

*RULES OF THE CHAMBER*

Any person wishing to address the Board shall step up to the podium/front of room, state their name and address in an audible tone of voice for the record, and unless further time is granted by the Board, shall limit their address to three (3) minutes. A person may not give up or relinquish all or a portion of their time to the person having the floor or another person in order to extend a person's time limit in addressing the Board.

Any person who does not wish to address Board from the podium/front of room, may print their name, address and comment/question which he/she would like brought before Board on a card provided by a staff member and return the card to a staff member before the meeting begins. The staff member will address the presiding officer at the start of Public Comments on the Agenda, notifying him of the card comment, and read the card into the record for response.

The City of Monroe will provide necessary reasonable auxiliary aids and services to individuals with disabilities at the meeting upon one weeks' notice to the City Clerk/Treasurer. Individuals with disabilities requiring auxiliary aids or services should contact the City of Monroe by writing or calling: City of Monroe, City Clerk/Treasurer, 120 E. First St., Monroe, MI 48161, (734) 384-9136.

**AGENDA**  
**ANNUAL MEETING**  
**Wednesday, July 17, 2019, 8:00 A.M.**  
**CITY HALL, 3RD FLOOR CONFERENCE ROOM, 120 E. FIRST ST.**

1. **Roll Call**
2. **Vision Statement** (2 minutes)
3. **Additions/Deletions to the Meeting Agenda** (1 minute)
4. **Public Comment** (2 minutes per individual)
5. **Consent Agenda** (2 minutes) **Action Requested**
  - A. Approval of Agenda
  - B. Approval of Minutes
    - i. Wednesday, June 19, 2019 Regular Meeting
  - C. Financial Reports
    - i. June, DDA Preliminary Revenue and Expenditure Report FY 2018-2019
    - ii. June, DDA Preliminary Itemized Expenditure Report FY 2018-2019
6. **New Business**
  - A. Strategic Plan Check-Up (45 min) – Joe Borgstrom, Place+Main
7. **Other Business**
  - A. Upper Floor Conversion Case Study – Phase II Proposal (10 min)
  - B. Work Plan Updates (10 min)
  - C. Election of Officers (5 min)
  - D. Appointment of Committee Chairs (5 min)
8. **Communications**
9. **Board Member and Administrative Comments**
10. **Adjournment** **Action Requested**

# *Vision Statement*

In 2027, Downtown Monroe will be a state- and nationally-recognized vibrant and walkable downtown. The storefronts and upper floors are occupied and attract residents to shop and dine locally. It is the preferred downtown in the region for young and successful professionals and retired baby boomers to reside.

The Downtown Monroe retailers and restaurants combine into a lively shopping and entertainment district with an active nightlife. They leverage technology to augment their storefront sales online and to promote their businesses to the community and others in the region.

All historic downtown buildings have made improvements from facade renovations, new signage, and outdoor seating. Empty lots and underused properties are revitalized with productive real estate contributing to the tax base, creating jobs and places to live.

The downtown is connected by an attractive, functional streetscape that is welcoming to pedestrians and non-motorized modes of transportation. The downtown has created greater connection to major employers, education institute and other attractions in the area such as the River Raisin, National and State Parks, and the Center for the Arts.

# Minutes

**Monroe Downtown Development Authority  
Regular Meeting  
Wednesday, June 19, 2019  
Third Floor Conference Room  
Monroe City Hall**

Chairperson Joe Peruski called the meeting to order at 8:00 a.m.

## **1. Roll Call**

Present: Mayor Robert Clark, Les Lukacs, Joe Peruski, Mackenzie Swanson, Anthony Trujillo and Chip Williams  
Excused: Scott Goocher and Scott Kegerreis  
Staff: Michelle LaVoy, Clerk-Treasurer  
Annette Knowles, Downtown/Economic Development Coordinator

## **2. Vision Statement - Read by Swanson**

## **3. Additions/Deletions to the Meeting Agenda - None**

## **4. Public Comments**

Michael Madison introduced himself as a business owner and resident. Mackenzie Swanson stated that Mr. Madison was the Volunteer DJ for the tree lighting.

## **5. Consent Agenda**

- A. Approval of Agenda
- B. Approval of Minutes of Wednesday, May 15, 2019 Regular Meeting
- C. Financial Reports:
  - ❖ May, 2019, DDA Revenue and Expenditure Report FY2018-2019
  - ❖ May, 2019, DDA Itemized Expenditure Report FY 2018-2019

Motion by Williams seconded by Swanson to approve items on the Consent Agenda as presented. ***Motion carried unanimously.***

## **6. New Business**

### **A. Waste Disposal Demonstration Project**

Trujillo gave an overview of a proposed Waste Disposal Demonstration Project. He stated that waste has been a problem in the downtown area and that, while the problem has improved over the last 3-4 years, it still exists and needs to be improved.

It was moved by Lukacs and supported by Swanson to assign Trujillo to lead the Waste Disposal Demonstration Project, and to arrange a meeting with the city manager and relevant city staff to discuss the logistics of the project. *Motion carried unanimously*

## **7. Other Business**

### **A. Discussion regarding July Election of Officers**

Peruski discussed the July election of officers with the Committee. He encouraged the committee to review the duties of each office and to contact the Mayor or Knowles to discuss the various board positions.

### **B. Work Plan Updates**

Knowles reviewed Business Recruitment Brochure with the Committee. Williams thanked Annette Knowles, Matt Vanisacker, Tom Fritz and Mark Cochran, for all the work done on the brochure. Knowles also discussed the Streetscape Improvements, Riverwalk Expansion Enhancement, and the Upper Floor Conversion Case Study projects. She added that Joe Borgstrom, Place + Main, will conduct a "check-up" on the implementation of the Strategic Plan at the July board meeting at a cost of \$500.00.

## **8. Communications – None**

## **9. Board Member Comments/Administrative Comments**

Mayor Clark discussed the appointments to the Board. He stated that he recommended Tiffany Sacco to the Council to fill a vacancy on the Board and encouraged the Board to refer to him downtown district residents who may be interested in serving on the Board.

Trujillo thanked Scott Goocher for his work on the Board. Goocher's term has expired and he is not eligible for reappointment.

## **10. Adjournment**

Motion to adjourn by Williams seconded by Lukacs at 8:41 a.m.

*Motion carried unanimously.*

Date	JNL	Type	Description	Reference #	Debits	Credits	Balance
Fund 751 DOWNTOWN DEVELOPMENT AUTHORITY							
06/01/2019			<b>751-00.000-005.000 COOP LIQUID ASSET SEC SYS</b>		BEG. BALANCE		528,062.33
06/07/2019	GJ	JE	CLASS INVESTMENT AND WITHDRAWALS	21695		1,200.00	526,862.33
06/14/2019	GJ	JE	CLASS INVESTMENT AND WITHDRAWALS	21745		20,900.00	505,962.33
06/21/2019	GJ	JE	CLASS INVESTMENT AND WITHDRAWALS	21763		4,900.00	501,062.33
06/27/2019	GJ	JE	CLASS INVESTMENT AND WITHDRAWALS	21799		1,000.00	500,062.33
06/30/2019	GJ	JE	MICHIGAN CLASS INTEREST - JUNE 2019	21809	1,041.17		501,103.50
06/30/2019			751-00.000-005.000	END BALANCE	1,041.17	28,000.00	501,103.50
06/01/2019			<b>751-00.000-007.000 AUTOMATED PUBLIC FUNDS</b>		BEG. BALANCE		177.99
06/01/2019	GJ		MONTHLY P&L INSURANCE PREMIUM	21659		83.75	94.24
06/04/2019	CD	CHK	RUSSELL DESIGN INC	57311		1,228.23	(1,133.99)
06/04/2019	CD	CHK	STANIFER, PAULA	57313		34.22	(1,168.21)
06/07/2019	GJ	JE	CLASS INVESTMENT AND WITHDRAWALS	21695	1,200.00		31.79
06/13/2019	GJ	JE	APPROPRIATE DDA FUNDING TO CITY	21693		20,000.00	(19,968.21)
06/13/2019	PR	CHK	SUMMARY PR 06/13/2019			836.98	(20,805.19)
06/14/2019	GJ	JE	CLASS INVESTMENT AND WITHDRAWALS	21745	20,900.00		94.81
06/18/2019	CD	CHK	SUMMARY CD 06/18/2019			4,796.40	(4,701.59)
06/18/2019	CD	CHK	SUMMARY CD 06/18/2019			183.57	(4,885.16)
06/21/2019	GJ	JE	CLASS INVESTMENT AND WITHDRAWALS	21763	4,900.00		14.84
06/21/2019	GJ	JE	5/3 SERVICE FEES - MAY 2019	21767		10.05	4.79
06/27/2019	PR	CHK	SUMMARY PR 06/27/2019			836.96	(832.17)
06/27/2019	GJ	JE	CLASS INVESTMENT AND WITHDRAWALS	21799	1,000.00		167.83
06/30/2019			751-00.000-007.000	END BALANCE	28,000.00	28,010.16	167.83
06/01/2019			<b>751-00.000-202.000 ACCOUNTS PAYABLE</b>		BEG. BALANCE		0.00
06/03/2019	AP	INV	RUSSELL DESIGN INC	2454		1,228.23	(1,228.23)
06/03/2019	AP	INV	COLOR PLOTTING & MOUNTING DISPLAY BO/ STANIFER, PAULA	STANIFER 5-29-2019		34.22	(1,262.45)
06/03/2019	AP	INV	MILEAGE WELCOME CENTER-HOTELS DIXIE-1				
06/04/2019	CD	CHK	RUSSELL DESIGN INC	57311	1,228.23		(34.22)
06/04/2019	CD	CHK	STANIFER, PAULA	57313	34.22		0.00
06/17/2019	AP	INV	FIFTH THIRD BANK	05/18/2019		26.49	(26.49)
06/17/2019	AP	INV	ADOBE SUBSCRIPTION				
06/17/2019	AP	INV	FIFTH THIRD BANK	05/16/2019		100.00	(126.49)
06/17/2019	AP	INV	MEMBERSHIP DUES - A. KNOWLES				
06/17/2019	AP	INV	FIFTH THIRD BANK	05/08/2019		30.15	(156.64)
06/17/2019	AP	INV	COFFEE & DONUTS FACADE ANNOUNCEMENT				
06/17/2019	AP	INV	FIFTH THIRD BANK	05/01/2019		11.93	(168.57)
06/17/2019	AP	INV	EMAIL SUBSCRIPTION				
06/17/2019	AP	INV	FIFTH THIRD BANK	04/30/2019		15.00	(183.57)
06/17/2019	AP	INV	ULI SUMMIT PARKING				
06/17/2019	AP	INV	MITCHELL & MOUAT ARCHITECTS INC	2077		4,796.40	(4,979.97)
06/18/2019	CD	CHK	UPPER FLOOR CONVERSION CASE STUDY PII				
06/18/2019	CD	CHK	SUMMARY CD 06/18/2019		4,796.40		(183.57)
06/18/2019	CD	CHK	SUMMARY CD 06/18/2019		183.57		0.00
06/30/2019			751-00.000-202.000	END BALANCE	6,242.42	6,242.42	0.00
06/01/2019			<b>751-65.691-703.000 PART TIME SALARIES &amp; WAGES</b>		BEG. BALANCE		17,251.17
06/13/2019	PR	CHK	SUMMARY PR 06/13/2019		776.80		18,027.97
06/27/2019	PR	CHK	SUMMARY PR 06/27/2019		776.80		18,804.77
06/30/2019			751-65.691-703.000	END BALANCE	1,553.60	0.00	18,804.77
06/01/2019			<b>751-65.691-717.000 SOCIAL SECURITY</b>		BEG. BALANCE		1,069.57
06/13/2019	PR	CHK	SUMMARY PR 06/13/2019		48.17		1,117.74
06/27/2019	PR	CHK	SUMMARY PR 06/27/2019		48.16		1,165.90
06/30/2019			751-65.691-717.000	END BALANCE	96.33	0.00	1,165.90
06/01/2019			<b>751-65.691-717.005 MEDICARE</b>		BEG. BALANCE		250.14
06/13/2019	PR	CHK	SUMMARY PR 06/13/2019		11.27		261.41
06/27/2019	PR	CHK	SUMMARY PR 06/27/2019		11.26		272.67
06/30/2019			751-65.691-717.005	END BALANCE	22.53	0.00	272.67
06/01/2019			<b>751-65.691-718.010 WORKERS' COMP INSURANCE</b>		BEG. BALANCE		16.77
06/13/2019	PR	CHK	SUMMARY PR 06/13/2019		0.74		17.51
06/27/2019	PR	CHK	SUMMARY PR 06/27/2019		0.74		18.25
06/30/2019			751-65.691-718.010	END BALANCE	1.48	0.00	18.25
06/01/2019			<b>751-65.691-727.000 OFFICE SUPPLIES</b>		BEG. BALANCE		448.72
06/17/2019	AP	INV	FIFTH THIRD BANK	05/18/2019	26.49		475.21
06/17/2019	AP	INV	ADOBE SUBSCRIPTION				
06/17/2019	AP	INV	FIFTH THIRD BANK	05/01/2019	11.93		487.14
06/17/2019	AP	INV	EMAIL SUBSCRIPTION				
06/30/2019			751-65.691-727.000	END BALANCE	38.42	0.00	487.14
06/01/2019			<b>751-65.691-818.020 GENERAL CONTRACT SERVICES</b>		BEG. BALANCE		13,895.44
06/03/2019	AP	INV	RUSSELL DESIGN INC	2454	1,228.23		15,123.67
06/03/2019	AP	INV	COLOR PLOTTING & MOUNTING DISPLAY BO/				
06/17/2019	AP	INV	MITCHELL & MOUAT ARCHITECTS INC	2077	4,796.40		19,920.07
06/17/2019	AP	INV	UPPER FLOOR CONVERSION CASE STUDY PII				
06/30/2019			751-65.691-818.020	END BALANCE	6,024.63	0.00	19,920.07
06/01/2019			<b>751-65.691-860.000 TRAINING &amp; TRAVEL</b>		BEG. BALANCE		1,097.32

