

AGENDA

MONROE DOWNTOWN DEVELOPMENT AUTHORITY REGULAR MEETING

7:45 A.M.

Wednesday, January 21, 2015

CITY HALL, 1st FLOOR CONFERENCE ROOM, 120 E. FIRST ST.

1. Roll Call

2. Consent Agenda

Action Requested

- A. Approval of Agenda
- B. Approval of the Minutes of
Wednesday, December 17, 2014 Regular Meeting
- C. Financial Report
 - DDA Revenue and Expenditure Report FY 2014-2015
 - DDA Itemized Expenditure Report FY 2014-2015

3. 2014 – 2015 Work Program

- A. Committee Project Status Report
 - 1. Design Committee – Jodie Stevens
 - 2. Promotions Committee – Mary Gail Beneteau
 - 3. Development Committee – Jim Jacobs
City Council request for funding North Monroe Street **Action Requested**
 - 4. Façade Grant Committee – Steve Pipis
 - A. 2015 Façade Application **Action Requested**
 - B. 12-16 West Front Street – communication received
- B. DDA Office Report

4. Other Business

- A. Financial Report

5. Communications

6. Adjournment

Action Requested

Minutes

**Monroe Downtown Development Authority
Regular Meeting
Wednesday, December 17, 2014
First Floor Conference Room
Monroe City Hall**

Vice Chairperson Jodie Stevens called the meeting to order at 7:47 a.m.

1. Roll Call

Present: Vice Chairperson Jodie Stevens, Chris Bica, Mayor Robert Clark, Scott Goocher, Steve Pipis, Cheri Weakly
Excused: Kimberle Daniels, Les Lukacs, Shaun McGowan, Anthony Trujillo
Absent: Tom Stewart
Staff: Paula Stanifer, Dan Swallow, Michelle LaVoy (arrived at 7:54 a.m.)
Guests: David McMullen (left at 7:45 a.m.) Frank Grzywacki

2. Consent Agenda

- A. Approval of December Agenda
- B. Approval of Minutes of November 19, 2014 DDA meeting
- C. Financial Reports: Revenue and Expenditure, Itemized Expenditure

Motion by Ms. Weakly, seconded by Mayor Clark to approve the Consent Agenda.

Motion carried unanimously.

3. 2014-2015 Work Program

A. Committee Project Status Reports

- 1. Design Committee – Jodie Stevens
In lieu of the monthly meeting, the Committee cleaned out the United Furniture Building. All decorations not used this year were put into storage by DPS.
- 2. Promotions Committee – Mary Gail Beneteau
There was no December Promotions Meeting.

Motion by Mr. Bica to pay Lamour Printing bill of \$1,300 for Every Door Direct Mailing; Mr. Goocher seconded.

Motion carried unanimously.

- 3. Development Committee – Jim Jacobs
Mr. Swallow discussed the contract with Ron Noel for clearing curb line. Ordinance enforcement will be handled by the City. DPS felt they could handle enforcement issues.

MBAT – Our last session had six people attend. The Development Committee has decided to partner with MCCC since we were touching on the same topics.

Block Captains – Very positive feedback from the businesses.

Parking Enforcement – Ms. Stanifer and Mr. Swallow are working with Public Safety for better enforcement. New tickets should be out soon. Mr. Lewis has information on signs to be added with the “P.”

Ms. Weakly had concerns about assigned parking spots given to the Lauer Building. Mr. Swallow explained that these spots were in exchange for work done during the new parking lot addition. Mr. Swallow will look into the parking spots that were given to the Lauer Building (Calendar). If they are not being used and those spots are empty each day, perhaps the assigned spots can be relocated.

4. Façade Grant Committee – Steve Pipis

12-26 West Front Street- Mr. Pipis outlined concerns on the receipts. The Committee has denied the request for reimbursement for the reasons stated in the memorandum.

Mr. Grzywacki stated work was held off due to many issues including sidewalk replacement. The first receipt was not acceptable so he had a letter written by the contractor to include Mr. Grzywacki’s name.

Mr. Pipis asked for invoices showing labor and materials at a previous meeting with Mr. Grzywacki.

Mr. Grzywacki stated that the shingles were being done by the insurance company due to hail damage. Unknown time to be completed. Paint is not an issue. He will get it cleaned up.

Mayor Clark discussed discrepancies with work, receipts, and payment. He asked for a time frame to complete all work.

Mayor Clark made a motion, supported by Mr. Pipis, to accept the Memorandum Recommendation from the Façade Committee to not reimburse 12-16 West Front Street. Any reconsideration to review must be received by Monday, January 12, 2015, and include finished work and all requested information placed in Memo to board.

