, Kasper, Osborn, Saule, Schmidt, Strayer, Sweetman, Wesch

**ABSENT:** Bayer, Bertschy, Canever

**OTHERS:** Michael Burns DDA Director/Assistant City Manager, Lynn Markland City Manager

**EXECUTIVE DIRECTOR'S REPORT:**

We have four letters of interest for the Old Fire Hall.

- 1) Arbor Brewing Co.
- 2) Clarkston Union
- 3) Lockhart B-Que
- 4) Tavern 131

The DDA did not have to pursue new interest. Some of the finest restaurants came to us.

We have been dealing with easements with the Cornerstone Project. On the general survey map, the legal descriptions were never changed when Leroy was opened back up. Leroy is not shown on Michigan Act 51 Maps. The city owns the easement on Leroy, but Savage had "Reasonable Access" to the property. The city approached Savage and they agreed to have the easement transferred to the area of 111 S. Leroy. They will have the same access to 28 parking spaces. Now we are able to move forward with SAAB on pre-development work. We should have more information in a few weeks.

We will be reviewing proposals for the Fire Hall. The committee will meet on Thursday and then interviews on Tuesday with the four candidates.

-Osborn added that she was proud and appreciative of the DDA and the work they do for the city.

-Schmidt suggested that we send a letter of thanks to Mr. Savage. Good work.

**FINANCIAL REPORT:**

Shane was absent.

Burns reported that we are on target with the budget and moving forward. Also, the loan will be corrected with dispatch.

-Strayer inquired about the tax appeals.

-Burns advised that the numbers have not been finalized yet. We have 6 of 33 and will get a better grasp on the review once they have been finalized.

**CONSENT AGENDA:**

- a) Accounts Payable – Authorize payment of bills in the amount of \$119,380.93.
- b) Minutes of the April 17, 2012 DDA Board Meeting

Motion by Henderson, supported by Strayer to approve the consent agenda as presented.

MOTION CARRIED, Roll Call Vote: Green-aye, Henderson-aye, James-aye, Kasper-aye, Osborn-aye, Saule-aye, Schmidt-aye, Strayer-aye, Sweetman-aye, Wesch-aye.

**CHAMBER OF COMMERCE SPONSORSHIP:**

I have been working with Shelley Day from the Fenton Regional Chamber of Commerce regarding the DDA providing sponsorship for “Taste in Fenton” and “An Event So Good It’s Scary”. In order for the DDA to still partner with the Chamber and continue to address previous concerns by the City Council, Ms. Day provided me with their budgets for both events, as I asked.

-Osborn questioned why the Chamber rented tents from outside Fenton when we have an opportunity to “Shop Local” with Gerych’s here in town.

-Day advised that Valley Tent Rental is part of the “Regional Chamber” in Holly.

-Day thanked the DDA on behalf of the Chamber.

Motion by Saule, supported by Green that the Downtown Development Authority approve a cost not to exceed \$5500 for sponsoring the “Taste in Fenton”. Also, that the Downtown Development Authority approve a cost not to exceed \$500 for sponsoring “An Event So Good It’s Scary”.

MOTION CARRIED with OSBORN dissenting.

**2013 REVENUE SHARING AGREEMENT WITH THE CITY:**

Pending an unforeseen change of events, the City Council and DDA will approve in the Fiscal Year 13 Budget, a revenue share of \$350,000 from the DDA Fund to the General fund.

-Schmidt thanked Markland for working so hard on the Revenue Sharing

- Agreement. He also thanked the council and the mayor.  
-Markland thanked the department heads and staff for their cooperation.  
-Osborn thanked the board for all of their work also.

Motion by Schmidt, supported by James that the DDA approve the agreement per the Fiscal Year 2013 budget, for a revenue share of DDA funds to the General Fund in a not to exceed amount of \$350,000.00.  
MOTION CARRIED, ALL AYES.

