



**Fenton  
Downtown  
Development  
Authority**

City of Fenton – Downtown Development Authority  
Board Meeting of Tuesday July 19, 2011  
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 \$42,621.46
  - b) Minutes of the June 14, 2011 Design Committee Meeting  
Minutes of the June 21, 2011 DDA 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) Fenton House Façade Improvement Program Application
- 5) Geotechnical Assessment for Cornerstone Project
- 6) New Moon Visions Annual Report
- 7) Call to the Audience
- 8) Closed Session to discuss purchase of property
- 9) Recess to closed session
- 10) Reconvene to open session
- 11) Adjournment

Upcoming meeting: August 16, 2011

CITY OF FENTON  
DOWNTOWN DEVELOPMENT AUTHORITY  
BALANCE SHEET  
30-Jun-11

ASSETS:	
CASH IN BANK	\$2,393,852
DUE FROM OTHER FUNDS	<u>\$0</u>
TOTAL ASSETS	<u><u>\$2,393,852</u></u>
LIABILITIES:	
ACCOUNTS PAYABLE	\$26,007
DUE TO OTHER FUNDS	<u>\$1,339</u>
TOTAL LIABILITIES	\$27,346
FUND EQUITY:	
FUND BALANCE	<u>\$2,366,506</u>
TOTAL LIABILITIES AND EQUITY	<u><u>\$2,393,852</u></u>

CITY OF FENTON  
DOWNTOWN DEVELOPMENT AUTHORITY  
STATEMENT OF REVENUES, EXPENDITURES  
AND CHANGES IN FUND BALANCE  
30-Jun-11

	AMENDED BUDGET	YTD ACTUAL	PERCENT OF BUDGET	VARIANCE FRM BUDGET
REVENUES:				
TAX REVENUES	\$1,744,368	\$1,768,758	101.40%	\$24,390
REVENUE SHARING	(\$330,000)	(\$330,000)	100.00%	\$0
MISCELLANEOUS INCOME	\$0	\$1	0.00%	(\$1)
INTEREST INCOME	\$10,000	\$9,446	94.46%	(\$554)
<b>TOTAL REVENUE</b>	<b>\$1,424,368</b>	<b>\$1,448,205</b>	<b>101.67%</b>	<b>\$23,835</b>
DEBT PAYMENTS:				
PRINCIPAL	\$305,000	\$305,000	100.00%	\$0
INTEREST & FEES	\$187,785	\$187,715	99.96%	\$70
<b>TOTAL PAYMENTS</b>	<b>\$492,785</b>	<b>\$492,715</b>	<b>99.99%</b>	<b>\$70</b>
OPERATING EXPENSES:				
SALARIES	\$68,000	\$68,502	100.74%	(\$502)
EMP FRINGES	\$22,000	\$18,696	84.98%	\$3,304
CONFERENCES & DUES	\$3,500	\$3,154	90.11%	\$346
PROF SERVICES	\$30,000	\$17,108	57.03%	\$12,892
MARKETING	\$100,000	\$92,652	92.65%	\$7,348
EVENT MARKETING	\$47,000	\$37,203	79.16%	\$9,797
LEGAL FEES	\$40,000	\$31,335	78.34%	\$8,665
INSURANCE	\$14,000	\$14,000	100.00%	\$0
RENTAL PROPERTY	\$5,000	\$3,029	60.58%	\$1,971
STREET LIGHTS	\$2,000		0.00%	\$2,000
OLD FIRE UTILITIES	\$7,000	\$5,775	82.50%	\$1,225
OLD FIRE MAINTENANCE	\$5,000	\$1,217	24.34%	\$3,783
LANDSCAPING MAINTENANCE	\$16,000	\$9,718	60.74%	\$6,282
LAWN CARE	\$7,200	\$4,180	58.06%	\$3,020
RIVER ST. UTILITIES	\$5,000	\$4,751	95.02%	\$249
WEBSITE	\$3,000	\$4,863	162.10%	(\$1,863)
MISCELLANEOUS	\$7,500	\$8,585	114.47%	(\$1,085)
<b>TOTAL OPERATING</b>	<b>\$382,200</b>	<b>\$324,768</b>	<b>84.97%</b>	<b>\$57,432</b>
PROJECTS:				
MASTER PLAN INPLEMENTATION	\$425,000	\$397,950	93.64%	\$27,050
OLD FIRE HALL	\$0		0.00%	\$0
WAYFINDING	\$50,000	\$19,416	38.83%	\$30,584
STRIPING	\$3,000		0.00%	\$3,000
STREETSCAPE MAINTENANCE	\$20,000	\$9,902	49.51%	\$10,098
FAÇADE IMPROVEMENTS	\$50,000	\$36,583	73.17%	\$13,417
RECREATIONAL	\$2,500	\$2,013	80.52%	\$487
RIVER STREET PARKING IMPROVEMENTS	\$2,500	\$1,698	67.92%	\$802
LEROY RAILROAD CROSSING	\$25,000	\$21,870	87.48%	\$3,130
COMMUNITY CENTER RESTORATION	\$100,000	\$18,586	18.59%	\$81,414
WALNUT ST. IMPROVEMENTS	\$110,000	\$45,811	41.65%	\$64,189
SILVER PARKWAY-ENGINEERING	\$50,000	\$82,946	165.89%	(\$32,946)
SILVER PARKWAY	\$65,000	\$53,708	82.63%	\$11,292
<b>TOTAL PROJECTS</b>	<b>\$903,000</b>	<b>\$690,483</b>	<b>76.47%</b>	<b>\$212,517</b>
<b>TOTAL EXPENDITURES</b>	<b>\$1,777,985</b>	<b>\$1,507,966</b>	<b>84.81%</b>	<b>\$270,019</b>
REVENUES OVER EXPENDITURES	(\$353,617)	(\$59,761)		
BEGINNING FUND BALANCE	\$2,426,267	\$2,426,267		
ENDING FUND BALANCE	<u>\$2,072,650</u>	<u>\$2,366,506</u>		