Date	JNL	Type	Description	Reference #	Debits	Credits	Balance
<b>751-65.691-860.000 TRAINING &amp; TRAVEL</b> (Continued)							
06/03/2019	AP	INV	STANIFER, PAULA	STANIFER 5-29-2019	34.22		1,131.54
06/17/2019	AP	INV	MILEAGE WELCOME CENTER-HOTELS DIXIE-1	04/30/2019	15.00		1,146.54
06/30/2019			FIFTH THIRD BANK				
			ULI SUMMIT PARKING				
06/30/2019			751-65.691-860.000	END BALANCE	49.22	0.00	1,146.54
<b>751-65.691-910.000 INSURANCE PREMIUM</b>							
06/01/2019			MONTHLY P&L INSURANCE PREMIUM	21659	83.75		921.25
06/30/2019	GJ		751-65.691-910.000	END BALANCE	83.75	0.00	1,005.00
06/01/2019			<b>751-65.691-955.000 MISCELLANEOUS EXPENSE</b>				302.07
06/17/2019	AP	INV	FIFTH THIRD BANK	05/08/2019	30.15		332.22
06/30/2019			COFFEE & DONUTS FACADE ANNOUNCEMENT				
06/30/2019			751-65.691-955.000	END BALANCE	30.15	0.00	332.22
<b>751-65.691-958.000 MEMBERSHIPS &amp; DUES</b>							
06/01/2019			FIFTH THIRD BANK	05/16/2019	100.00		619.00
06/17/2019	AP	INV	MEMBERSHIP DUES - A. KNOWLES				719.00
06/30/2019			751-65.691-958.000	END BALANCE	100.00	0.00	719.00
<b>751-65.691-999.101 TRANSFER OUT-GENERAL</b>							
06/01/2019			APPROPRIATE DDA FUNDING TO CITY	21693	20,000.00		0.00
06/13/2019	GJ	JE	751-65.691-999.101	END BALANCE	20,000.00	0.00	20,000.00
06/30/2019							20,000.00
<b>751-80.100-665.005 INTEREST ON INVESTMENTS</b>							
06/01/2019			5/3 SERVICE FEES - MAY 2019	21767	10.05		(12,401.59)
06/21/2019	GJ	JE	MICHIGAN CLASS INTEREST - JUNE 2019	21809		1,041.17	(12,391.54)
06/30/2019	GJ	JE	751-80.100-665.005	END BALANCE	10.05	1,041.17	(13,432.71)
06/30/2019							(13,432.71)
GRAND TOTALS:					63,293.75	63,293.75	551,710.18

PERIOD ENDING 06/30/2019

		2018-19	YTD BALANCE	ACTIVITY FOR	AVAILABLE
GL NUMBER	DESCRIPTION	AMENDED BUDGET MAL	06/30/2019NTH 06/30/2019 (ABNORMAL) ASE	(DECREASE) MAL	BALANCE (ABNORMAL)
Fund 751 - DOWNTOWN DEVELOPMENT AUTHORITY					
Revenues					
Dept 80.100 - GENERAL REVENUE					
751-80.100-665.005	INTEREST ON INVESTMENTS	9,600.00	13,432.71	1,031.12	(3,832.71)
Total Dept 80.100 - GENERAL REVENUE		9,600.00	13,432.71	1,031.12	(3,832.71)
Dept 80.600 - GENERAL REVENUE					
751-80.600-402.000	REAL PROPERTY TAXES	245,200.00	245,211.33	0.00	(11.33)
751-80.600-410.000	PERSONAL PROPERTY TAXES	(37,120.00)	(37,093.20)	0.00	(26.80)
751-80.600-573.000	LCSA APPROPRIATION/PPT EXEMPT RI	20,605.00	20,604.84	0.00	0.16
751-80.600-692.090	MISCELLANEOUS REVENUE	3,000.00	2,952.25	0.00	47.75
Total Dept 80.600 - GENERAL REVENUE		231,685.00	231,675.22	0.00	9.78
TOTAL REVENUES		241,285.00	245,107.93	1,031.12	(3,822.93)
Expenditures					
Dept 65.691 - DOWNTOWN DEVELOPMENT					
751-65.691-703.000	PART TIME SALARIES & WAGES	20,500.00	18,804.77	1,553.60	1,695.23
751-65.691-717.000	SOCIAL SECURITY	1,280.00	1,165.90	96.33	114.10
751-65.691-717.005	MEDICARE	300.00	272.67	22.53	27.33
751-65.691-718.010	WORKERS' COMP INSURANCE	20.00	18.25	1.48	1.75
751-65.691-727.000	OFFICE SUPPLIES	500.00	487.14	38.42	12.86
751-65.691-728.000	COPIES	20.00	0.04	0.00	19.96
751-65.691-730.000	POSTAGE	500.00	395.94	0.00	104.06
751-65.691-750.075	SEASONAL DECORATIONS-DDA	5,000.00	2,400.00	0.00	2,600.00
751-65.691-818.010	AUDIT SERVICES	1,500.00	1,360.00	0.00	140.00
751-65.691-818.020	GENERAL CONTRACT SERVICES	115,000.00	19,920.07	6,024.63	95,079.93
751-65.691-818.020-19R0100000	GENERAL CONTRACT SERVICES	45,000.00	31,754.84	0.00	13,245.16
751-65.691-818.080	FACADE IMPROVEMENTS	21,300.00	1,240.00	0.00	20,060.00
751-65.691-860.000	TRAINING & TRAVEL	1,400.00	1,146.54	49.22	253.46
751-65.691-880.000	COMMUNITY PROMOTION	15,450.00	10,129.26	0.00	5,320.74
751-65.691-905.000	PUBLISHING/ADVERTISING	300.00	90.97	0.00	209.03
751-65.691-910.000	INSURANCE PREMIUM	1,005.00	1,005.00	83.75	0.00
751-65.691-934.751	REPAIR AND MAINTENANCE-DDA	15,000.00	4,390.96	0.00	10,609.04
751-65.691-955.000	MISCELLANEOUS EXPENSE	800.00	332.22	30.15	467.78
751-65.691-958.000	MEMBERSHIPS & DUES	600.00	719.00	100.00	(119.00)
751-65.691-999.101	TRANSFER OUT-GENERAL	20,000.00	20,000.00	20,000.00	0.00
751-65.691-999.301	TRANSFER OUT-DEBT SERVICE	113,994.00	113,993.74	0.00	0.26
Total Dept 65.691 - DOWNTOWN DEVELOPMENT		379,469.00	229,627.31	28,000.11	149,841.69
TOTAL EXPENDITURES		379,469.00	229,627.31	28,000.11	149,841.69
Fund 751 - DOWNTOWN DEVELOPMENT AUTHORITY:					
TOTAL REVENUES		241,285.00	245,107.93	1,031.12	(3,822.93)
TOTAL EXPENDITURES		379,469.00	229,627.31	28,000.11	149,841.69
NET OF REVENUES & EXPENDITURES		(138,184.00)	15,480.62	(26,968.99)	(153,664.62)
BEG. FUND BALANCE		485,790.71	485,790.71		
END FUND BALANCE		347,606.71	501,271.33		

# Monroe Downtown Development Authority 2018-2019 Fiscal Year Expenditure Report

Part Time Salaries	Budget	Expenditures		Balance
	\$20,500.00			
7/12/2018		\$340.00		
7/26/2018		\$680.00		
8/9/2018		\$680.00		
8/23/2018		\$680.00		
9/6/2018		\$680.00		
9/20/2018		\$776.80		
10/4/2018		\$776.80		
10/18/2018		\$660.28		
11/1/2018		\$776.80		
11/15/2018		\$776.80		
11/29/2018		\$776.80		
12/13/2018		\$776.80		
12/28/2018		\$776.80		
1/10/2019		\$325.29		
1/24/2019		\$776.80		
2/7/2019		\$776.80		
2/21/2019		\$776.80		
3/7/2019		\$776.80		
3/21/2019		\$776.80		
4/4/2019		\$776.80		
4/18/2019		\$776.80		
5/2/2019		\$776.80		
5/16/2019		\$776.80		
5/30/2019		\$776.80		
6/13/2019		\$776.80		
6/27/2019		\$776.80		
				\$1,695.23
<b>Social Security</b>	<b>Budget</b>	<b>Expenditures</b>		<b>Balance</b>
	\$1,280.00			
7/12/2018		\$21.08		
7/26/2018		\$42.16		
8/9/2018		\$42.16		
8/23/2018		\$42.16		
9/6/2018		\$42.16		
9/20/2018		\$48.16		
10/4/201/		\$48.16		
10/18/2018		\$40.94		
11/1/2018		\$48.16		
11/15/2018		\$48.16		
11/29/2018		\$48.16		
12/13/2018		\$48.17		
12/28/2018		\$48.16		
1/10/2019		\$20.17		



Monroe Downtown Development Authority  
2018-2019 Fiscal Year Expenditure Report

1/24/2019		\$48.16		
2/7/2019		\$48.16		
2/21/2019		\$48.16		
3/7/2019		\$48.16		
3/21/2019		\$48.17		
4/4/2019		\$48.16		
4/18/2019		\$48.16		
5/2/2019		\$48.16		
5/16/2019		\$48.16		
5/30/2019		\$48.16		
6/13/2019		\$48.17		
6/27/2019		\$48.16		
				<b>\$114.10</b>
<b>Medicare</b>	<b>Budget</b>	<b>Expenditures</b>		<b>Balance</b>
	\$300.00			
7/12/2018		\$4.93		
7/26/2018		\$9.86		
8/9/2018		\$9.86		
8/23/2018		\$9.86		
9/6/2018		\$9.86		
9/20/2018		\$11.27		
10/4/2018		\$11.26		
10/18/2018		\$9.57		
11/1/2018		\$11.27		
11/15/2018		\$11.26		
11/29/2018		\$11.26		
12/13/2018		\$11.27		
12/28/2018		\$11.26		
1/10/2019		\$4.72		
1/24/2019		\$11.26		
2/7/2019		\$11.26		
2/21/2019		\$11.27		
3/7/2019		\$11.26		
3/21/2019		\$11.26		
4/4/2019		\$11.27		
4/18/2019		\$11.26		
5/2/2019		\$11.27		
5/16/2019		\$11.26		
5/30/2019		\$11.26		
6/13/2019		\$11.27		
6/27/2019		\$11.26		
				<b>\$27.33</b>