**CALL TO THE AUDIENCE:**

- Ben Smith was disappointed that Michigan Brewing Co was not going into the Old Fire Hall, but he was overjoyed with the interest we have received from other parties. Also he was very pleased at how well the board is pulling it all together.
- Schmidt said he has spoken to people outside our area who have expressed that they have heard such great things about Fenton.
- Sweetman advised that a lot of people have come to Fenton because of the good things they have heard.
- Wesch said that friends from Rochester had heard about The French Laundry and wanted to come to Fenton to visit.
- Henderson inquired about the possibility of the Friday Memo being emailed to The Development Council.
- Schmidt & Burns said that they will get their email address and implement that.
- Saule commented that 106 W Shiawassee was looking good. Also, that it might be a good idea to post photos of all the new developments in the city on our website.
- Strayer added that the patio on Fenton House looked good also. He is putting together a slideshow of the art that will be on display in 2013.

**ADJOURNMENT:**

The meeting adjourned at 6:40pm.

Respectfully submitted by,

*Craig Schmidt*  
Craig Schmidt, Chairman  
Downtown Development Authority

*Elaine McGreevy*  
Elaine McGreevy  
Recording Secretary

**FENTON DOWNTOWN DEVELOPMENT AUTHORITY  
MEMORANDUM**



**THE CITY OF  
FENTON**

**DATE:** June 13, 2012  
**TO:** Downtown Development Authority Board of Directors  
**FROM:** Michael T. Burns, Executive Director *MB*  
**RE:** Old Fire Hall

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At 10:00 AM on Tuesday June 19, 2012 the Fire Hall Selection Committee will meet to review the finances of both the Arbor Brewing Company and the Union Joints in closed session. There is a possibility that after this review that a recommendation action from the committee to the DDA Board may occur.

More information will be provided regarding the status of the project at the Board Meeting.

# FENTON DOWNTOWN DEVELOPMENT AUTHORITY MEMORANDUM



**DATE:** June 13, 2012  
**TO:** Downtown Development Authority Design Committee  
**FROM:** Michael T. Burns, Executive Director *MVB*  
**RE:** Façade Improvement for Crust Bakery

I have received a Façade Improvement Program Application from Chad Brennan at the Crust Bakery seeking reimbursement for façade work that has been already completed at their establishment. Mr. Brennan has submitted receipts totaling \$48,667.40 in eligible façade improvements. If approved, Crust would be eligible for \$36,500 under the façade improvement program.

In essence he has completed the following improvements:

- Carpentry and painting which was deemed necessary by the Certified Architect of this project.
- Masonry tuck pointing, cleaning and repair.
- Reconstruction and relocation of rooftop units as part of the façade element and line of sight.
- Concrete walk and ADA accessibility improvements.
- Electrical rework required for exterior lighting.
- Signage and vinyl canopies
- Recover existing awning frames with new fabric and replacing 3 damaged protection bars.

Interpreting the Design Guidelines, I believe that bullet point items 1,2,4,5,6 and 7 fall under eligible items under the program. I do not believe that relocating rooftop mechanical units fall under the scope of the program. In review of their submitted receipts, I have revised costs that I see as eligible.

According to Carmine Avantini, he stated that this project does meet the Downtown Design Standards however he does suggest a need to better screen the rooftop mechanical units. He also suggests a need to enclose the dumpster which is located on their premises.

Under the guidelines of the program, all façade work must be approved by the Building Official and DDA prior to the construction starting to ensure that design standards are met and that what they are doing is eligible under the program. In some circumstances the program does allow for funding after the construction has occurred with approval from the Design Committee and DDA Board. Crust did go through proper site plan reviews with the Building Department and the Building Official informed them during that process that they need to contact me about the process for façade approval prior to them beginning work otherwise it will not qualify. I did not hear from them on this matter until I received a façade improvement program application from

Mr. Brennan until March 23, 2012. This was approximately 2 months after the business opened. At that time, I received receipts of all the work they completed, however, I never received any preliminary estimates nor any of the other items necessary at the beginning of their inquiry into the program.