CITY OF FENTON  
 1994 DOWNTOWN DEVELOPMENT AUTHORITY BONDS  
 SCHEDULE OF DEBT SERVICE REQUIREMENTS  
 June-11

2001 DOWNTOWN DEVELOPMENT AUTHORITY BONDS  
 SCHEDULE OF DEBT SERVICE REQUIREMENTS

FISCAL YR ENDED JU	INTEREST 1-Oct	INTEREST 1-Apr	PRINCIPAL 1-Apr	TOTAL REQUIREME	INTEREST RATE	YIELD
2011	\$93,692	\$93,692	\$305,000	\$492,384	4.25%	4.00%
2012	\$87,211	\$87,211	\$320,000	\$494,422	4.25%	4.15%
2013	\$80,411	\$80,411	\$335,000	\$495,822	4.25%	4.25%
2014	\$73,292	\$73,292	\$350,000	\$496,584	4.25%	4.40%
2015	\$65,855	\$65,855	\$365,000	\$496,710	4.40%	4.50%
2016	\$57,825	\$57,825	\$385,000	\$500,650	4.50%	4.60%
2017	\$49,162	\$49,162	\$400,000	\$498,324	4.50%	4.70%
2018	\$40,162	\$40,163	\$420,000	\$500,325	4.50%	4.75%
2019	\$30,712	\$30,713	\$440,000	\$501,425	4.50%	4.80%
2020	\$20,812	\$20,812	\$460,000	\$501,624	4.50%	
2021	\$10,462	\$10,463	\$465,000	\$485,925	4.50%	
<b>TOTAL</b>	<b>\$609,596</b>	<b>\$609,599</b>	<b>\$4,245,000</b>	<b>\$5,464,195</b>		

REDEMPTION DATE 2011

PLAN EXPIRES DECEMBER 2030

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	GRISSIM METZ ANDREISE ASS	(MISC. LANDSCAPING	599.43	
401-851-810.000	PROF SERV - ENGINEERING	STAUDER, BARCH & ASSOC.	REFUNDING OF BONDS - PROF SERVICES	15,082.00	
401-851-810.000	PROF SERV - ENGINEERING	LSL PLANNING, INC	DDA - ATTENDANCE AT MEETINGS	1,745.27	
401-851-818.400	MARKETING	CBS OUTDOOR	MARKETING	1,344.00	
401-851-818.400	MARKETING	GOIN' POSTAL	ART FAIR - SUPPLIES	492.70	
401-851-818.400	MARKETING	REGENT BROADCASTING OF FLJ	MARKETING	500.00	
401-851-818.400	MARKETING	REGENT BROADCASTING OF FLJ	MARKETING	240.00	
401-851-818.400	MARKETING	TRI-COUNTY TIMES	ART WALK ADS	250.00	
401-851-818.400	MARKETING	WHMI 93.5 FM	MARKETING	625.00	
401-851-818.400	MARKETING	CBS OUTDOOR	MARKETING-BILLBOARDS	4,300.00	
401-851-818.400	MARKETING	CBS OUTDOOR	MARKETING- BILLBOARDS	4,300.00	
401-851-818.400	MARKETING	REGENT BROADCASTING OF FLJ	ADVERTISING-FREEDOM FEST	360.00	
401-851-818.400	MARKETING	WHMI 93.5 FM	ADVERTISING- FREEDOM FESTIVAL	525.00	
401-851-825.400	RENTAL PROPERTIES	FENTON WATER DEPT.	106 SHIAWASSE (REX ROGERS DESIGN STUDIO	110.35	
401-851-826.000	LEGAL FEES	FAHEY SHULTZ BURZYCH RHODI	DDA DIRECTOR	500.00	
401-851-956.100	MISCELLANEOUS	GOIN' POSTAL	DDA - OFFICE SUPPLIES	105.00	
401-851-956.100	MISCELLANEOUS	CONSUMERS ENERGY	REPUBLIC BANK- E. SILVER LAKE RD	83.51	
401-851-956.100	MISCELLANEOUS	FENTON WATER DEPT.	TRAIN DEPOT	136.85	
401-851-956.100	MISCELLANEOUS	FENTON WATER DEPT.	DDA	105.19	
401-851-956.100	MISCELLANEOUS	FENTON WATER DEPT.	DDA	182.35	
401-851-956.100	MISCELLANEOUS	VERIZON WIRELESS	TELEPHONE CHARGES	54.96	
401-851-971.400	MASTER PLAN IMPLEMENT	GRISSIM METZ ANDREISE ASS	COMPLETE STREETS CONCEPTUAL DESIGN	379.83	
401-851-971.410	WAYFINDING	GRISSIM METZ ANDREISE ASS	WAYFINDING SIGNS	1,040.00	
401-851-971.413	LANDSCAPING MAINT	CJ CALLAGHAN & SONS	LANDSCAPING - DDA PROPERTIES	1,117.71	
401-851-971.413	LANDSCAPING MAINT	CJ CALLAGHAN & SONS	LANDSCAPING- DDA PROPERTIES	1,117.71	
401-851-971.413	LANDSCAPING MAINT	CJ CALLAGHAN & SONS	DDA LANDSCAPING	2,681.25	
401-851-971.413	LANDSCAPING MAINT	CJ CALLAGHAN & SONS	DDA PROPERTIES- LANDSCAPING- WEED BEDS	1,117.71	
401-851-971.414	LAWN CARE	CJ CALLAGHAN & SONS	DDA PROPERTIES-MOWING	945.00	
401-851-975.010	OLD FIRE HALL UTILITIES	CONSUMERS ENERGY	FIRE HALL- S. LEROY ST	151.67	
401-851-975.010	OLD FIRE HALL UTILITIES	CONSUMERS ENERGY	FIRE HALL- S. LEROY ST	19.90	
401-851-975.010	OLD FIRE HALL UTILITIES	FENTON WATER DEPT.	OLD FIRE HALL-SPRINKLERS	120.00	
401-851-975.720	STREETScape MAINTENANCE	MICHIGAN FENCE CO.	COMMUNITY CENTER	954.00	
401-851-975.750	WEBSITE	3SIXTY INTERACTIVE	WEBSITE	383.33	
401-851-975.801	SILVER PKWY IMPROVEMENTS	HUBBELL, ROTH & CLARK	SILVER PARKWAY RESURFACING - MDOT	1,951.74	
Total For Dept 851 DOWNTOWN DEVELOPMENT				42,621.46	
Total For Fund 401 DDA CONSTRUCTION FUND				42,621.46	
Fund Totals:					
Fund 401 DDA CONSTRUCTI				42,621.46	
Total For All Funds:				42,621.46	