Monroe Downtown Development Authority  
2018-2019 Fiscal Year Expenditure Report

<b>Workers Comp Insurance</b>	<b>Budget</b>	<b>Expenditures</b>		<b>Balance</b>
	\$20.00			
7/12/2018		\$0.65		
7/26/2018		\$0.65		
8/9/2018		\$0.65		
8/23/2018		\$0.65		
9/6/2018		\$0.65		
9/20/2018		\$0.74		
10/4/2018		\$0.74		
10/18/2018		\$0.63		
11/1/2018		\$0.74		
11/15/2018		\$0.74		
11/29/2018		\$0.74		
12/13/2018		\$0.74		
12/28/2018		\$0.74		
1/10/2019		\$0.31		
1/24/2019		\$0.74		
2/7/2019		\$0.74		
2/21/2019		\$0.74		
3/7/2019		\$0.74		
3/21/2019		\$0.74		
4/4/2019		\$0.74		
4/18/2019		\$0.74		
5/2/2019		\$0.74		
5/16/2019		\$0.74		
5/30/2019		\$0.74		
6/13/2019		\$0.74		
6/27/2019		\$0.74		
				<b>\$1.75</b>
<b>Office Supplies - 727.000</b>	<b>Budget</b>	<b>Expenditures</b>		<b>Balance</b>
	\$500.00			
Adobe		\$26.49		
Email subscription		\$10.00		
Adobe		\$26.49		
Email subscription		\$10.00		
Adobe		\$26.49		
Email subscription		\$10.00		
Adobe		\$26.49		
Postcards/envelopes for gathering		\$25.84		
Envelopes for gathering		\$10.60		
DDA binder/file folders		\$44.80		
Email subscription		\$10.00		
Adobe		\$26.49		
Email subscription		\$10.00		
Supplies - December		\$1.20		

Monroe Downtown Development Authority  
2018-2019 Fiscal Year Expenditure Report

Adobe		\$26.49		
Email subscription		\$10.00		
Supplies - January		\$1.20		
Email subscription		\$10.00		
Adobe		\$26.49		
Email subscription		\$10.00		
Adobe		\$26.49		
Email subscription		\$10.00		
Adobe		\$26.49		
Email subscription		\$10.00		
Adobe		\$26.49		
May supplies		\$0.18		
Email subscription		\$11.93		
Adobe		\$26.49		
				<b>\$12.86</b>
<b>Copies</b>	<b>Budget</b>	<b>Expenditures</b>		<b>Balance</b>
	\$20.00			
October		\$0.04		
				<b>\$19.96</b>
<b>Postage</b>	<b>Budget</b>	<b>Expenditures</b>		<b>Balance</b>
	\$500.00			
Façade mailing		\$46.20		
Postage - September 2018		\$0.47		
Mailing - October 2018		\$89.77		
November 2018 postage		\$0.47		
December 2018 postage		\$67.37		
January 2019 postage		\$0.47		
February 2019 postage		\$2.00		
March 2019 postage		\$0.50		
Postage to Welcome Center		\$19.50		
Mailing Reinvestment Grant postcards		\$165.39		
Postage - May 2019		\$3.80		
				<b>\$104.06</b>
<b>Seasonal Decorations - 750.075</b>	<b>Budget</b>	<b>Expenditures</b>		<b>Balance</b>
	\$5,000.00			
Ruhlig 16 pots planted for winter		\$2,400.00		

Monroe Downtown Development Authority  
2018-2019 Fiscal Year Expenditure Report

				\$2,600.00
<b>Audit Services</b>	<b>Budget</b>	<b>Expenditures</b>		<b>Balance</b>
	\$1,500.00			
Plante & Moran progress billing June 30		\$1,360.00		
				\$140.00
<b>General Contract Services - 818.020</b>	<b>Budget</b>	<b>Expenditures</b>		<b>Balance</b>
	\$160,000.00			
Russell Design - Riverwalk		\$2,046.48		
Russell Design Data collection/programming		\$17,356.00		
Russell Design Data collection/programming		\$9,052.64		
Russell Design Riverwalk Enhancements		\$6,305.88		
Mitchell & Mouat Architects (113 E Front & 12 W Front)		\$4,842.80		
Russell Design Riverwalk Conceptual Design		\$6,046.48		
Russell Design color plotting/mount display		\$1,228.23		
Mitchell & Mouat Architects - Upper Floor Study		\$4,796.40		
				\$108,325.09
<b>Façade Improvements - 818.080</b>	<b>Budget</b>	<b>Expenditures</b>		<b>Balance</b>
	\$21,300.00			
Beneteau Properties (2017-2018 grant)		\$1,240.00		
				\$20,060.00
<b>Training &amp; Travel - 860.000</b>	<b>Budget</b>	<b>Expenditures</b>		<b>Balance</b>
	\$1,400.00			
Parking Fee		\$15.00		
MI Downtown Assoc Statewide Conference		\$160.00		
Downtown Conference Hotel		\$223.74		
MI Downtown Conf Hotel		\$20.22		
P. Stanifer - mileage/brochures		\$48.78		
MI Downtown registration Lansing		\$135.00		
Planners gathering - Knowles/Swanson		\$40.00		
MI Downtown Summer Workshop		\$85.00		
MI Downtown Spring Workshop hotel		\$200.58		

Monroe Downtown Development Authority  
2018-2019 Fiscal Year Expenditure Report

MI Downtown Spring Workshop pa		\$15.00		
Tour of Bridge Street Market		\$25.00		
ULI Conference Registration		\$125.00		
ULI Tour Parking		\$4.00		
P. Stanifer - mileage/brochures		\$34.22		
ULI Summit Parking		\$15.00		
				<b>\$253.46</b>
<b>Community &amp; Promotion 880.000</b>	<b>Budget</b>	<b>Expenditures</b>		<b>Balance</b>
	\$15,450.00			
RR Nat'l Guidebook		\$300.00		
MPACT		\$162.50		
Monroe News design for brochure		\$75.00		
Monroe News - Master Plan cards		\$508.19		
Web Hosting		\$275.00		
Marking Chalk		\$85.24		
DMP Gathering Coffee		\$22.37		
Master Plan Brochures		\$395.00		
Mailing supplies, labels, envelopes		\$67.34		
Monroe News DDA Publishing		\$75.00		
Downtown Travel cards		\$395.00		
Tree Lighting posters		\$17.12		
Porta john for Tree Lighting		\$95.00		
Candy Canes for Santa		\$48.00		
New Moon - Up Close/Holiday		\$187.50		
Monroe News Event Guide		\$975.00		
Cobb Communication State Park ad		\$310.00		
MPACT		\$325.00		
Hadroun calendar page		\$1,360.00		
Hadroun balance calendar page		\$195.00		
Radio Campaign		\$903.00		
Radio Campaign		\$903.00		
Radio Campaign		\$903.00		
Rack cards		\$245.00		
Radio Campaign		\$903.00		
RV Park Ad		\$399.00		
				<b>\$5,320.74</b>
<b>Publishing/Advertising 905.000</b>	<b>Budget</b>	<b>Expenditures</b>		<b>Balance</b>
	\$300.00			
Monroe News DDA Publishing		\$90.97		

Monroe Downtown Development Authority  
2018-2019 Fiscal Year Expenditure Report

				<b>\$209.03</b>
<b>Insurance Premium</b>	<b>Budget</b>	<b>Expenditures</b>		<b>Balance</b>
	\$1,005.00			
Monthly P&L		\$83.75		
Monthly P&L		\$83.75		
Monthly P&L		\$83.75		
Monthly P&L		\$83.75		
Monthly P&L		\$83.75		
Monthly P&L		\$83.75		
Monthly P&L		\$83.75		
Monthly P&L		\$83.75		
Monthly P&L		\$83.75		
Monthly P&L		\$83.75		
Monthly P&L		\$83.75		
Monthly P&L		\$83.75		
				<b>\$0.00</b>
<b>Repair &amp; Maintenance 934.751</b>	<b>Budget</b>	<b>Expenditures</b>		<b>Balance</b>
	\$15,000.00			
Forestry work per agreement		\$4,390.96		
				<b>\$10,609.04</b>
<b>Miscellaneous Expense - 955.000</b>	<b>Budget</b>	<b>Expenditures</b>		<b>Balance</b>
	\$800.00			
Façade postcards		\$93.72		
Funeral flowers		\$85.75		
Coffee workshop		\$26.46		
Muffins for meet & greet meeting		\$7.99		
Office door sign		\$58.00		
Stakeholder meeting refreshments		\$30.15		
Coffee & Donut - façade announcement		\$30.15		
				<b>\$467.78</b>
<b>Dues &amp; Subscriptions - 958.000</b>	<b>Budget</b>	<b>Expenditures</b>		<b>Balance</b>
	\$600.00			

Monroe Downtown Development Authority  
2018-2019 Fiscal Year Expenditure Report

Michigan Downtown Knowles Annual		\$200.00		
Membership renewal		\$199.00		
Membership dues		\$220.00		
Membership dues - A. Knowles		\$100.00		
				<b>-\$119.00</b>
<b>Transfer Out Debt Service</b>	<b>Budget</b>	<b>Expenditures</b>		<b>Balance</b>
	\$113,994.00			
Bond Payment		\$26,996.87		
Bond Payment		\$86,996.87		
				<b>\$0.26</b>
<b>Transfer Out General</b>	<b>Budget</b>	<b>Expenditures</b>		<b>Balance</b>
	\$20,000.00			
Appropriate DDA Funding to City		\$20,000.00		
				<b>\$0.00</b>
<b>Total</b>	<b>\$379,469.00</b>	<b>\$229,627.31</b>		

# City of Monroe Downtown Development Authority

## STRATEGIC PLAN 2017-2022

Prepared by:  
Joe Borgstrom, Principal  
Place & Main Advisors, LLC  
[www.placeandmain.com](http://www.placeandmain.com)





# ACKNOWLEDGEMENTS

Place & Main Advisors, LLC wishes to thank the following people for their assistance in the creation of this strategic plan:

## Downtown Development Authority Members:

Mr. Joe Peruski, Chair  
Hon. Robert Clark, Mayor  
Mr. George Boyan  
Mr. Scott Goocher  
Mr. Scott Kegerreis  
Mr. Les Lukacs  
Mr. Shaun McGowan  
Mr. Tom Steward II  
Ms. Mackenzie Swanson  
Mr. Anthony Trujillo

City Manager  
Mr. Vincent Pastue





March 2017

Monroe Downtown Development Authority  
120 E. First Street  
Monroe, MI 48161

Dear Monroe Downtown Development Authority Board:

On behalf of Place & Main Advisors, LLC, I am pleased to present you with this Strategic Plan for the Monroe Downtown Development Authority. This strategic plan is the result of numerous hours this board has put forth to develop this document with input from City staff.

This Strategic Plan results in updated Mission and Vision statements for the DDA as well as identifies a series of ongoing, near, mid and long-term projects. While this plan has ongoing and long term projects identified, it is specifically designed to focus on projects to be implemented in a shorter time frame and within the capacity the DDA has. In the end, we are confident in the Strategic Plan we have put forth and your ability to execute it.

Thank you for the opportunity for our firm to work with you. We have truly enjoyed our time with the Monroe DDA and have high expectations for its future.

Sincerely,

Joe Borgstrom, Principal  
Place & Main Advisors, LLC

# Table of Contents

<b>I.</b>	<b>Organizational Statements</b>	<b>6</b>
	Mission Statement Vision Statement	
<b>II.</b>	<b>Strategic Planning Process</b>	<b>9</b>
	DDA Board Strengths, Weaknesses, Opportunities & Threats Public Strengths, Weaknesses, Opportunities & Threats	
<b>II.</b>	<b>DDA &amp; Regional Goals</b>	<b>13</b>
<b>IV.</b>	<b>Strategic Objectives</b>	<b>16</b>
	Ongoing Efforts City Services Cafe Seating Banners Short to Mid-Term Objectives Comprehensive Communications Plan Lighting & Maintenance of Riverwalk Building Consultation Services Expanded Facade Grant Program Retail Expansion & Recruitment Promotion of Downtown Living Long Term Objectives Riverfront Parking Lot Infill of Multiple Underused Parcels/Parking Lots Streetscape Improvements Upgrading Streetscape/Multi-modal Transportation Enhancements	
<b>V.</b>	<b>Organizational Considerations</b>	<b>23</b>
<b>VI.</b>	<b>Credits</b>	<b>25</b>

# Organizational Statements





# Organizational Statements

## MISSION STATEMENT:

The Monroe Downtown Development Authority (DDA) exists to serve as the lead organization in the preservation and enhancement of downtown Monroe. Its mission is to provide direction and resources to businesses, property owners and residents in the downtown district. It works for the advancement of downtown through promotion of its businesses and events; the facilitation of redevelopment opportunities; and to increase Monroe's unique sense of place and community. Its goal is to be a dynamic and innovative organization that works with volunteers, other organizations and the City of Monroe for the betterment of downtown.