**The Design Committee met on this matter on Monday June 11, 2012. I informed them that this project did not follow proper procedures in regard to the Façade Program and could not recommend approval because of that. While they recognized that Crust did not follow proper procedures they believed this was a unique business opportunity that opened in this area of the district. They also recognize that the guidelines for the Façade Improvement Program do give them some latitude on addressing reimbursement after the façade work is completed. As such, the Design Committee is recommending that the DDA board to approve this application.**

**The DDA Design Committee is recommending that the DDA Board award a Façade Improvement Program grant to Crust at a cost not to exceed \$36,500. The Design Committee also recommended that if Crust makes improvements that were suggested by Mr. Avantini that the DDA contribute up to an additional \$1,000 for those upgrades. This would be the maximum amount of \$37,500.**



**LSL Planning, Inc.**

Community Planning Consultants

April 16, 2012

City of Fenton  
301 South Leroy Street  
Fenton, Michigan 48430-2196

Attention: Brad Hissong, Building Official/ Zoning Administrator

Subject: 104 W. Caroline St. Façade Review, Located at the northeast corner of W. Caroline Street and N. River Street, immediately behind the Fentura Financial building. The property is zoned CBD/PUD, Central Business District/Planned Unit Development, application dates 3/23/12.

Dear Mr. Hissong:

Per your request, we have completed our review of the façade application submitted for the Crust Bakery. Improvements have already been made to the exterior of the building and this request will determine compliance with zoning and associated downtown design guidelines for the City and the DDA. Exterior changes include carpentry and painting for the building exterior and trim; masonry tuck pointing, cleaning and repair; reconstruction and relocation of roof top units as part of the façade element and line of sight; concrete walk and ADA accessibility improvements; electrical rework for the exterior lighting; an identification sign with vinyl letters on the rear of the building; vinyl lettering for window signage; and new fabric and frame repair for the window awnings.

In general, the goal of the submitted façade improvements has been the restoration and enhancement of the existing building architecture rather than substantial changes. We offer the following comments for your consideration:

**1. Building Maintenance.** The exterior brick façade has been pointed, cleaned and repaired, which is the appropriate first step in preserving the exterior of the building. Both the zoning ordinance and downtown design guidelines call for the use of brick as the primary exterior building material so the maintenance of existing brick is desired. The same is true for the maintenance of the existing wood siding and trim.

**2. Rooftop Units.** With rooftop mechanical units, the goal is to either screen them completely or make them as unobtrusive as possible. The application indicates they have been relocated to make them less visible but they are still easily seen from ground level. We would still like the applicant to investigate the feasibility of screening the units, if at all possible.

**3. Canopies.** The canopy structures have been repaired and the fabric replaced with yellow canvas matching the “corporate” color of the business. The awnings are appropriate for the downtown area and add spark to the architecture of the building.



**4. Signs.** The combination of vinyl window lettering and the aluminum sign on the rear of the building meet the design requirements for downtown.

**5. Dumpster Enclosure.** A visit to the site revealed the presence of a dumpster in the parking lot to the rear of the building. If this is to be permanent, the zoning ordinance requires that it be located inside an enclosure. A sketch plan and detail would have to be submitted for administrative review and approval.



## RECOMMENDATION

While we are supportive of the proposed improvements and are of the opinion that they meet the intent of the zoning ordinance and downtown design guidelines, the issues related to the rooftop mechanical screening and dumpster enclosure must be adequately addressed in a revised submission. Also, this review is focused on the requirements of the zoning ordinance and downtown design guidelines; not the eligibility and financial requirements of the DDA façade grant program.



City of Fenton  
104 W. Caroline Street  
Crust Facade Review  
April 16, 2012  
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If you have and further questions, please contact us at 248-586-0505.

Sincerely,

**LSL PLANNING, INC.**

A handwritten signature in cursive script, appearing to read "Carmine P. Avantini".