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	HEALTH INSURANCE PREMIUMS	288.40	3593
401-851-719.000	EMPLOYEE FRINGES	MELIFE	DENTAL INSURANCE PREMIUMS	19.94	3594
401-851-719.000	EMPLOYEE FRINGES	VISION SERVICE PLAN	VISION INSURANCE PREMIUMS	6.57	3595
401-851-956.100	MISCELLANEOUS	CONSUMERS ENERGY	106 SHAWASSEE	64.06	3592
		Total For Dept 851 DOWNTOWN DEVELOPMENT		378.97	
		Total For Fund 401 DDA CONSTRUCTION FUND		378.97	
		Fund Totals:	Fund 401 DDA CONSTRUCTII	378.97	
		Total For All Funds:		378.97	

THURSDAY CHECKS 6.23.11

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		THE STANDARD INSURANCE CO-LIFE INSURANCE PREMIUMS	44.66	3591
			Total For Dept 851 DOWNTOWN DEVELOPMENT	44.66	
			Total For Fund 401 DDA CONSTRUCTION FUND	44.66	
			Fund Totals:		
			Fund 401 DDA CONSTRUCTI	44.66	
			Total For All Funds:	44.66	

EXP CHECK RUN DATES 06/16/2011 - 06/16/2011  
JOURNALIZED PAID  
BANK CODE: 05

THURSDAY CHECKS 6.16.11

Number	Invoice Line Desc	Vendor	Invoice Description	Amount	Check #
d 401 DDA CONSTRUCTION FUND					
t 851 DOWNTOWN DEVELOPMENT					
-851-719.000	EMPLOYEE FRINGES				
			THE STANDARD INSURANCE CON LIFE INSURANCE PREMIUMS	22.33	3579
			Total For Dept 851 DOWNTOWN DEVELOPMENT	22.33	
			Total For Fund 401 DDA CONSTRUCTION FUND	22.33	
			Fund Totals:		
			Fund 401 DDA CONSTRUCTI	22.33	
			Total For All Funds:	22.33	





**Fenton  
Downtown  
Development  
Authority**

**FENTON DESIGN COMMITTEE PROCEEDINGS**

10:00 a.m.

Tuesday

June 14, 2011

The meeting was called to order at 10:03 a.m. by Chairman Schmidt.

**ROLL CALL:**

**PRESENT:** Schmidt, James, Piacentini, Saule

**ABSENT:**

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

**Agenda Items**

**Approval of February 8, 2011 minutes**

Motion by Schmidt, Supported by Piacentini to approve the meeting minutes of December 9, 2010.

MOTION PASSED ALL AYES

**Façade Improvement Program for 405 S. LeRoy**

Burns had mentioned that John Parks the owner of 405 S. Leroy needed a new roof to be placed on his building. He had been working with John Dziurman but has not heard from him since last spring. He was wondering if he could be considered through the Façade Program just to put the roof on. Burns stated that he informed Mr. Parks that routine maintenance is not part of the program however he understands the delays brought upon by Dziurman.

Burns suggested possibly allowing this on the condition that as a condition of receiving the funding that he does continue with the façade program once Dziurman completes his report.