## VISION STATEMENT:

In 2027, downtown Monroe will be a state- and nationally-recognized vibrant and walkable downtown. The storefronts and upper floors are occupied and attract residents to shop and dine locally. It is the preferred downtown in the region for young and successful professionals and retired baby boomers to reside.

The downtown Monroe retailers and restaurants combine into a lively shopping and entertainment district with an active nightlife. They leverage technology to augment their storefront sales online and to promote their businesses to the community and others in the region.

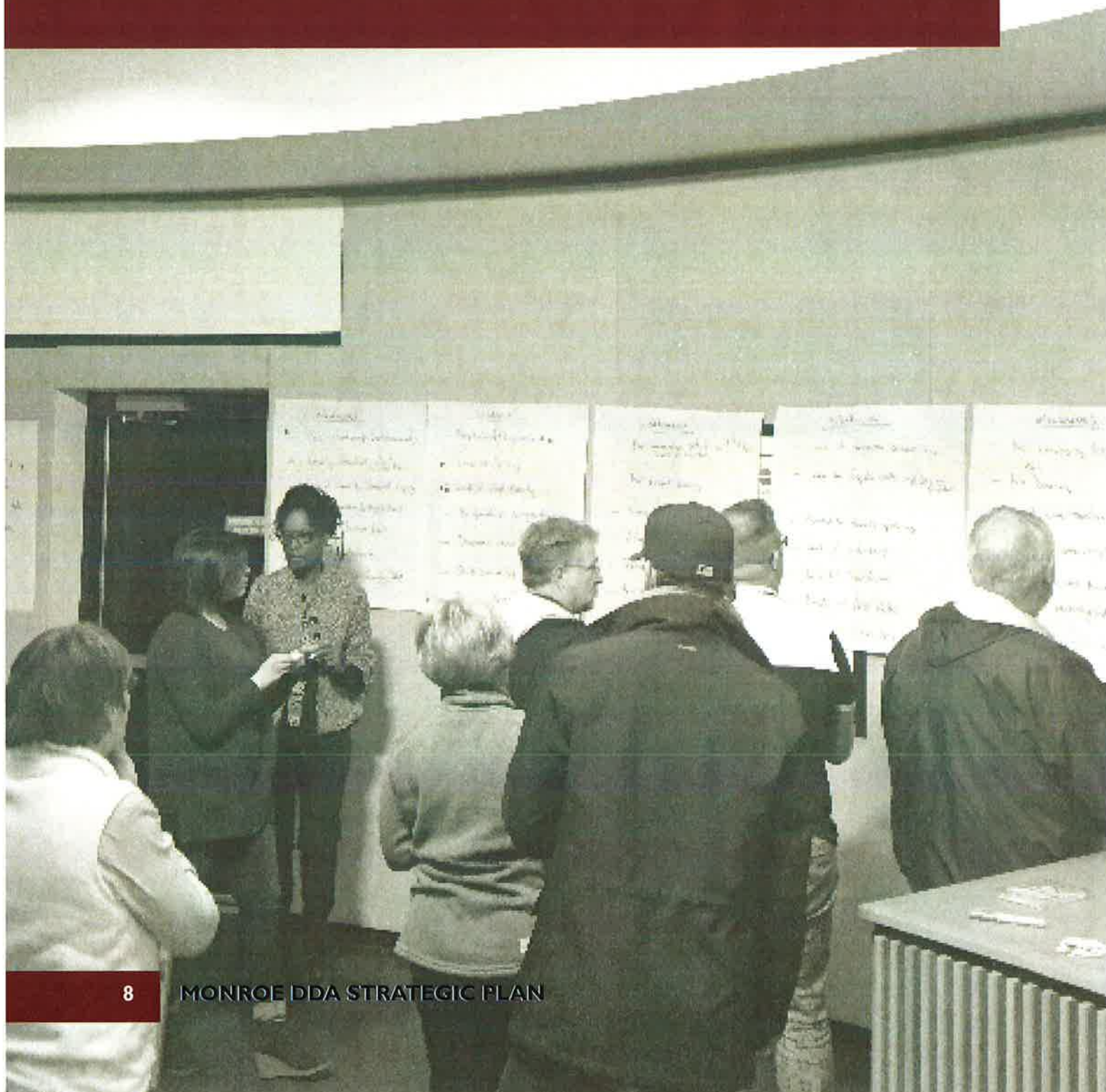
All historic downtown buildings have made improvements from façade renovations, new signage, and outdoor seating. Empty lots and underused properties are revitalized with productive real estate contributing to the tax base, creating jobs and places to live.

The downtown is connected by an attractive, functional streetscape that is welcoming to pedestrians and non-motorized modes of transportation. The downtown has created greater connection to major employers, education institutes and other attractions in the area such as the River Raisin, National and State Parks, and the Center for the Arts.





# Strategic Planning Process



# Strategic Planning Process

From November of 2016 to March 2017, the Monroe Downtown Development Authority (DDA) Board held a number of special meetings for the purpose of developing this Strategic Plan. On November 15, 2016, the DDA Board conducted a facilitated exercise where a list of strengths, weaknesses, opportunities and threats were formed based on the opinions of the board. On December 6, 2016, the DDA held a similar meeting to gather public input from various stakeholders in the community. Attendees also formed a list of the various strengths, weaknesses, opportunities and threats. They were then asked to vote on the most important items in each area. More than fifty stakeholders participated in the event. The following are the areas for each listed by those items with the number of votes in parentheses ( ):

## DDA BOARD RESULTS

### STRENGTHS

River (16)  
Riverwalk (7)  
Parks (4)  
Core Downtown Buildings (3)  
Infrastructure (3)  
Walkability (3)  
History (2)  
Festivals & Events (2)  
Parking (1)  
County Seat (1)  
St. Mary's Park (1)  
Alley (1)  
Size (large) of District  
Wildlife  
Safety  
Museum  
Library  
Established Businesses  
Loft Apartments  
Altrusa Park  
Available Inventory  
People/Community Size  
Proximity to Detroit/Ann Arbor  
RRCA  
Community College  
Loranger Park & Fountain  
Custer Statue/Monuments  
Proximity of Arts & Tourism  
Façade Grants  
Community Involvement  
Entertainment/Bars  
Historic Homes/Walkable Neighborhoods

### WEAKNESSES

No Organizational Cohesiveness/Too Many Factions (9)  
Need More Retail/Lack of Retail (8)  
Lack of Entertainment Nightlife Options (7)  
Pedestrian Safety (4)  
One-Way Streets/Outdated Grid (4)  
River & Riverwalk Underused (4)  
Community Split -Evolve vs Stay the Same (3)  
Cost of Renovation of Buildings (3)  
Blight/Property Owner Accountability (3)  
Too Dirty (1)  
Ugly Alleys (1)  
Lack of Code Enforcement (1)  
Not Family Friendly (1)  
Lack of Partnership with CVB (1)  
Parking  
District Too Big  
Need More Lighting  
Sign Ordinance Too Restrictive  
Need Appropriate Infill  
Need Curbing/Appropriate Repair  
Lack of Participation by Merchants  
No Cohesive Brand  
No Draw for Millennials  
Ugly Back of Buildings  
Farmer's Market Needs Improvements  
Lack of Art/Sculptures  
Negative Business Reputation/Perception



# Strategic Planning Process (Cont.)

## DDA BOARD RESULTS

### OPPORTUNITIES

Developmental Growth/Infill (15)  
Lofts/Apartments (7)  
Become a Destination for Talent and Tourism (5)  
Brewery/Distillery (5)  
Create a Culture of Success ( 5)  
Better Utilize River- Kayaking/Eco-Tourism ( 3)  
Better Utilization of Tax Increment Financing (3)  
Connect Festivals to Downtown (3)  
Opportunities for New Businesses/Retail (2)  
Extend Business Hours (2)  
Capture Anchor Business Traffic (1)  
Build Identity/Brand (1)  
Improve Facades  
Community Calendar  
Large Meeting Space  
More Local Representation  
Partner with CVB to Promote Tourism  
Tap into Pro-Medica Residencies  
Coordination of Service Clubs

### THREATS

Aging Infrastructure (8)  
Fiefdoms (7)  
Drugs- Heroin/Opioids (6)  
Telegraph Road Redevelopment (6)  
Lack of Code Compliance (5)  
Building Owner Apathy/Community Negativity (4)  
Ann Arbor/Dundee/Northville/Tecumseh (3)  
Risk Aversion (3)

## PUBLIC RESULTS

### STRENGTHS

History/Historic Buildings (29)  
Locally-Owned Businesses (25)  
Walkable (19)  
Entertainment- Festivals/Culture (14)  
Abundant Parking (8)  
Art Center/Fair/Community (6)  
River/Riverfront/Riverwalk (6)  
Affordable/Attainable Housing (6)  
Library System (5)  
Public Safety Dept/Law Enforcement (4)  
Museums (4)  
Safety (4)  
Small Town Feel (3)  
Local Property Owners (3)  
Lots of Trees (3)  
Faith Community (2)  
Proximity to Lake Erie & Ports (2)  
State Park/Nat'l Park/Wildlife Preserve (2)

Strong Volunteer Base (2)  
Proximity to Other Cities (2)  
Surrounding Farmland (1)  
Fishing Pier  
Bald Eagles  
Strong Non-Profits  
Farmer's Market  
Surrounding Neighborhoods  
Schools  
Public Transportation  
County Seat  
Local Paper  
Strong Corporate Presence  
Good Access  
Green Space  
Sports Complex  
Heritage Trail  
Near Canada

Strong Boards  
Famous People/Past  
Monuments  
DDA  
Diverse Attractions  
Airport

# Strategic Planning Process (Cont.)

## PUBLIC RESULTS

### WEAKNESSES

Reputation of City as Not User-Friendly (17)  
 Lack of Unity (17)  
 Lack of Vision/Cohesiveness (16)  
 Inconsistent Business Hours (10)  
 More Office Than Retail on 1st Floors (8)  
 Social Media/Websites Not Up to Date (8)  
 Blight- Downtown Buildings and Houses (6)  
 Negativity/Pessimistic Attitude (6)  
 Drugs in Surrounding Neighborhoods (6)  
 Lack of Marketing/Advertising (6)  
 Lack of Food Diversity (5)  
 Lack of Volunteers (5)  
 Empty Storefronts (4)  
 Not Forward Looking (4)  
 Absentee Property Owners (4)  
 No Micro-Brewery (4)  
 Parking on the River (4)  
 Parking- Not Enough/Cost/Enforcement (3)  
 Downtown Caters to City/County Holidays (3)  
 Talent Flight to Detroit/Ann Arbor/Toledo (3)  
 Doesn't Show Appreciation for Design (3)  
 Lack of Young People Being Involved (3)

Lack of Retail (2)  
 Lack of Parking Technology (2)  
 Lack of Visual Arts (2)  
 Media "No Man's Land" (2)  
 Doesn't Support Local Businesses (2)  
 Lack of Market/Grocer (1)  
 Can't Lure Families/Young Professionals (1)  
 More Economically Depressed Job Market (1)  
 Fear of Change (1)  
 Not a Michigan Main Street Community (1)  
 Lack of Creativity w Connecting Event/  
 No Master Calendar (1)

Lack of Quality Storefront Signage  
 Pro Growth vs No Growth  
 Shuts Down on Sun  
 Lack of Mass Transit After 6pm  
 Renters vs Owner Ratio  
 Few Events/Entertainment Options after 10pm  
 Lack of Aesthetic Perception  
 Lack of Façade Continuity/Design Standards  
 Mentality Towards Parking  
 Limited Draw/Anchors Downtown  
 Lack of Arts Retail  
 Not Leveraging Historic Landmarks  
 Lack of Amenities/Leverage of Riverfront  
 Stigmatism of Public Schools  
 No Dog Park  
 People Go Somewhere Else for Something to Do  
 Lack of Pure Michigan Ads  
 Lack of High End Restaurant  
 County Seat  
 Aging Population  
 Lack of Youth Activities  
 Lack of Appreciation for Downtown