Mr. Bica handed Mr. Grzywacki a copy of the Memorandum with items needed to reconsider.

Motion carried unanimously.

B. DDA Office Report

The new Parking Brochure should be printed by the end of the year.

4. Other Business

A. Parking Permits – Those who are job sharing would like to share a Parking Permit. The DDA Board does not feel this is a problem as long as the two share

the one permit. A second permit will not be issued. The Board further feels no further clarification is needed at this time.

5. Communication

Mr. Swallow discussed a grant received for North Monroe Street. City Council would like the DDA to pay the local match of \$57,400.

Motion by Mayor Clark, supported by Mr. Pipis, to refer City Council's request for funding of North Monroe Street to the Development Committee.

Motion carried unanimously.

It was brought to the attention of Mayor Clark that there are no street signs at the intersection of Elm and Monroe Streets. The City is working on replacements.

A new business opened on Monroe Street – Serendipitous. It is a very nice addition to Downtown Monroe.

The joint meeting with City Council and the DDA was well received. Citizens comments received via telephone, email, and the newspaper. Mayor Clark asked for suggestion to be emailed to Ms. Stanifer.

6. Adjournment

A motion to adjourn was made by Mr. Bica, supported by Mr. Goocher at 9:05 a.m.

Motion carried unanimously

Monroe Downtown Development Authority 2015 Façade Improvement Program

Program Summary

The Monroe Downtown Development Authority (DDA) created the Façade Improvement Grant Program (Façade Program) to encourage private investment in the City's downtown. Over the past fourteen years, the Façade Program has made a significant impact in the area by encouraging rehabilitation and enhancing Monroe's unique sense of place.

The program seeks to provide funding for projects that will enhance the aesthetics and historical character in the DDA District and assist property owners in rehabilitating and upgrading the buildings located there. Rebate dollars are available for the exterior building improvements described below. Rebates (up to \$10,000) are for labor and materials only. Permit fees and other expenses do not qualify for rebate dollars.

Section I – Project Eligibility

- 1) The proposed improvement must be on a building located within the DDA District.
- 2) The Façade Program application must be completed and submitted by the building owner.
- 3) Improvements to be funded through this program must be located on an exterior elevation(s)/wall(s) of the building. No other improvements will be funded.
- 4) Façade Grants are for existing commercial buildings only. Buildings may have upper floor residential component, but first floor must be commercial use.
- 5) Participants must be current with the City of Monroe and Monroe County for all real or personal property taxes at time of application and at time of payment.
- 6) Paint and fabric colors for exterior improvements shall be chosen from the *Downtown Façade Study* and *Historic Color Palette* available for review in the City of Monroe Planning Department/Historic Preservation Office.
- 7) All projects shall meet the Secretary of the Interior's *Standards for Rehabilitation* (<http://www.nps.gov/tps/standards/four-treatments/standguide/index.htm>).

- 8) Properties that have received funding through this program within the last five (5) years are not eligible.
- 9) All completed applications must be submitted no later than Thursday, February 26, 2015, at 4:30 p.m. Deadline extensions will not be granted.
- 10) All work must be completed within one year of contract date.

Section II – Review and Reimbursement Process

- All proposed improvements must be approved before work begins.
- A Site Plan Review Application must be submitted for any work that will change, modify, or alter the exterior appearance of a building. (Contact the Planning Department – Jeff Green 734-384-9106 or Jeffrey.green@monroemi.gov). There is a cost of \$500 and drawings prepared by a design professional (ex: architect or engineer) will likely be required.
- Reimbursement will occur after project completion, inspection, and submittal of final paid invoices.
- Should final payment be lower than approved bid, the DDA will reimburse based on the final paid invoice amount.
- If the project, as approved, is not completed the final rebate amount may be adjusted.
- Work must comply with the City of Monroe Zoning Ordinance and State of Michigan Building Code.
- Project approval does not replace City of Monroe Site Plan Review or other Building or Planning Department reviews and procedures.
- The rebate will reimburse the owner up to 50% of the project costs, not to exceed \$10,000; with the exception of removal of slip covers or building “skins” which may be covered up to 100% of actual cost.

Project Timeframe

This approval process typically takes between six (6) and eight (8) weeks, but may, in some circumstances, take longer. Applicants will be contacted to schedule a meeting with the DDA Façade Grant Committee to review the project.

Application

All application materials must be submitted by the deadline to be considered. Only completed applications will be accepted.