**Carmine P. Avantini, AICP**  
Partner

# crust

March 23, 2012

Director of Economic Development

City of Fenton

301 South Leroy Street

Fenton, MI 48430

Re: Application for Façade Improvement Funding from City of Fenton and DDA

Dear Mr. Schmidt,

We appreciate the opportunity to apply for funds available to local businesses who are investing in the downtown of Fenton. We have just finished a rather large project with the opening of CRUST on February 1, 2012. Now that the project has been completed and the construction costs have been isolated we are able to describe the costs associate to the façade of our project. As a result we are submitting a proposal for funds available through the City of Fenton's Façade Improvement program. Included you will find the required documentation according to section VII of the City's Façade Improvement Application guidelines.

We look forward to hearing from you regarding our application. If you have any questions please do not hesitate to contact myself.

Sincerely,



Chad Brennan

Hamel Brennan Properties

115 West Shiawassee Ave

Fenton, Michigan 48430

# FAÇADE IMPROVEMENT APPLICATION

## City of Fenton DDA

### Façade Improvement Program

#### I. APPLICANT INFORMATION

Applicant's Name: CRUST a baking company  
Mailing Address: 104 West Caroline Street, Fenton MI 48430.  
Phone Numbers: (810) 629-8882

#### II. BUSINESS OWNER INFORMATION

Name of Building's Historic or Common Name: 100 Building at River and Caroline Street.  
Name of Business Owner: Chad Brennan and Mark Hamel  
Building Address: 104 West Caroline Street  
Phone Number: 810-629-8882 CRUST Chad's cell 810-922-4122

#### III. BUILDING OWNER INFORMATION

Building Owner's Name: Chad Brennan and Mark Hamel  
Mailing Address: 115 West Shiawassee Avenue, Fenton MI 48430  
Phone Numbers: 810-629-8852 Chad's Cell 810-922-4122

#### IV. PROPERTY/BUILDING INFORMATION

Property Identification (Sidwell) No: 53-36-506-017  
Date Building was originally constructed: 1953 or 1955  
Date(s) of known past building improvements/modifications: N/A  
Current Use: Commercial Bakery with Retail store.  
Proposed Use: Commercial Bakery with Retail Store.

#### V. ARCHITECT/CONSULTANT INFORMATION

Name of Architect/Consultant : Creekwood Architecture, Inc.  
Firm: \_\_\_\_\_  
Specialty: \_\_\_\_\_  
Mailing Address: 1111 Creekwood Trail, Burton, MI 48509-1580  
Phone Numbers: 810-742-0480.

#### VI. PROJECT INFORMATION

Total Project Cost: \$414,539.08  
Proposed Start Date: November 1, 2011 Proposed Completion Date: February 1, 2012  
Project Financing: Owner Funded Bank Name: N/A  
Scope of Work/What exterior improvements are you planning on making? (Please Circle)  
Front Façade restoration/renovation Upper Windows Awnings/Canopies  
Storefront restoration/renovation Sidewalls Signage  
Roofwork (including skylights) Rear wall/entrance ADA compliance  
Upper floor conversion Painting (exterior) Other (specify)

We have attached for your review a detailed explanation of the expenses incurred to renovate and open the CRUST bakery. It includes line itemed expenses with supporting documentation of the cost.

What is your Project Budget (Please Circle)

Less than \$5,000 \$5,000 - \$10,000 \$10,000 - \$25,000 over \$25,000

Is your project funding in place to implement the work? YES NO

## VII. REQUIRED SUPPLEMENTAL INFORMATION

**Note: This application must be completed and approved prior to project commencement.  
Read eligibility information attached:**

The Applicant is required to submit with this form the following:

- • Official quotes, including the cost breakdowns by major categories (i.e. architectural fees, engineering fees, painting, repair, carpentry, materials, etc.)
- • Current and proposed photos
- • Sample materials (e.g. glass, cornice detail, trim, colors, etc.)
- • Eight (8) copies of building plans, building elevation, site plans, product drawings, specifications and installation details as required by the Design Committee or DDA Board of Directors; 2 of these copies must be submitted as signed and sealed plans.
- • Eight (8) copies of photographs of existing building depicting the areas of proposed improvement.
- • Prior to reimbursement by the DDA, the intended recipient must provide a W-9 form to the City of Fenton before reimbursement occurs. **(This does not need to be supplied until awarded the project by the Downtown Development Authority)**

I, the applicant, have read and understand the DDA FAÇADE IMPROVEMENT GUIDELINES and hereby submit the application and required attachment to the City of Fenton Downtown Development Authority

Applicant Signature  Date: 3/23/12

Submit Application with attachments to:

Director of Economic Development

City of Fenton

301 South Leroy Street

Fenton, MI 48430-2196

Suggestions:

- • Obtain three quotes to compare price and quality of work
- • As you seek quotes, hire a vendor who will provide the information required for this application

OFFICE USE ONLY

RECEIVED BY \_\_\_\_\_ DATE RECEIVED: \_\_\_\_\_

REVIEWED BY DESIGN COMM ON \_\_\_\_\_ APPROVED ON: \_\_\_\_\_

REVIEWED BY DDA BOARD ON \_\_\_\_\_

DDA APPROVAL DATE: \_\_\_\_\_ AMOUNT OF FUNDING APPROVED: \_\_\_\_\_



March 8, 2012

Mr. Chad Brennan  
Crust, LLC  
104 W. Caroline Street  
Fenton, MI 48430

RE: Crust Bakery Façade Improvement Breakout Cost

Dear Chad:

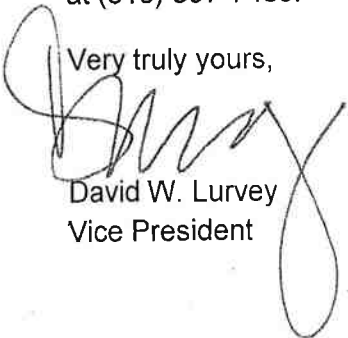
Per your request, I have thoroughly reviewed the cost of the project and the construction drawings dated November 4, 2011, to provide the breakout costs which Crust, LLC incurred for the exterior façade improvements of 104 W. Caroline Street, Fenton, Michigan. You have requested we provide an accurate breakout of costs for the exterior work which only qualify under Section 4 and 5 of the City of Fenton/DDA's Façade Improvement Program. Based upon this review I am providing the following bulleted items which fall within this eligibility.

- Carpentry and painting which was deemed necessary by the Certified Architect of this project.
- Masonry tuck pointing, cleaning and repair.
- Reconstruction and relocation of roof top units as part of the façade element and line of sight.
- Concrete walk and ADA accessibility improvements
- Electrical rework required for exterior lighting.

The attached cost breakout is provided for your use and review and has already been satisfied as part of the major renovation contract of which you commissioned our firm.

If you have any questions or require further explanation, please feel free to contact me directly at (810) 397-7465.