# Strategic Planning Process (Cont.)

## PUBLIC RESULTS

### OPPORTUNITIES

Create a Culture of "How To" (50)  
Change Perception of City as Hard to Work With (21)  
Fix Ordinances to Allow Improvements (15)  
Publicize Good Things (13)  
Restore "Floral City" Concept/Brand (12)  
Regional Center for Experiential Tourism (12)  
Satellite Campus for Community College (11)  
Connect Events to Each Other and Downtown (11)  
Improve Bicycle Infrastructure (10)  
Use Vacant Storefronts as "Pop Ups" (9)  
Compare Vision Sessions (9)  
Expand Farmer's Market and Relocate (8)  
Restore Signage/Murals (8)  
Convention Center (6)  
Recruit More Volunteers (4)  
Community College Incubator (3)  
Enhance Diversity of the Community (3)  
Actively Encourage Millennial Involvement (2)  
Later DDA Meetings (2)  
Spruce Up Downtown (2)  
Murals (2)  
Available Upper Floors for Apartments (1)  
Parking Ambassadors (1)  
Available Building Stock  
Improve Social Media  
Revise Parking Policy  
More Live Music Targeted to Younger Audiences  
DDA to Function in Business and Real Estate Development  
"Say One Good Thing" Campaign  
Discuss Food Trucks  
Retain and Expand Hospital  
Tiny Houses/Micro-Units  
Business Assistance Team  
Re-Evaluate One-Way Streets  
Bike Share Program  
Create Better Sight Lines  
Lead By Doing

### THREATS

City Council Hidden Agenda/Divisiveness (32)  
Apathy/Lack of Follow Through (26)  
Lack of Willingness to Change (17)  
Lack of Unity (16)  
Franchises (14)  
Negativity (14)  
Crime (10)  
Too Focused on Past (7)  
Proximity to Detroit/Toledo/Ann Arbor (6)  
Financial Barriers to Younger Entrepreneurs (5)  
Population Decline (3)  
Declining Standards of Local Businesses (3)  
Declining Standards of Community (3)  
Lack of Skilled Trades Training (2)  
Internet Sales (1)  
Sprawl (1)





A photograph of the interior of a historic grocery store. The ceiling is made of glass blocks, and the walls are lined with wooden shelves filled with various goods. A counter is in the foreground, and a doorway leads to another section of the store. The lighting is warm and ambient.

## DDA & Regional Goals

# DDA & Regional Goals

## DDA GOALS:

- 1) Inform and educate building owners and public of the actions and accomplishments of the DDA and businesses
- 2) Support downtown businesses and property owners
- 3) Preserve and enhance downtown by facilitating redevelopment
- 4) Market the downtown to encourage people to frequent local businesses and events
- 5) Serve as a leader of the organizations that connect to downtown and link to other community resources
- 6) Establish an environment that promotes residential growth downtown

## REGIONAL PROSPERITY GOALS:

The counties of Monroe, Hillsdale, Jackson, Lenawee, Livingston, and Washtenaw make up Prosperity Region 9. This group of counties have identified two primary goals for the region.

- 1) Growing and attracting talent to meet industry needs
- 2) Advancing a High-quality and Diverse Regional Transportation System





## Strategic Objectives

# Strategic Objectives

This Strategic Plan is divided into three main areas: ongoing efforts, short/mid-term objectives, and long-term objectives.

## **Ongoing Activities**

The Monroe DDA currently either directly offers or works with the City of Monroe to provide services to the DDA district. While valuable, these activities should be slightly altered in the areas listed below.

**City Services-** The Monroe DDA currently undertakes several activities in conjunction with the City of Monroe. These activities include street sweeping and snow removal. These activities should continue as they are considered basic maintenance and serve to provide uniform service throughout the district.

**Café Seating-** While the permitting process for outdoor seating lies with the city and is allowable, the DDA should strongly encourage outdoor dining at every venue that offers food or beverages. This seating achieves two major goals: 1) From a public perspective, it creates lively street life which both attracts more people and increases safety. 2) It gives restaurants additional square footage to generate sales with little cost. If these restaurants adhere to liquor laws and local ordinances, this activity creates a win-win situation for both businesses and the public.

**Banners-** Banners play an often-overlooked function in communities. They serve to offer color and vibrancy as well as reinforce the branding of a downtown. As the City of Monroe rolls out their new branding (along with the DDA), this branding should be reinforced through new banners on light poles throughout the district. Furthermore, the city should revamp its existing banner policy to either remove application for a banner and make them standard on all (or every other) light pole or to allow for co-branding with the city/DDA brand on one side of the light pole and the business name (in same color scheme as the city/DDA logo) on the other.





# Strategic Objectives (Cont.)

## **Short to Mid-Term Objectives**

This objectives are designed to be implemented in a relatively short timeframe (12-24 months.) These specific tasks are also outlined in the Implementation Work Plan on page 19.

**Develop a Comprehensive Communication Plan-** One of the most important things an organization can do is to tell its story and the stories of those they serve. By creating a comprehensive communications plan, the DDA can, on an ongoing basis, inform the public, property and business owners of the efforts of the DDA as well as tell the good news stories of the district it serves. The communications plan should include traditional media tools such as press release and media alert templates, but also social media efforts and a schedule of planned and coordinated posts to various platforms.

**Lighting and Maintenance on Riverwalk-** Both the DDA and public identified the Riverwalk as an underused asset. To help activate this space for longer periods of time, the DDA should look to make the Riverwalk well-lit at night. This will increase foot traffic after dark and provide another reason for people to come downtown. Additionally, the DDA will want to make sure routine maintenance is occurring on the both the Riverwalk and private properties it abuts. Rear facades along the Riverwalk are unattractive and should be targeted for potential façade improvement grants.

**Provide consultation services to building owners on converting under-used upper floors into residential or office-** Numerous building owners downtown may be interested in converting unused or underused upper floors into either residential units or office space. Offering access to a development consultant could help spur needed redevelopment of these spaces. The DDA should explore securing a consultant to provide these services and assess the level of interest of building owners to use this type of service at either a discounted rate or provided for free.

**Expand Façade Grant Program-** The DDA should consider expanding the façade grant program to cover interior renovations or at the very least allow interior renovations to be used as match. By broadening the area the façade can cover, it could spur additional redevelopment and dramatically increase the value of properties downtown, thereby increasing tax increment financing (TIF) revenue for the DDA.



# Strategic Objectives (Cont.)

## *Short to Mid-Term Objectives (Continued)*

**Retail Expansion and Recruitment-** The DDA has contracted with LandUse USA to provide a retail Target Market Analysis (TMA). The results of this retail TMA should be shared with every existing business owner in the district. By informing existing businesses of opportunities first, the DDA is supporting local businesses first who could potentially expand before recruiting additional businesses from the outside. Once this data has been shared with local businesses, efforts should be made assess the desire of local businesses to expand. Once that has been determined, then efforts to recruit additional locations from other successful businesses in the region should be pursued.

**Promote Residential Units Downtown-** The DDA has also contracted to receive a residential TMA from LandUse USA. The results of this TMA should also be shared with property owners. This data could be followed up with the consultation services mentioned above and combined with an expanded façade grant program to create a powerful force for redeveloping properties downtown. In addition, the existing units downtown need to be inventoried and available units marketed.

## *Long Term Objectives*

These objectives are designed with a longer time frame involved (3-5 years.) They should be look at as long term goals within a reasonable time frame for execution.

**Redevelopment of Riverfront Parking Lot-** The DDA should look to redevelop the parking lot adjacent to the riverfront behind Front Street, west of Monroe Street. The DDA should encourage a mixed-use building or buildings with parking integrated on the lower level, wrapped in retail. This property is a valuable resource and the need for parking downtown can be balanced with the development opportunity this could present.

**Infill of Multiple Underused Parcels/Parking Lots-** There are several lots currently used for parking the DDA should consider encouraging appropriate infill development on that would serve a higher and better use than parking. Increasing the density of downtown should be a major goal for the community.

**Upgrading Streetscape/Multi-modal Transportation Enhancements-** As appropriate, the DDA should look to enhance the existing streetscape to enhance downtown's sense of place. This includes traffic calming mechanisms along Monroe Street, added parking for bicycles, and consider protected bike lanes. These improvements should look to create a physical link to other assets in the community such as the River Raisin National and State Parks.

**Monroe Downtown Development Authority**  
**Strategic Plan for Downtown**

STATUS COLOR LEGEND & TOGGLE

Not Started	In Progress	Delayed	Complete
ON	ON	ON	ON

OBJECTIVE	LOCAL GOAL(S)	REGIONAL GOAL(S)	STATUS	OWNER	SECONDARY	ANTICIPATED		ACTUAL	
						START DATE	END DATE	START DATE	END DATE
1. Develop a comprehensive communication plan	1, 4	1	Not Started	Robert Clark	DDA Director	3/15/2017	5/1/2017		
1.A. Develop press release & media alert templates	1, 4	1	Not Started	Robert Clark	DDA Director		5/1/2017		
1.B. Complete media contacts	1, 4	1	Not Started	Robert Clark	DDA Director		5/1/2017		
1.C. Identify official spokesperson for DDA	1, 4	1	Not Started	DDA Director	Joe Peruski		5/1/2017		
1.D. Establish Social Media Channels in addition to Facebook (Instagram, Snap Chat, Twitter)	1, 4	1	Not Started	Robert Clark	DDA Director		5/1/2017		
1.D.1. Develop Social Media planning calendar	1, 4	1	Not Started	Robert Clark	DDA Director		5/1/2017		
1.D.1. Weekly meetings w/retailers to discuss upcoming plans & promotions	1, 4	1	Not Started	Robert Clark	DDA Director		5/1/2017		
2. Lighting and Maintenance on Riverwalk	3, 6	1	In Progress	Shaun McGowan	Mackenzie Swanson	3/14/2017	9/1/2017		
2.A. Research Lighting Options and Costs	3, 6	1	Complete	Shaun McGowan	Mackenzie Swanson	3/14/2017	9/1/2017		
2.B. Research design options and secondary functionality	3, 6	1	Complete	Shaun McGowan	Mackenzie Swanson	3/14/2017	9/1/2017		
2.C. Purchase appropriate lighting mechanisms	3, 6	1	Not Started	Shaun McGowan	Mackenzie Swanson		9/1/2017		
2.D. Install appropriate lighting mechanisms	3, 6	1	Not Started	Shaun McGowan	Mackenzie Swanson		5/1/2018		
2.E. Organize an evening lighting celebration	3, 6	1	Not Started	Shaun McGowan	Mackenzie Swanson		5/1/2018		