Application materials to be submitted include:

- Rebate application, completed and signed by the property owner;
- An informal sketch of the proposed façade;
- Any proposed paint, awning, etc. samples;
- Pictures of the existing façade and proposed improvement areas;
- Historic photos of building;
- Two itemized cost estimates per project element. Each element must be listed separately with an estimated cost. (E.g.: 12 windows \$500.00, tuck pointing \$600.00). This must be provided by a licensed contractor.

2015 FAÇADE IMPROVEMENT PROGRAM APPLICATION

Building Owner's Name (Applicant): _____

Project Address: _____

Mailing Address: _____

Telephone Number: _____ **E-mail:** _____

Existing Use of Building: _____

Will project result in a new use? If so, please explain. _____

Project Description: (Please be specific) _____

*Please include information on any product manufacturer, color (awning fabric swatches and/or paint chips), etc., and a drawing of the proposed improvements. Attach additional sheets if necessary.

Estimated Project Cost (by project element):

*Attach copies of quotes from licensed contractors for each project element.

Requested Rebate Amount: _____

Proposed Project Start Date: _____

Did you receive any tax abatement from the City of Monroe? Yes No (circle one)
If yes, please provide tax abatement form.

Did you receive a DDA Façade Grant in the last five years on this property? Yes No

Application materials checklist to be submitted:

- Rebate application, completed and signed by the property owner;
- An informal sketch of the proposed façade;
- Any proposed paint, awning, etc. samples;
- Pictures of the existing façade and proposed improvement areas;
- Historic photos of building;
- An itemized cost per project element. Each element must be listed separately with an estimated cost. (E.g.: 12 windows \$500.00, tuck pointing \$600.00). This must be provided by a licensed contractor.

The undersigned applicant affirms that:

- A. The information submitted is true and accurate to the best of my (our) knowledge.
- B. I (We) have read and understand the conditions of the Façade Program and agree to abide by its conditions and guidelines.
- C. The decision of the Façade Committee/DDA is final.

SIGNATURE OF APPLICANT(S):

DATE: _____

DATE: _____

**Please return all application materials by mail to the
DDA office, 120 East First Street**

OFFICE USE ONLY

Submittal Date: _____

Committee Action: _____

Notes/Comments: _____

Memorandum

Date: January 12, 2015
To: DDA Board
From: Paula Stanifer
Re: Façade Grant 12-16 West Front Street

Correspondence received from Frank Grzywacki on January 12, 2015, regarding 12-16 West Front Street. (3 pages to follow)

Ellison custom siding and Home Repair

2446 Fulton St,

Toledo, OH 43620

419-340-1782

S.S 303-74-7173

To Frank Grzywacki

for work; Sonny's Bar and Spirits, 12 w Front St.

116 Hollywood Dr

Monroe, Mich

Summary of charges for the final price of \$20,085

Erection of sub wall to keep out debris and protect interior- labor \$600, materials \$440. purchased from local hardware stores.

Removal of store front- dump fee \$400, repairs \$1200, labor and material \$2600. purchased from local hardware stores.

Install store front- labor, \$6000, of which, 2000 was paid to a (Dave McMullen) material \$4213.

Glass installation- all incur material, delivery, labor and sealant prep \$2720. Of which, 500 was paid to (Dave Mc Mullen)

Install Banner are with paint /prep- materials and labor \$1912. of which, 500 was paid to (Dave McMullen).

All material used was from my own stock and local hardware stores i.e., Lowes, Walmart, Home Depot, Ace, etc.

Rec'd
11/2/2015

Sub-contractor: Dave McMullen was hired by Danielle Williams while I was finishing another project out of town

Mr. McMullen was paid in full with increments of 1500, paid on 8-19-2014, 500, paid on 9-26-2014 and final payment of 1000, paid on 10-9-2014. Mr. McMullen was then relieved of his services.

Paid by Frank Grzwacki in increments of; initial payment of \$13,000

Balance \$ 7,085

Paid in full \$20,085.

Balance 0.00

Thank you

Ellison Custom siding and Home Repair

303747173

Barry Ellison

PETTY CASH

AMOUNT \$	500.00	FOR	12 West Front St.
NO.			Sonny's food & spirits
DATE	9-26-14		- services / labor
ACCOUNT NO.	Sonny's food & spirits		
APPROVED BY	Danielle Williams		
RECEIVED BY	Danielle Williams		

12-12
A-1156
T-4109

PETTY CASH

AMOUNT \$	1000.00	FOR	12 West Front St
NO.			Sonny's food & spirits
DATE	10-9-2014		- services & labor
ACCOUNT NO.	Sonny's		Paid in full with any
APPROVED BY	Danielle Williams		all agreements by
RECEIVED BY	Danielle Williams		with Danielle Williams
			Sonny's food & spirits

12-12
A-1156
T-4109