Saule stated this was regular scheduled maintenance and does not support this moving forward. James states that he is not supportive of this and instead of receiving funding for the roof he can possibly receive more funding for his façade. Schmidt concurred with James and Saule on this matter.

Burns then mentioned his concerns with John Dziurman. He stated that he has received 5 completed assessments and 16 are participating with the program. Burns states that he is constantly getting complaints about Dziurman not communicating with the participants nor has he heard from Dziurman in two weeks.

James stated that it is time to end our relationship with Dziurman. Saule stated that we need to speak with Steve Schultz to make sure that the all legal steps are being followed as we end our relationship.

Burns stated that we would need an architect to still assist us with this. Especially as they go through the review process with both the planner and building official as they are not equipped to address issues with historic properties. Schmidt suggested that we contact Lindhout for assistance.

Motion by Schmidt, supported by Saule that the committee recommend ending the agreement with John Dziurman Architects regarding his assistance in the Façade Improvement Program and contact Lindhout's firm.

MOTION PASSED ALL AYES

**CALL TO AUDIENCE:** (no comment)

**ADJOURNMENT:**

The meeting adjourned at 10:45 a.m.

Respectfully submitted by,  
*Michael T. Burns*  
Michael T. Burns  
Assistant City Manager/DDA Director



**Fenton  
Downtown  
Development  
Authority**

**FENTON DOWNTOWN DEVELOPMENT AUTHORITY PROCEEDINGS**

6:00 p.m.

Tuesday

June 21, 2011

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

**ROLL CALL:**

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

**ABSENT:** Bayer, Piacentini

**OTHERS:** Michael Burns, DDA Director/Assistant City Manager; Lynn  
Markland, City Manager; Cynthia Shane, Treasurer

**EXECUTIVE DIRECTOR'S REPORT:**

Burns reported that we were able to refinance the 2011 Development Refunding Bonds through a private sale with Bank of America for a lower rate (4.5% from 3%) through 2021.

Burns reminded that the Art Walk is this Friday June 24, 2011 from 4:30-8:00pm. They are expecting about 60 artists and 30 merchants. The Fenton Patch will be at the booth in front of City Hall.

Burns reported that there was discussion at the City Council's work session with the City Planner, Carmen Avantini that the Pedestrian Crossing signs were too tall. Burns did some research and found some shorter bollards at a cheaper price. Pending approval at Monday 6/27/11 council meeting.

Burns advised that there will be a special meeting of the DDA and City Council on July 13<sup>th</sup> or 14<sup>th</sup> to unveil the architect's drawings for the S/E corner of Leroy and Silver Lake. The interested party and press will be present.

Burns advised that Rex Rogers has signed the lease and has occupied the property at 106 W. Shiawasse.

Burns reported that they have begun staking the Wayfinding Signs.

Burns advised that the DDA met with Lindhout and received approval from the City Council to move forward with Lindhout & Associates.

**FINANCIAL REPORT:**

Shane provided the financial report.

Shane advised that we will close on the bond on July 12<sup>th</sup>.

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

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

**STREETSCAPE :**

Burns gave a report.

OHM was present for Q&A.

As a result of changing our engineer and landscape architecture for the Downtown Streetscape Project from Grissim, Metz & Andriese to OHM & LAS, it was discovered that topography and soil testing was not done and had not been discussed at the conceptual design phase of the project.

Both OHM & LAS submitted proposals using as much of Grissim's concept work as possible. Both proposals are attached. If approved they will be able to provide the design committee with their findings at the August 9<sup>th</sup> 2011 meeting.

Motion by Schmidt, supported by Canever that the DDA approve for OHM to begin the necessary services toward the streetscape project for a cost not to exceed \$59,940 (this includes cost for geotechnical work). Also, that the DDA approve for LAS to make the necessary revisions to the streetscape project for a cost not to exceed \$6,334.

MOTION CARRIED, ALL AYES.

**RENEW NEW MOON VISIONS CONTRACT:**

Burns gave a report.

New Moon Visions contract expires on June 30, 2011. A proposal is attached for this fiscal year.

Due to the many different services that they provide, Kim Rivera of New Moon and Burns have discussed a retainer based service rather than billing individually for each task.

Schmidt advised the "Be Closer" tag line seems to be working. He has had positive feedback from business owners.

There was discussion about a "Broker/Tenant Tour" and a "First Friday Event" Also discussion of a "Be Closer" ad campaign on the city's web site to promote Fenton to outside communities.

Motion by Kasper, with support by James that the DDA approve the agreement for New Moon Visions to provide Marketing services for the DDA as listed above.  
MOTION CARRIED, ALL AYES.

**ARCHITECT FOR FAÇADE IMPROVEMENT PROGRAM:**

Burns gave a report.

The DDA hired John Dziurman Architects in November 2009 to assist property owners in the Downtown district to historically restore several properties in the Dibbleville District. With much discussion it was determined that Mr. Dziurman did not complete the work requested of him in a timely manor. The Design Committee recommended that the Board move toward terminating our relationship with Mr. Dziurman and to meet with Lindhout & Associates to assess if they would be interested in assisting us. We will meet with Attorney Schultz to discuss how to address this issue.

Burns would like to give Mr. Dziurman an opportunity to complete his reports.