Provide consultation services to building owners on converting under-used upper floors to residential or office	2, 6	1	In Progress	Joe Peruski	Les Lukacs	3/14/2017	9/1/2017		
3.A. Determine policy focus of consultation services (all buildings treated the same vs target buildings favored, cost sharing of services)	2, 5	1	Not Started	Joe Peruski	Les Lukacs		9/1/2017		
3.B. Draft and post RFP for construction consultation services	2, 6	1	Not Started	Joe Peruski	Les Lukacs		9/1/2017		
3.C. Review proposals, interviews candidates & select contractor	2, 6	1	Not Started	Joe Peruski	Les Lukacs		9/1/2017		
3.D. Determine estimate of number of buildings able to be consulted with based on contractor fees	2, 6	1	Not Started	Joe Peruski	Les Lukacs		9/1/2017		
3.E. Determine how DDA will prioritize selection/scoring of applying properties	2, 6	1	Not Started	Joe Peruski	Les Lukacs		9/1/2017		
3.F. Publicize program to property owners in the DDA district and potentially recruit most desired/targeted properties	2, 6	1	Not Started	Joe Peruski	Les Lukacs		9/1/2017		
3.G. Select and publicize winners of services	2, 6	1	Not Started	Joe Peruski	Les Lukacs		9/1/2017		
3.H. Provide consultation services to property owner	2, 6	1	Not Started	Joe Peruski	Les Lukacs		9/1/2017		
3.I. Provide results of consultation services to DDA board	2, 6	1	Not Started	Joe Peruski	Les Lukacs		9/1/2017		
3.J. Follow up with property owner to determine barriers for moving forward	2, 6	1	Not Started	Joe Peruski	Les Lukacs		9/1/2017		
Expand Façade Grant program to cover interior renovations or allow interior renovations as match	2, 3	1	Not Started	Scott Goodcher	Les Lukacs	3/15/2017	7/1/2017		
4.A. Determine policy, thresholds and timing for DDA participation for interior renovations	2, 3	1	Not Started	Scott Goodcher	Les Lukacs		7/1/2017		
4.B. Make changes to or create necessary forms to reflect changes	2, 3	1	Not Started	Scott Goodcher	Les Lukacs		7/1/2017		
4.C. Publicize, promote and explain changes to downtown property owners	2, 3	1	Not Started	Scott Goodcher	Les Lukacs		7/1/2017		
Retail Expansion and Recruitment	2, 4, 5	1	Not Started	Tony Trujillo	Scott Kegerreis	5/1/2017	12/31/2017		



complete retail TMA through USA	2, 4, 5	1	Not Started	Tony Trujillo	Scott Kegerreis	5/1/2017	12/31/2017		
are retail TMA with local retailers property owners, detailing what the community has and potential business expansion	2, 4, 5	1	Not Started	Tony Trujillo	Scott Kegerreis	5/1/2017	12/31/2017		
identify downtown businesses who can expand based on TMA. Assist	2, 4, 5	1	Not Started	Tony Trujillo	Scott Kegerreis	5/1/2017	12/31/2017		
identify other businesses in the TMA who meet the profiles identified in TMA	2, 4, 5	1	Not Started	Tony Trujillo	Scott Kegerreis	5/1/2017	12/31/2017		
create retail recruitment package to TMA data and available real	2, 4, 5	1	Not Started	Tony Trujillo	Scott Kegerreis	5/1/2017	12/31/2017		
personal visits to owners in S.D. and use retail recruitment to make aware of opportunity	2, 4, 5	1	Not Started	Tony Trujillo	Scott Kegerreis	5/1/2017	12/31/2017		
residential units downtown	3, 6	1	Not Started	Tom Steward	George Boyan	3/15/2017	12/31/2017		
complete residential TMA through USA	3, 6	1	Not Started	Tom Steward	George Boyan	3/15/2017	12/31/2017		
were a meeting of property owners to present TMA results	3, 6	1	Not Started	Tom Steward	George Boyan	3/15/2017	12/31/2017		
identify building owners who may be interested in creating upper floor units	3, 6	1	Not Started	Tom Steward	George Boyan	3/15/2017	12/31/2017		
identify identified property owners to pursue Objective 3.	3, 6	1	Not Started	Tom Steward	George Boyan	3/15/2017	12/31/2017		
create an inventory of existing units	3, 6	1	Not Started	Tom Steward	George Boyan	3/15/2017	12/31/2017		
identify existing building owners with units to market to potential	3, 6	1	Not Started	Tom Steward	George Boyan	3/15/2017	12/31/2017		





# Organizational Considerations

# Organizational Considerations

Michigan's Downtown Development Authority Act (PA 197 of 1975) allows for DDAs to do a multitude of types of projects. To achieve these projects, the Monroe DDA has implemented a series of committees, loosely based on the Main Street America™ Four-Point Approach™. These committees act as implementation groups. It is strongly recommended the DDA keep these committees or ones similar. Furthermore, these committees are made up of “doers,” people who make things happen and get things done. As the DDA moves forward, it should be using these committees as the primary source of future board members. The DDA Board needs to evolve in a way that not only morally supports professional staff, but acts as a working board and uses its considerable skill sets for the betterment of the district and the community. By using these committees as a “farm system” to recruit new board members to be appointed by the Mayor, the DDA will move from “finding a warm body to fill a seat” to a more dynamic, active board capable of augmenting the skills of a professional staff member to create greater and faster positive change.





A photograph of a park area. In the foreground, there is a wooden picnic table on a concrete pad. To the left of the table is a tall, ornate lamppost with a globe on top. A small sign is attached to the lamppost. In the background, there is a body of water, possibly a river or lake, with a railing in front of it. There are trees and bushes behind the water. The sky is overcast.

## Credits





## Credits

This Monroe DDA Strategic Plan 2017-2022 was authored by Joe Borgstrom, Principal with Place & Main Advisors, LLC.

Joe Borgstrom's background includes being the leading force behind the rise of the Michigan Main Street program to a national powerhouse in the Main Street community serving more than 40 communities. The program has won an armful of national awards and, most importantly, seen public and private investment communities participating in the program top \$220 million, created more than 1,800 net new jobs, and 226 net new businesses. It is widely regarded as one of the best coordinating programs in the country. Joe is leading Place & Main Advisors' work with the ten Project Rising Tide communities in the development of their respective economic development strategies. He also serves as an instructor for the Redevelopment Ready Communities program for Best Practice 6.1 (Economic Development Strategies) and 6.2 (Branding and Marketing.) Joe created the "Development Taskline" designed to map out the development process and to connect it to the various potential state departments' resources.

Joe is respected nationally in the world of downtown redevelopment and has served in an advisory capacity to counterparts with the Main Street Iowa program and the National Main Street Center. He has been a featured keynote speaker at downtown conferences in Delaware, North Carolina, Tennessee and Wisconsin.

He also formerly oversaw project management for his agency's role in Michigan's redevelopment incentive programs (Brownfield and Community Development Block Grant) where his team helped incent projects totaling more than \$2 billion in private investment. He rounds out his twenty-year resume as a former regional chamber of commerce executive, local economic development professional, as well as a downtown development authority and nonprofit board member.





## Memo

Date: Thursday, July 11, 2019

To: DDA Board of Directors

From: Annette M. Knowles, Downtown/Economic Development Coordinator *AMK*

Re: **UPPER FLOOR CONVERSION CASE STUDY - PHASE II PROPOSAL**

### BACKGROUND

Previously, the board authorized the architectural firm Mitchell and Mouat to conduct Phase I of the Upper Floor Conversion Case Study, which consisted of a site analysis for two properties in the downtown district at 113 East Front and 12 West Front. The site analyses are complete and the results have been discussed with the property owners so as to develop a preferred course of action for Phase II. The site analyses are attached for your review, although at total project completion, we will invite the architect to present his findings all at once.

Attached for your review and approval is the proposal to conduct Phase II of the project, the Feasibility component. In Phase II, the architect will develop concept floor plans based on the previous discussion with the property owners. The project will consist of field work, existing floor plans, design options and concept floor plans. Additionally, a local building contractor shall provide assistance in developing a preliminary cost estimate for the concept work. We have contacted David Swartout (<http://www.davidgswartoutbuilder.com>) to act in that capacity and envision compensation for his time and expertise.

According to the proposal, the architect's cost for Phase II is \$9,600; a not-to-exceed amount may be established for the local building contractor.

In fiscal year 2019-2020, an amount of \$5,000 was included for this project. Given that this is the first iteration of the program, no precedent budget was available to serve as a basis for a more accurate projection. The project team recommends increasing the project budget to \$11,000, with the assumption that at this early date in the fiscal year, exceeding the budgeted amount previously approved by council is unlikely. The account from which this project will be drawn has an allocation of \$15,000 in FY 19-20.

### ACTION

Accept the proposal in an amount not to exceed \$9,600 from Mitchell and Mouat to complete Phase II of the Upper Floor Conversion Case Study, and establish an overall project budget of \$11,000 for Phase II, funds to be derived from General Contract Services, Account #751-65.691-818.020.



# Mitchell and Mouat architects

June 27, 2019

Ms. Annette Knowles  
Monroe Downtown Development Authority  
120 East First Street  
Monroe, Michigan 48161

Re: Architectural Assessment Services Phase 2

Dear Ms. Knowles,

Mitchell and Mouat Architects would like to thank the Monroe Downtown Development Authority for the opportunity to provide our proposal for Phase 2 services associated with analyzing the potential of upper floor conversions in the downtown. Please refer to our original Proposal for Architectural Assessment Services for information about our firm and experience.

## **Understanding of the Project**

The buildings selected for the assessment are located at 113 East Front Street and 12 West Front Street. The findings of the Phase 1 Site Analysis have been provided to the DDA and we have met with the building owners and DDA members to discuss the findings and to hone in on the scope of work to be done in the Phase 2 Feasibility component of the assessment. In short the approach is to consider one residential unit at 113 E. Front and four residential units at 12 W. Front, all of which are anticipated to be rental apartments. The Concept Floor Plans will be provided to a realtor, Tom Fritz (Coldwell Banker Commercial), and a building contractor, David Swartout (David G. Swartout Builder) for their assistance in determining rental market rates and the concept construction cost of the projects. We anticipate that the Contractor will need to be compensated by the DDA in order to allow him to put in the necessary time to visit the buildings, get information from subcontractors as needed, and to develop a Preliminary Cost Estimate. It is assumed that we will not need to assist in his understanding of the existing building structure and systems or to provide a detailed design.

## **Proposed Design Services**

**Field Work** - The first step in our work will be to do field measuring on site to be able to produce an Existing Condition Floor Plan in AutoCAD and to establish base information for ceiling heights, building structure, window and door openings, stairs, etc. Minimal time will be spent to document mechanical, electrical, and plumbing systems since it will not be reused. One exception is to identify any feeds to the space for sanitary, water, electric, and gas to provide utilities to future units.

**Design Options** - We will then develop sketch design options for each of the buildings and provide them to the DDA with a follow up meeting with the Owners.

**Concept Floor Plans and Notations** – Based on a settled upon design we will develop an AutoCAD Concept Floor Plan and Notations for each building which should provide the contractor and realtor with good information to provide feedback on construction cost range and rental range. Based on information they provide and input from the Owner and DDA we can fine tune the drawings as needed to align with the level of finishes and features represented in the final estimate and rental rate projection.

Page two

Additional Services as Needed – We can provide more information on the designs including Sections, Elevations, Reflected Ceiling Plans, etc. as needed but it may not be necessary depending on the experience and time commitment of the contractor and realtor. In addition, as needed, we can provide a synopsis of the information provided by the contractor and realtor or any other services that the DDA feels is necessary to supplement the Case Study.

### **Design Fees**

Mitchell and Mouat proposes the following breakdown of design and allowance costs:

<b>Base Fixed Fee for Field Work, Existing Condition Floor Plans, Design Options, and Concept Floor Plans and Notations</b>	<b>\$ 9,400</b>
<b>Allowance for Incidental Expenses</b>	<b>\$ 200</b>

Additional Services (TBD on hourly basis @ \$100/hr)

Thank you for the opportunity to provide this proposal and we appreciate the opportunity to continue our work with the Monroe Downtown Development Authority.

Sincerely,  
Mitchell and Mouat Architects, Inc.



John H. Mouat

Accepted by:

\_\_\_\_\_  
Annette Knowles, DDA Executive Director

\_\_\_\_\_  
Date

# Upper Level Conversion Study for Two Sites

## 113 East Front Street and 12 West Front Street - Site Analysis



**Monroe Downtown Development Authority**  
120 East First Street – Monroe, Michigan

**May 21, 2019**

**Mitchell**  
and **Mouat**  
**architects**  
113 South Fourth Avenue Ann Arbor, Michigan 48104  
734-662-6070 FAX 734-662-3802 MaMA@MitchellandMouat.com

## **TABLE OF CONTENTS**

***PREFACE***

***SECTION 1.0 113 EAST FRONT STREET***

***SECTION 2.0 12 WEST FRONT STREET***

***SECTION 3.0 APPENDIX – AERIALS & MAPS***

***SECTION 4.0 APPENDIX – CODE SECTIONS***

## ***PREFACE***



The purpose of the Upper Level Conversion Study is to investigate the potential of converting the upper level of downtown buildings in downtown Monroe to new uses. Many upper levels are either underutilized or in some cases unoccupied.

The Monroe Downtown Development Authority is spearheading an effort to revitalize the use of buildings by sponsoring this study which aims to analyze potential uses for upper levels of downtown buildings.

Two buildings were selected for this initial study. The first is a two story structure with basement at 113 East Front Street. The second is a three story structure with basement at 12 West Front Street.

In order to make a determination of potential uses a number of factors need to be considered requiring a two-step process. The first step is to prepare this Site Analysis Report which focuses on the existing conditions of the buildings and considers the building code impacts of potential building uses. In the case that the first phase of work indicates potential for an upper level conversion, the second step is to pursue the Feasibility of converting to particular uses. This phase of work requires more specific code and building research, drawings, market research, and cost estimating.