Very truly yours,

  
David W. Lurvey  
Vice President



## Crust Bakery Exterior Façade Upgrades

100 Caroline Street, Fenton, MI

### SELF PERFORMED WORK ITEMS

DESCRIPTION	QTY	UNIT	UNIT COST	MATERIAL	UNIT COST	LABOR	TOTAL
<b>General Conditions</b>				0		0	\$0
Working Supervision, GC's, etc.	6	wks	1458.00	8,748	0.00	0	\$8,748
Percentage of GC's cost of entire Job...(not a fair approach)	1	l/s	0.00	0	0.00	0	\$0
<b>Labor</b>							
1 Tuck Point Masonry & In-fill (exterior only)	5	days	0.00	0	523.00	2,615	\$2,615
2 Remove failing exposed foundations (north / south)	32	hrs	0.00	0	26.83	859	\$859
3 Form ADA entrance ramp, Misc. concrete ext wall rub	8	hrs	0.00	0	26.83	215	\$215
4 Install resteel and pour and finish concrete	12	hrs	0.00	0	26.83	322	<del>\$322</del>
5 Demo required for RTU relocation due to line of sight	24	hrs	0.00	0	80.49	1,932	\$1,932
6 Shoring, Installation of glu lams & nominal framing	24	hrs	0.00	0	80.49	1,932	\$1,932
7 Reinstallation of ceiling system ( at relocated sf only )	1,200	sf	2.00	2,400	0.00	0	<del>\$2,400</del>
8 Remove and reinstall period correct door hardware	9	ea	0.00	0	26.83	241	\$241
9 Canopy install ( by others )				0		0	\$0
10 Exterior Painting ( at trades )				0		0	\$0
11				0		0	\$0
12				0		0	\$0
<b>Material</b>							
1 Sand, mortar, grout & equipment	1	ls	1300.00	1,300	0.00	0	\$1,300
2 Hilti Hammer & Heavy Dumpster	1	lot	575.00	575	0.00	0	\$575
3 2x framing, dowels	1	lot	113.00	113	0.00	0	\$113
4 Concrete & Min Delivery Charges	1	lot	355.00	355	0.00	0	\$355
5 n/a	0	ea	0.00	0	0.00	0	\$0
6 estimated SF Cost	8	ea	337.00	2,696	0.00	0	\$2,696
7 Grid at RTU Relocations Only	1,200	sf	2.00	2,400	0.00	0	\$2,400
8 (9) location(s)	9	ea	123.00	1,107	0.00	0	\$1,107
9 n/a By owner				0		0	\$0
10 n/a At subcontractor trades				0		0	\$0
11				0		0	\$0
12				0		0	\$0
<b>SUBTOTAL</b>				19,694		8,116	\$27,810
<b>SALES TAX</b>					at trades	0%	\$0
<b>BENF/PT&amp;I</b>						65%	\$5,275
<b>OH &amp; P</b>						12%	\$3,970
<b>SUBTOTAL SELF PERFORMED</b>							\$37,055

### SUBCONTRACT WORK

1 Exterior Painting	Niles Construction	\$1,895
2 Exterior Photo Cells, soffit lighting, etc.	Craftsmen Estimated Breakout	\$4,300
3 Electrical Building Mounted Service Relocation(s)	Craftsmen Estimated Breakout	<del>\$6,789</del>

SUBTOTAL SUBCONTRACT		\$12,945
OH&P	12%	\$1,553
<b>TOTAL SUBCONTRACT WORK</b>		\$14,498
<b>TOTAL QUOTATION</b>		<b>\$51,553</b>

5020 Pilgrim Road • Flint, MI 48507

810.736.7843 Page 1 810.736.7757 Crust Bakery Exterior Façade Upgrades.xlsx



Phone: 810-629-0700  
 Fax: 810-629-0710

# Invoice

Date	Invoice #
11/17/2011	53736

**Bill To**  
 THE FRENCH LAUNDRY  
 125 W. SHIAWASSEE ST.  
 FENTON, MI 48430

**Customer Contact**  
 MIKE GREEN  
 922.4122  
 629-4059 FAX

E-Mail		Terms	P.O. No.		Invoicer
		DUE UPON R...			SW
Item	Product	Description	Qty	Rate	Amount
VINYL	4' X 10' ALUM. SIGN W/ VINYL, INSTALLED	CRUST LOGO	1	640.00	640.00T

Thank You for doing business with Image Projections.

I understand that by signing this line, I have recieved my product.

Check out our website at  
[IMAGEPROJECTIONS.NET](http://IMAGEPROJECTIONS.NET)

<b>Subtotal</b>	\$640.00
<b>Sales Tax (6.0%)</b>	\$38.40
<b>Total</b>	\$678.40
<b>Payments/Credits</b>	\$0.00
<b>Balance Due</b>	\$678.40