Motion by Saule, supported by Kasper that the DDA follow the recommendation by the Design Committee to take the necessary steps toward ending our contractual services with John Dziurman Architects.

MOTION CARRIED, ALL AYES.

**CALL TO THE AUDIENCE:**

No Comment

Schmidt commented that the Walnut Street Project turned out great. Also, that the new hotel was just about complete. And that Wednesday 7/13/11 was a big day for the DDA.

**CLOSED SESSION:**

Motion by Schmidt, supported by Osborn to enter into closed session to discuss the purchase of property.

Roll call votes: Canever-aye, Henderson-aye, James-aye, Kasper-aye, Osborn-aye, Saule-aye, Schmidt-aye, Strayer-aye, Sweetman-aye, Wesch-aye.

**ADJOURNMENT:**

The meeting adjourned at 7:15pm.

Respectfully submitted by,

*Craig Schmidt*  
Craig Schmidt, Chairman  
Downtown Development Authority

*Elaine Mcgreevy*  
Elaine Mcgreevy  
Recording Secretary

# FENTON DOWNTOWN DEVELOPMENT AUTHORITY

## MEMORANDUM



**DATE:** July 15, 2011

**TO:** Downtown Development Authority Board of Directors

**FROM:** Michael T. Burns, Executive Director *MB*

**RE:** Fenton House Façade Improvement Program

Currently, there is a dilapidated duplex residence style structure behind the Fenton House at 413 S. LeRoy. Kenny Nevells, owner of the Fenton House, purchased the property and intends on utilizing it for his carryout and catering operations along with a customer waiting area.

Mr. Nevells would like the exterior of the addition to resemble that of the current Fenton House location. He is requesting assistance from the DDA through their Façade Improvement Program. He is looking to make an approximate \$264,000 investment in interior and exterior upgrades for the new location. Of that he is looking to invest approximately \$100,000 in exterior façade upgrades. This amount would allow for Mr. Nevells to receive \$37,500, the most an eligible participant could receive through the Façade Improvement Program.

He is looking for assistance for the exterior additions listed above. He is also installing railings and planting of shrubs surrounding the site for aesthetic improvements. He is also interested in improving the common rear entry corridor behind the 400 S. LeRoy block buildings adjacent to the city parking lot. Nevells proposes to replace the existing concrete walkway with stamped concrete. He is also looking at placing several wall mounted utility boxes surrounding the walkway underground.

Carmine Avantini conducted a site plan review of the project and states that this project meets the Downtown Design Standards set forth in the Downtown Master Plan. He is approving the project pending Mr. Nevells provides information and samples for the materials and appearance of the railings and stamped concrete planned for the site. While this building was built in 1938 and does not require the necessary historic preservation assessments it is within the targeted area of the Façade Improvement Program. Mr. Nevells did provide those samples to the Protective Inspection Department.

Mr Nevells still needs to provide me with his official quotes and cost breakdowns for the project. I have informed him of this and that he cannot begin work on the project until he does so. He stated that he will be providing that to me shortly but looks to begin the project by the end of July. However, in order to expedite the project I presented this to the Design Committee at their Tuesday July 12, 2011 meeting. The committee made a recommendation to the Downtown Development Authority board to approve Mr. Nevells' application to the Façade Improvement Program pending that Mr. Nevells provides the listed information.

**I am recommending that the Downtown Development Authority accept the recommendation from the Design Committee to award the Fenton House a grant in the Façade Improvement Program for the remodeling of their addition pending that Mr. Nevells provides me the necessary cost estimates and official quotes.**

I have provided information for your review.

# Façade Improvement Guidelines

## I. PROGRAM OVERVIEW

The Fenton Façade Improvement Program (FFIP) provides partial reimbursement for eligible façade improvements, signage, and rehabilitation for historical buildings or buildings located in target areas within the Fenton Downtown Development Authority TIF district. Except as otherwise noted in these guidelines, a maximum reimbursement of \$25,000 per building may be paid by the DDA. The DDA may consider up to an additional \$10,000 in matching funding for the side elevation of that same building, if applicable. The DDA may pay \$1 toward façade improvement costs per each \$2 of total façade improvement project costs to the exterior of the building, or approximately 50% of the total façade improvement up to the maximum amounts above. These maximum amounts will be reviewed annually and may be adjusted according to funds available for FFIP. The minimum total project cost for FFIP eligibility is \$2,500. The property owner or business merchant may obtain the private match portion of the financing from any source. All design plans shall be reviewed and approved by the DDA Board of Directors and site plans are subject to Planning Commission approval. In addition, the DDA will provide at no cost to all eligible participants to this program access to a historic preservation architect. This architect will work with eligible participants to ensure their façade improvements meet the design standards provided in the Downtown Master Plan.

During the 2011 calendar year, if an eligible applicant listed below wishes to participate in the façade improvement program, the DDA will provide an additional 25% match toward the total project, not to exceed \$37,500 (\$45,000 if building is eligible for additional \$10,000 due to the building having a side elevation).

The intent of FFIP is to strengthen the economic viability of downtown Fenton by providing financial incentives for improving the exterior of existing buildings. The FFIP provides an opportunity to preserve the architectural heritage and enhance the unique atmosphere of downtown Fenton. The best approach to encouraging compatible downtown building design is through preservation of a building's original architectural features whenever possible. The FFIP program promotes this intent by focusing on this reimbursement program as a primary business recruitment and retention tool.