Considering that the Site Analysis Report addresses the conditions at two different buildings which have two different owners we will provide separate sections for the two sites.

## ***SECTION 1.0***

### ***113 EAST FRONT STREET***

#### ***1.1 Introduction***



#### ***1.2 History***

Various sources were used to collect information about the building including the Owner, City Building Official, City Assessor's Information, City GIS Maps, and Architect's observations of the building and site.

An introductory tour of the building was conducted which included the Owner, DDA director, Building Department officials, and Mitchell and Mouat representatives.

113 is one of two buildings side by side (second building to the east) owned and occupied by the same owner and associated businesses. The adjacent building to the east is occupied by a business use that makes use of both the grade level and the second floor. The grade level of 113 is also occupied by a business use. To the west of 113 is a two story building which on the exterior appears to be in poor condition.

The 113 building owner is open to various potential uses for the second floor but pointed out that sound transmission through the floor system is a concern.

113 E. Front is located in the Old Village Historic District, which is listed on the National Register of Historic Places. In addition to the historical significance of the building it is also significant since it may qualify for federal tax credits. It is unclear when the building was built and the associated history but a major remodeling was done in 2005 at which time the grade level was extensively updated and some related work was carried out on the second floor. This work included construction of a new access stair from the street, partial new flooring, and rough plumbing stubs for sanitary, water, and gas. In addition a new roof, siding, and parapet caps were provided at the walkout roof on the north side of the second floor. It would appear that any interior spaces were demolished at that time since it is now one large open space and that four skylights were installed. The space has been empty, unfinished, and unused for a number of years.

### ***1.3 Site Issues***



The building faces on to Front Street and the rear of the building looks out over the River Raisin. The site slopes down from the street towards the river providing a sort of walk out basement configuration. The grade level (first floor) extends northward beyond the basement and is support by a wall at the north end of the property. This creates a space underneath where a few cars park. This extension of the first floor is what creates the space which accommodates the walk out roof described above.



Pedestrian access to the second floor is via a step at the main door on East Front Street.

Gas and electric service are provided at the north (river) side of the building while water and sanitary are at the south (street) side.

A fire hydrant is located directly across the street 62 feet from the southeast corner of the building.

### ***1.4 Building Exterior Shell***

#### ***1.4.1 Exterior Walls***



The primary exterior walls are ~11" thick 3-wythe brick construction. The rear extension of the first floor is painted block and brick. The exterior of the south side of the brick seems to be in good condition with little tuck-pointing needed. The interior of the brick walls will need minor tuck-pointing and in fill of joist cuts from when the new entry stairway was created.





One area of concern is at the front of the building where the front wall meets the side walls. It appears that the original building façade was possibly removed and a new brick façade put back in it's place. Typically walls would be "toothed" at corners to provide stability but in this case there is a vertical joint. It is possible that straps or some other technique was used to tie the walls together that is not visible but it is worthy of further investigation. Having said that the exterior front façade and stone parapet of the building appears to be in good condition as can be seen from the ground.

#### *1.4.2 Exterior Windows*



The south windows are insulated double hung with a pre-finished metal clad exterior and unfinished pine interior that are in fair condition. They measure 36" wide and 73" high.



The north windows are insulated double hung with pre-finished metal clad exterior and interior in fair condition and measure 33" wide and 73" high.

#### *1.4.3 Exterior Doors*

The south entry door at grade is a 3'-0" x 7'-0" insulated glass metal storefront door in good condition.



The north door to the roof-deck is a 2'-8" x 6'-7" old wood door with single glazing in poor condition.

#### *1.4.4 Roof Construction*



The roof framing, as estimated from below, is 2"x9 7/8" joists at ~12" on center. The roof deck is wood planking of undetermined thickness. It is not known whether another layer of decking was put down associated with a new roof. The roof joists appear to be in fair condition.

#### *1.4.5 Roofing*



The walk out roof is a white Duro-Last membrane which was would assume was used at the roof above the second floor.

#### *1.4.6 Skylights*



There are four nominal 3ft x 3ft plastic bubble skylights in the space that appear to be in fair condition and not leaking.

#### *1.4.7 Insulation*

There is no exterior wall insulation and it is assumed that a rigid insulation board of undetermined thickness was installed at the time of the new roof installation.

### **1.5 Building Interior**

#### *1.5.1 Floor Construction*

The floor construction is 2"x9 7/8" at 11 3/4" on center joists with 3/4" underlayment and 3/4" finish flooring. In some areas the finish flooring is tongue and groove plank and in some areas it is plywood. The span of the floor system is ~20'-11".

#### *1.5.2 Stair Wall Construction*



The interior wall of the access stair is 2"x4" and 2"x6" construction with drywall on the opposite finished side.

#### *1.5.3 General*

The interior of the second floor is essentially empty and unfinished with exposed common brick and exposed roof joists and decking.

#### *1.5.4 Mechanical, Electrical, and Plumbing Systems*

At the time that the building was remodeled and renovated provisions for utilities serving this second floor were provided. It appears that a particular layout was foreseen for the space with associated sanitary, water, and gas lines stubbed up into the space. However at this time there are no heating, ventilating, air conditioning or electrical systems in place within the space itself.

### ***1.6 Space Dimensions***

#### *1.6.1 Open Space*



The space is approximately 21'-0" wide x 63'-0" deep. The height from floor to roof deck is 14'-8" at the south end and 12'-6" at the north end of the space.

#### *1.6.2 Stairs*

The main flight of the entry stairs up to the landing are 3'-6 ¾" wide with 7 ¾" risers and 11 ¼" treads. At the landing the stairs turns 90 degrees with five steps 3'-5 1/8" wide with 8" risers and 11 ¼" treads.

### ***1.7 Safety***

#### *1.7.1 Materials Ratings*

Wall Ratings – None

Floor Ratings – To be determined

Door Ratings – Not applicable

#### *1.7.2 Fire Systems*

Fire Alarm – None

Smoke Detectors – None

Egress Lighting – None

Exit Lighting – None

Fire Suppression – None

### *1.7.3 Access and Egress*

The second floor space has one means of access and egress by stair which connects directly to the sidewalk on East Front Street. In addition there is a door onto an outdoor roof which is two stories off grade at the back of the building. There are also large double hung windows at the front and rear of the second floor space.

### *1.8 Barrier Free Accessibility*

There is no barrier free access to the second floor.

### *1.9 Hazardous Materials*

There is no evidence of any hazardous materials within the second floor space of the building.

### *1.10 General Comments*



The second floor level appears to connect with the building to the east as evidenced by two connecting doors that are now unused. Potential to join the two floors as one continuous space.

Unknown condition of common wall with building to the west.

There were no drawings of either the existing second floor or previously planned alterations available. As part of the Feasibility Phase it will be necessary to create new AutoCAD plans based on any available drawings and/or field measurements.

### *1.11 Building Code General Findings*

#### *1.11.1 General*

Older buildings are oftentimes challenging to assess for adherence and/or potential to meet current building codes. In this case we were fortunate to have City of Monroe building officials join us on site tours and to meet to discuss code findings. The two relevant building codes effective at this time are the 2015 Michigan Rehabilitation Code for Existing Buildings (MRC) and the 2015 Michigan Building Code (MBC).

### *1.11.2 Scope*

The scope of the code review is limited to major issues that could impact the viability of building out the second floor including interpretations for Level of Alteration, Historic Buildings, Flood Hazard Areas, Fire Ratings, Means of Egress, Fire Protection, and Barrier Free Accessibility. During the Feasibility phase of work and follow up phases of design work more detailed code issues will be addressed.

### *1.11.3 Code Officials*

The Code Officials at the City of Monroe have visited the building and met with the Architect to discuss the major code issues. As a team we have agreed on how to interpret the code for the major issues identified in the scope. It is important to make clear that working with existing buildings is a challenge and requires the Code Officials to make difficult and nuanced decisions to maintain appropriate safety standards.

### *1.11.3 Level of Alteration*

Alteration – Level 2 (MRC Section 504) is applicable in this case. Space will be reconfigured, doors and windows added/eliminated, systems altered, and new equipment added. The work area is required to be less than or equal to 50 percent of the building area.

### *1.11.4 Historic Buildings*

A Historic Building is defined in Chapter 2 of the Michigan Rehabilitation Code. The building is located in the Old Village Historic District which, as confirmed by the City Historic Preservation Officer, is listed on the National Register of Historic Places. This is significant since Chapter 12 of the MRC provides the Code Officials latitude in conformance to construction requirements of the code.

### *1.11.5 Flood Hazard Areas*

Based on the City Geographic Information System (GIS) available from the Engineering Department it appears that the building is located in a Flood Hazard Area which would typically require that buildings meet Section 1612 of the International Building Code or Section R322 of the International Residential Code. However due to the fact that this is a Historic Building these requirements do not apply per MRC Section 1201.4. Insurance requirements should be considered by Building Owners.



#### 1.11.6 Fire Ratings

Fire Ratings can be very difficult and costly to meet in existing buildings. Two provisions in particular in the code assist in this situation. MRC Section 1203.6 Stairway Enclosure allows for the provision of tight-fitting doors, in lieu of fire rated doors, in buildings of three stories or less to limit the spread of smoke. MRC Section 1203.7 One-hour Fire-Resistant Assemblies allows for existing lath and plaster construction to meet the requirements for one hour rated construction. Other provisions in Chapter 12 apply to fire ratings and may come in to play in future considerations for this building.

#### 1.11.7 Means of Egress

Means of Egress is one of the more complex, important, and open to interpretation sections of the code. It is for this reason the Building Official is provided flexibility as called for in MRC Section 805.2 Exception 2 which reads *"Means of egress conforming to the requirements of the building code under which the building was constructed shall be considered compliant means of egress if, in the opinion of the code official, they do not constitute a distinct hazard to life."*

In the case of this building it is relatively straight forward since the second floor meets the requirements of MRC Section 805.3.1.1 Single-Exit Buildings. Note 2 allows a single exit for Use Group B (Business) not more than two stories in height, not greater than 3,500 square feet per floor, and not greater than 75 feet in exit access travel. Note 5 allows for a single exit for Use Group R-2 (Residential) not more than two stories in height, not more than four dwelling units per floor, and exit access travel of not greater than 50 feet.

#### 1.11.8 Fire Protection

Fire protection in the form of fire suppression (automatic sprinkler system), fire alarms, smoke detection, emergency lighting, exit signs have significantly increased the safety of buildings since the time that this historic building was constructed.

Per MRC Section 804 Fire Protection (804.1 Scope) applicable fire protection provisions will be provided in the work area as defined in Section 202 General Definitions.

#### *1.11.9 Barrier Free Accessibility*

Assuming that the individual work areas of this building do not have exits or corridors shared by more than one tenant, or exits or corridors serving an occupant load of more than 30 people no fire suppression is required for a number of building use groups including B (Business) and R-2 (Residential) per MRC Section 804.2.2.

A fire alarm system will be required meeting the provisions of MRC Section 804.4.4.1 Occupancy Requirements. An existing fire alarm system may need to be expanded or a new one installed. Section 804.4.1.6 Group R-2 requires a fire alarm in the work area.

Other low cost improvements including smoke detection, emergency lighting, and exit signs will be needed.

Older buildings are often challenged to provide barrier free accessibility. Site grading, stairs, door configurations, etc. all present major issues. In terms of project viability access to upper levels presents the biggest challenge.

A building element that has a change in Use Group or Occupancy is required to meet Section 410 Accessibility for Existing Buildings which would include elevator access to upper floors with a few exceptions per the Michigan Building Code and the Michigan Rehabilitation Code.

MRC Section 1204.1 requires barrier free access with the exception of waiving the requirement of a Type B dwelling unit in Historical Buildings. This exception would indicate that R-2 Residential units would not be required to have elevator access in this building.

The Michigan Rehabilitation Code (MBC) largely refers back to the Michigan Building Code for accessibility requirements unless it is deemed “technically infeasible” to meet code requirements.

MBC 1104.4 Multistory Buildings and Facilities require an accessible route to connect to the second floor unless the space is less than 3,000 square feet and is located above and below accessible levels. This provision would apply to most Group B (Business) uses of the space. A notable exception in this case is that Group B offices of health care providers cannot make use of this exception.