Funds for FFIP will be allocated by the DDA over a five (5) year period for a total of \$757,000. Approved applications will be funded on a first-come, first-served basis. If a commercial building under one ownership is a multi-tenant building, each separate unit with an individual storefront façade and an independent ground floor entry shall be eligible to receive FFIP funds on a pro rated basis. If the owner or tenant of a building, which occupies more than sixty (60) feet of storefront, applies for FFIP funding, the DDA Board of Directors may award additional funds at its discretion.

Applicants receive disbursement of FFIP funds after completion of project, approval of work by a final City inspection, and submittal of copies of paid invoices for approved expenses to the City of Fenton DDA Executive Director.

## II. ELIGIBLE APPLICANTS

Owners and/or tenants of structures located within the Fenton Downtown District as defined by the Downtown Development Plan and Tax Increment Financing Plan adopted in June of 2000 and as amended in June of 2004 which structures are either:

1. Located within the Dibbleville Development District as defined in the City of Fenton Downtown Master Plan and Design Guidelines as adopted on March 12, 2007 by the City Council, or;
2. Architecturally significant structures of the late 19<sup>th</sup> and early 20<sup>th</sup> century with similar historical significance and architectural style as qualifying structures located within the Dibbleville Development District, or;
3. Located adjacent to structures qualifying under items 1 or 2 above and which if preserved, restored, or improved will contribute materially to the design goals and objectives applicable to the qualifying structure.

Competing projects will be evaluated and prioritized based upon the extent to which each project meets the General Design Principles as set forth in the Downtown Master Plan and Design Guidelines and the Downtown District Design Goals and Objectives for the Dibbleville Development District.

### **III. ELIGIBLE BUILDINGS**

Under the current phase of the program, any existing or proposed commercial building located on the list above is eligible for FFIP funds. Projects approved for FFIP funds must comply with all applicable City of Fenton codes and ordinances. All projects require a building permit and may require site plan approval by the Fenton Planning Commission. Buildings at the following addresses are currently eligible for FFIP funding in the current round:

### **IV. ELIGIBLE EXTERIOR FAÇADE IMPROVEMENT**

Materials, labor, architectural, engineering and design services for improvements to the front, rear or sides of buildings, and escrow review fees are eligible in addition to the following:

- Carpentry and/or painting which is not considered scheduled maintenance and deemed as such by a certified architect;
- Masonry cleaning, re-pointing and repair;
- Removal/demolition;
- Window replacement or restoration;
- Storefront construction and signage;
- Doors and/or entryways;
- A roof when done in conjunction with a comprehensive exterior improvement project and when the roof is a distinctive element of the façade and is visible from the street;
- Awnings and/or lighting when in conjunction with a comprehensive exterior improvement project or if the improvement is a distinctive element of the façade;
- Enhancement to the structural nature of the building;
- Other similar improvements as determined by the DDA.

### **V. ELIGIBLE SITE IMPROVEMENTS**

Site improvements are eligible when completed in conjunction with exterior or façade improvements to existing structures and new buildings:

- Landscaping;
- Lighting;
- Construction of sidewalk/pedestrian access amenities to private property;

### **VI. INELIGIBLE EXPENSES**

Ineligible expenses include:

- Interior improvements;
- Projects which do not comply with the design guidelines set forth in the Downtown Master Plan;
- Repairs which are determined as scheduled maintenance repairs;
- Property acquisition;
- Loan fees, mortgage/land contract refinance;
- Appraiser, attorney, interior decorator or designer fees;
- City of Fenton building or sign permit fees;
- Expenses incurred prior to DDA Board of Directors approval;
- Personal property (furnishings, trade fixtures);
- Any expenses paid in goods or services;
- Site improvements in conjunction with a City Special Assessment District;
- Wages to applicant or relatives in record line of consanguinity unless licensed to do such work.



## **VII. TIMETABLE**

Approved applicants shall additionally sign an "Agreement to Comply with the Commencement and Completion Timetable" as a condition of approval for any FFIP funding and shall be subject to all FFIP guidelines and all amendments thereto. The commencement and completion dates will be "best guess" estimates that are mutually acceptable to the applicant and DDA Board of Directors. In the event that actual physical construction on a project has not commenced within 60 days of the DDA funding commitment date, or if a project has not been completed and has not been granted a Certificate of Completion within one year (365 days) of the DDA funding commitment date, the DDA Board of Directors will evaluate the status of that project. At its discretion, the DDA Board of Directors reserves the right to cancel or extend the commitment.

## **VIII. OTHER PROGRAM GUIDELINES**

1. Construction work and disbursement of the FFIP funds may be phased;
2. Within a 5 (five)-year period, a property address may not apply for FFIP funds more than twice for the same store unit unless a change in business ownership occurs;
3. If a property owner has received FFIP funding in the past five years and wishes for additional funding now provided through this program, they must submit their request to the DDA Design Committee approval to participate in the FFIP.
4. If a project has received FFIP funding in the past five years, the property owner is eligible for the difference between the amount previously awarded and the total award allowed. The total amount awarded to a property and tenant for the same store unit address, during a 5 (five)-year period, may not exceed \$25,000 (\$35,000 if a side elevation exists). If the property owner participates in 2010, the cost may not exceed \$37,500 (\$45,000 if a side elevation exists).
5. If a property owner who has received funding through the façade improvement program and sells the building they will be responsible for reimbursement of FFIP funds to the DDA (see schedule below:
  - a. If a sale occurs within 6 months after completion of the project and the distribution of FFIP funding the grantee owner will reimburse the DDA 100% of awarded costs.
  - b. If a sale occurs within 12 months after completion of the project and the distribution of FFIP funding the grantee owner will reimburse the DDA 85% of awarded costs.
  - c. If a sale occurs within 18 months after completion of the project and the distribution of FFIP funding the grantee owner will reimburse the DDA 60% of awarded costs.
  - d. If a sale occurs within 24 months after completion of the project and the distribution of FFIP funding the grantee owner will reimburse the DDA 40% of awarded costs.
  - e. After 24 months, no reimbursement is required.
6. Whenever the property ownership changes, the new owner may be eligible for FFIP funds. In deciding eligibility the DDA will consider whether prior grants have been made for the same structure, whether the new project will compliment the previous work, whether the new project will move the building closer to the state desired of such structures in the City's Downtown Master Plan and Design Guidelines, and how this project compares to others being considered with respect to adherence to the guidelines.
7. At the DDA's discretion, an exception to any FFIP guideline may be granted in the event of special conditions or situations; examples may include an extraordinary property owner investment in a specific area the DDA seeks to improve or reconstruction after a fire or natural disaster which might not otherwise be feasible without DDA assistance.
8. All FFIP projects are subject to audit by the City of Fenton;
9. All FFIP projects must adhere to the DDA Design Guidelines.
10. Applicants will be required to submit a W-9 to the City of Fenton and file a 1099 form with the Internal Revenue Service once the project is approved and funding has been awarded by the Downtown Development Authority.

11. If your building is eligible for federal/state tax credits as a result of the building being listed on the National and/or State of Michigan Register of Historic Places. The applicant is still eligible to receive a grant from the City of Fenton Downtown Development Authority Façade Improvement Program.
12. If a project is awarded, the applicant has 365 days to complete the project. If the applicant cannot complete the project in that timeframe, the DDA Design Committee may grant an exception to the applicant. Factors to consider might be unusual weather or labor issues. Shortage of building material supplies, changes in design which bring the project into even greater compliance with Master Plan and Design Guidelines etc.
13. Improvements made within the previous 12 months may be eligible toward meeting the applicant match if determined to be items that would have been approved by the DDA under a new application and any such approval is at the discretion of the DDA.

## **IX. APPLICATION**

1. Contact City of Fenton Department of Economic Development for FFIP guidelines and application;
2. If eligible, the applicant will begin work with the Downtown Development Authority's contracted historic architect to begin developing a façade plan that historically preserves the building and meets the design standards for the Downtown District. This is of no cost to the applicant;
3. Once the contracted historic architect has created their analysis, the applicant can then submit the FFIP application with appropriate attachments to City of Fenton Protective Inspections Department for site plan approval. **To begin the site plan approval process, an escrow account must be created and the applicant is responsible for necessary fees. However, these fees may be reimbursed through the program;**
4. The City of Fenton Protective Inspections representative will notify the Department of Economic Development that a FFIP grant has been submitted.
5. Obtain preliminary approval of site plan application from the Protective Inspections Department;
6. Review proposed improvement design with the Fenton Design Committee at a designated meeting;
7. The DDA Board of Directors approves application if applicant follows appropriate recommendations and when funds are available.

## **X. SUBMISSION**

Submit the following to City of Fenton Department of Economic Development:

- Completed application;
- 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.
- Official cost estimates from contractors, vendors or architects. For consideration at a Design Committee and DDA Board meetings, the FFIP applications with all required information must be approved by the City of Fenton DDA Executive Director.

## **XI. REVIEW/APPROVAL**

1. The applicant must request site plan approval from the Protective Inspections Department after the FFIP application is submitted;

2. Both the FFIP and site plan review applications are reviewed by staff and appropriate consultants. Review comments are then submitted to the applicant, with a revised application submission being possible to address outstanding issues.
3. Once the application meets site plan review requirements, the DDA Design Committee reviews the application. Applications shall be on file for review by the DDA Board of Directors. The Design Committee prepares a written report for the DDA Board of Directors with recommendation for approval, modification or rejection based on whether the application meets criteria established in the Downtown Design Guidelines. For a copy of the design guidelines, please contact the City of Fenton Department of Economic Development;
4. The applicant or representative must attend the Design Committee meeting to make a presentation and review the application with the committee;
5. Project details that necessitate a permit or Appearance Review are finalized with the City of Fenton DDA Executive Director and the City of Fenton Building and Zoning Administrator.
6. Construction may begin upon DDA Board of Directors approval of the FFIP application and issuance of the building permits needed;
7. During construction, the City of Fenton DDA Executive Director must authorize any changes to the approved scope of work or the DDA Board of Directors may rescind the funding commitment. Approval of changes by Director should be limited to changes necessitated by unforeseeable conditions incurred during construction and which are minimal in nature and that will not materially change the site plan approved.

## **XII. PAYMENT PROCEDURE**

1. Applicants receive reimbursement after project completion, approval of final city inspection, and submittal of copies of paid invoices for approved work to the City of Fenton DDA Executive Director;
2. The City of Fenton DDA Executive Director reviews and tallies the submitted invoices and prepares a check request up to 50% of the approved work up to the maximum amount (of up to \$35,000 combined or the higher amounts granted for the 2010 year only) stated in the DDA Board of Directors motion for approval. The check request is submitted by the City of Fenton DDA Executive Director to the City of Fenton's accounts payable department;
3. The City of Fenton DDA Executive Director or his/her designee notifies applicant when check is issued and applicant meets with the executive director to receive check.

## **QUESTIONS**

Contact the City of Fenton  
Department of Economic Development  
(810) 629-2261

# FAÇADE IMPROVEMENT APPLICATION

## City of Fenton DDA Façade Improvement Program

### I. APPLICANT INFORMATION

Applicant's Name: \_\_\_\_\_  
Mailing Address: \_\_\_\_\_  
Phone Numbers: \_\_\_\_\_

### II. BUSINESS OWNER INFORMATION

Name of Building's Historic or Common Name: \_\_\_\_\_  
Name of Business Owner: \_\_\_\_\_  
Building Address: \_\_\_\_\_  
Phone Number: \_\_\_\_\_

### III. BUILDING OWNER INFORMATION

Building Owner's Name: \_\_\_\_\_  
Mailing Address: \_\_\_\_\_  
Phone Numbers: \_\_\_\_\_

### IV. PROPERTY/BUILDING INFORMATION

Property Identification (Sidwell) No: \_\_\_\_\_  
Date Building was originally constructed: \_\_\_\_\_  
Date(s) of known past building improvements/modifications: \_\_\_\_\_  
Current Use: \_\_\_\_\_  
Proposed Use: \_\_\_\_\_

### V. ARCHITECT/CONSULTANT INFORMATION

Name of Architect/Consultant : \_\_\_\_\_  
Firm: \_\_\_\_\_  
Specialty: \_\_\_\_\_  
Mailing Address: \_\_\_\_\_  
Phone Numbers: \_\_\_\_\_

### VI. PROJECT INFORMATION

Total Project Cost: \_\_\_\_\_  
Proposed Start Date: \_\_\_\_\_ Proposed Completion Date: \_\_\_\_\_  
Project Financing: \_\_\_\_\_ Bank Name: \_\_\_\_\_  
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
Upperfloor conversion	Painting (exterior)	Other (specify)

\_\_\_\_\_  
\_\_\_\_\_

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: \_\_\_\_\_

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: _____



# City of Fenton

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301 South Leroy Street · Fenton Michigan 48430-2196 • (810) 629-2261 • FAX (810) 629-2004

## MEMO

**DATE:** June 29, 2011

**TO:** Mike Burns, Executive Director  
Downtown Development Authority  
City of Fenton

**FROM:** *NSH*  
N. Bradley Hisson  
Zoning/Building Administrator

Dear Mike,

Attached please find the façade review letter from LSL Planning for the Fenton House addition façade review. This letter incorporates my comments and provides a positive recommendation to the DDA Design Committee. As a result, I am prepared to authorize administrative site plan approval for the project, as proposed.

Should the DDA Design Committee have any changes they would like to see, please let me know so I can confer with LSL Planning and ensure that they meet the requirements of the zoning ordinance and the Downtown Design Guidelines.

Thanks,



**LSL Planning, Inc.**

Community Planning Consultants

June 29, 2011

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

Attention: Brad Hissong, Building Official/ Zoning Administrator

Subject: **413 S. Leroy St. Façade Review**

Located to the rear of the Fenton House Restaurant facing the city parking lot. Zoned CBD/PUD, Central Business District/Planned Unit Development, application dated 6/9/11.

Dear Mr. Hissong:

Per your request, we have completed our review of the proposed façade improvements to the Fenton House carry out and catering addition including a customer waiting area. Proposed is the conversion of the two unit apartment building at the northeast corner of the existing Fenton House restaurant into an addition for the restaurant. The exterior of the building will be finished with the same brick, windows and decorative EFIS cornice as the Fenton House façade facing Leroy Street. Also proposed are improvements to the walkway area leading to the existing rear entrance. We offer the following comments for your consideration:

- 1. Exterior Building Finish.** The exterior materials and finish of the proposed addition match the existing Fenton House restaurant building and will be a major improvement to the rear buildings facing the city parking lot. Combined with improvements to the First Presbyterian Church, the appearance of the buildings from the parking lot will be greatly enhanced over what is currently there. Equally important, the proposed improvements meet the design guidelines found in the City of Fenton Downtown Master Plan.
- 2. Railings.** Additional information is needed about the materials and appearance of the stair hand railings leading to the carryout door.
- 3. Existing Rear Entryway.** The applicant has been working with the DDA to upgrade the appearance of the current rear entry corridor. It is our understanding that the existing concrete walkway will be replaced with stamped concrete and all but one of the exterior wall-mounted utility boxes will be removed and located underground. We find this treatment to be a vast improvement to the walkway corridor.
- 4. Landscaping.** We recommend that the Tams Juniper be replaced with another shrub that is easier to maintain and replace in the long-term.