Based on our findings to date it would appear that neither a Business Use or an R-2 Residential Unit would require elevator access.

#### *1.11.10 Code Findings*

Based on our findings to date it would appear that either a single residence or most single business uses could be located on the second floor of this building without extraordinary measures being taken to meet building code requirements. During the Feasibility Phase of work code provisions will be considered for a particular building use as determined by the Building Owner.

The City of Monroe Code Officials have been provided with a copy of this narrative and based on their knowledge of the building to date do not take exception to the findings.

#### *1.11.11 Code References*

See Appendix for excerpts from the 2015 Michigan Building Code and the 2015 Michigan Rehabilitation Code for Existing Buildings.

### ***1.12 Opportunities***

The second floor space could be attractive as either a residence or a business space.

As a business space there are opportunities to expand the floor area of the business on the first floor or the adjacent business on the second floor. Utilities are in place to relatively add restroom and Hvac capacity. The exposed brick and roof joists/deck are expressive of the historic nature of the building and windows/skylights provide ample natural lighting.

It appears that the last build out was done with the thought of providing a residence on the second floor as evidenced by the layout of sanitary lines and utilities. Again the historic building materials fit right in with current urban residential design. The rear walkout roof provides a potential opportunity for a large private outdoor living space looking out to the river.

In addition, a certified rehabilitation conforming to the Secretary of the Interior's Standards for Rehabilitation as certified by the State Historic Preservation Office (SHPO) may qualify for federal and state historic preservation tax credits. The Michigan historic preservation tax credit is a state income tax credit of 25 percent. The Federal Historic Tax Credit allows participants to claim 20% of eligible improvement expenses against their federal tax liability.

## ***SECTION 2.0***

### ***12 WEST FRONT STREET***

#### ***2.1 Introduction***



Various sources were used to collect information about the building including the Owner, City Building Official, City Assessor's Information, City GIS Maps, and Architect's observations of the building and site.

In this Site Analysis we will refer to the property as 12 W. Front Street since that is what is shown in the Assessor's records although 12-14 West Front is commonly used. The building is bounded by a 3 story masonry building to the east and a city pocket park to the west. The building currently has businesses occupying the basement and first floors, apartments on the second floor, and a club space on the third floor which is not presently active.

An introductory tour of the building was conducted with the Owner, DDA director, Building Department officials, and Mitchell and Mouat representatives. Apartments on the second floor were not accessible and the property owner's interest is primarily in potential new uses for the third floor which will be the focus of this report. The building owner is open to various uses for the third floor but is particularly interested in a residential use.

#### ***2.2 History***



12 West Front is located in the Old Village Historic District, which is listed on the National Register of Historic Places. The building is unique being of Second Empire provenance constructed in about 1870. Based on photos at the Monroe County Historical Archives it appears that a number of elements from the original façade have been removed or altered including windows at the mansard roof, a third floor balcony, a cornice between the first and second floors, storefront/entry infills, and the original retractable awnings.

The interior of the building has had many modifications made as you would expect in a building of this age. The third floor was previously used as a union hall and more recently a club. Significant alterations made to the third floor in the 1980's include the addition of a balcony level, large windows facing north, and a new means of egress.

## 2.3 Site Issues



The building faces on to Front Street and the rear of the building looks out over the River Raisin. The site slopes down from the street towards the river providing a sort of walk out basement configuration.

Pedestrian access to the upper floors is via a central door access on East Front Street.

Gas and electric service are provided at the north (river) side of the building while water and sanitary are at the south (street) side.

A fire hydrant is located directly across the street 54 feet from the southeast corner of the building.

On the site north of the building is a parking lot which includes eleven vehicle parking spaces. Non are signed as barrier free accessible.

## 2.4 Building Exterior Shell

### 2.4.1 Exterior Walls



The primary exterior walls are ~11" thick 3-wythe brick construction.

The south (front) face of the building needs minor tuck-pointing at brick and stone but the cornice, brick, and stonework appear to be in relatively good condition. Shingles at the mansard roof show signs of deterioration. Entry and glass elements appear to be sound but would benefit from some refreshing.

The west wall of the building is in need of repair. Plaster remains from a previous adjacent building and infills at former joist pockets should be checked for water tightness. Once the plaster is removed the wall should be tuck-pointed with only the appropriate soft mortar suitable to be used with the soft common brick.

The north (rear) wall has many opening, filled in opening, and attachment points for exterior stairs and other fixturing. Tuck-pointing will require care while checking condition of lintels and sills at all doors and windows. Redevelopment of the building could present opportunities to reopen windows and renovate this face of the building.



#### 2.4.2 Exterior Windows



The operable window sashes at the front and rear of the building are replacement insulated double hung vinyl windows in fair condition. The window frames are wood with an arch top and appear to be original or original in style. The condition will need to be evaluated and in particular care will be needed with the arch head to evaluate whether they are load bearing for the brick above. The front windows are particularly large at 29" wide and ~96" high.

The north windows at the third floor mezzanine are bronze aluminum storefront with insulated glass. They appear to be in fair condition but all seals should be checked and replaced as needed.

#### 2.4.3 Exterior Doors



The south hollow metal entry doors are part of three separate infill systems separated by brick piers which separates out the central pair of doors leading to the upper levels of the building. Two other doors lead into business at grade level and a fourth door leads to stairs to access the basement level.

It is difficult to tell what, if any, of the infill is original or based on the original historic building design. Based on information available we know that the original building had a large transom window above the central entrance as it does today. More research would be required to make an educated determination of the design of the remainder of the storefront.

#### 2.4.4 Roof Construction



The roof construction is a very unique truss system (~13'-8" o.c.) within the attic space that is accessed from the mezzanine of the third floor. A structural engineer would need to confirm but we expect that these field built trusses have a bottom cord within the floor assembly of the attic. Roof joists and ceiling joists run north south between the trusses.

#### 2.4.5 Roofing

Our understanding is that a new rubber membrane roof was installed three years ago. The roof slopes from the front to the rear of the building.



#### *2.4.6 Insulation*

There is fiberglass batt insulation at the roof joists and at the south wall forming the mansard. In addition we would assume that rigid insulation of undetermined thickness was installed when the membrane roof went on. The exterior building walls have no insulation.

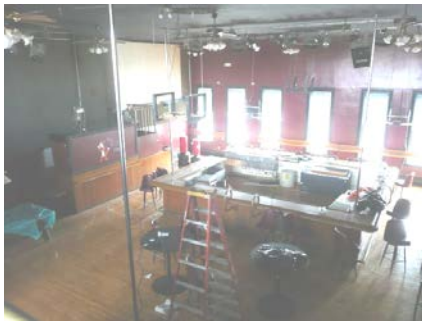
#### *2.4.7 Fire Escape*



The fire escape is of galvanized steel construction leading from the second floor to grade. Stair sections are 48" wide.

### **2.5 Building Interior**

#### *2.5.1 Floor Construction*



The floor construction of the third floor has no penetrations through it that could assist in determining construction materials and dimensions. Typical construction of the era would be tongue and groove hardwood (probably maple) finish flooring laid at a 90 degrees angle over a tongue and groove underlayment. Although we do not know the detailed construction of the floor it should be noted that this space has been used as an assembly space in different forms for a very long time. Typically assembly spaces have considerably higher loading capacities than the anticipated uses of Residential and Business. Future field work will likely investigate this construction.

#### *2.5.2 Stair Wall Construction*

The large central stair is of masonry wall construction on the west side which presumably acts as a bearing wall for the floor loading from above. The east wall is of stud, lath and plaster construction as are other original walls in the building.

#### *2.5.3 Stair Construction*

All sets of stairs are of wood frame construction.

#### *2.5.3 General*

Newer walls at the third floor are likely of stud and drywall construction.

### *2.5.4 Mechanical, Electrical, and Plumbing Systems*



Heat is provided to the third floor by gas fired unit heaters. Air conditioning is provided by wall units with roof mounted condensers. The electrical system of the third floor was extensively updated in the 1980's when major remodelings took place. 600 A service with six panels serving the basement, first, and second floors and two panels serving the third floor. Two sanitary risers to the third floor.

## *2.6 Space Dimensions*

### *2.6.1 Overall Third Floor*

The interior overall dimensions of the third floor are nominally 42'-0" wide and 72'-0" deep (2,982sf). The height of the main room at one location was measured at 17'-10" but there may be some slope to the ceiling.

### *2.6.2 Mezzanine*



The mezzanine is nominally 42'-0" wide and 20'-3" deep (850sf). The height from the third floor to the mezzanine is 9'-9 1/2". The height from the mezzanine floor to the ceiling is 7'-10".

### *2.6.3 Mezzanine Stairs*



The mezzanine stairs are 48" wide with ~7" risers and 11" treads.

### 2.6.2 Southeast Stairs



The southeast stairs are 47 ½" wide with ~7" risers and 11" treads.

## 2.7 Safety

### 2.7.1 Materials Ratings

Wall Ratings – Ratings at stairs vary with masonry, plaster/lath, and drywall construction.

Floor Ratings – To be determined

Door Ratings – Not applicable

### 2.7.2 Fire Systems

Fire Alarm – None

Smoke Detectors – Hard wired devices at the third floor. None at halls and stairs.

Egress Lighting – Yes

Exit Lighting – Yes

Fire Suppression – None

All devices should be checked to ensure proper operation.

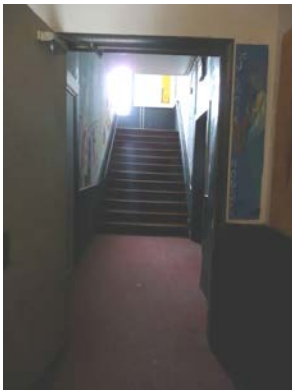
### 2.7.3 Access and Egress



Currently the building has a means of egress stairway that leads directly from the third floor to a second floor corridor and then to a stair leading to grade. In addition at the second floor corridor there is a route that leads to the fire escape at the rear of the building.



There is a second egress stair from the southeast corner of the third floor that ties into the second floor corridor and then to the main stairs leading to the main entry on the south side of the building.



A fire door at the second floor hallway divides the rear third floor egress and fire escape from the southeast third floor and front entry egress. It is an unusual but fairly creative solution to an exiting challenge that was prompted by the hazard of a third floor assembly use in the form of a club. It is likely that two distinct means of egress from the third floor were required during past renovations.



The third floor also has a mezzanine with two stairs connecting to the main level.

## ***2.8 Barrier Free Accessibility***

There is no barrier free access to the third floor.

## ***2.9 Hazardous Materials***

There is no evidence of any hazardous materials within the third floor space of the building but not all areas were accessible.

## ***2.10 General Comments***



## ***2.11 Building Code General Findings***

### ***2.11.1 General***

Due to the fact that the third level has not been active for some time it is difficult to know whether all systems are functioning properly (heat, cooling, plumbing, emergency systems, etc.).

Unknown condition of common wall with east building.

There were no drawings of the existing third floor and associated means of egress elements available. As part of the Feasibility Phase it will be necessary to create new AutoCAD plans based on available drawings and/or field measurements.

In order to determine the fire ratings of assemblies some assistance may be needed from a contractor to open up walls, floors, and/or ceilings.

### ***2.11.2 Scope***

Older buildings are oftentimes challenging to assess for adherence and/or potential to meet current building codes. In this case we were fortunate to have City of Monroe building officials join us on site tours and to meet to discuss code findings. The two relevant building codes effective at this time are the 2015 Michigan Rehabilitation Code for Existing Buildings (MRC) and the 2015 Michigan Building Code (MBC).

The scope of the code review is limited to major issues that could impact the viability of building out the third floor and associated mezzanine including interpretations for Level of Alteration, Historic Buildings, Flood Hazard Areas, Fire Ratings, Means of Egress, Fire Protection, and Barrier Free Accessibility. During the Feasibility phase of work and follow up phases of design work more detailed code issues will be addressed.

### ***2.11.3 Code Officials***

The Code Officials at the City of Monroe have visited the building and met with the Architect to discuss the major code issues. As a team we have agreed on how to interpret the code for the major issues identified in the scope. It is important to make clear that working with existing buildings is a challenge and requires the Code Officials to make difficult and nuanced decisions to maintain appropriate safety standards.

### *2.11.3 Level of Alteration*

Alteration – Level 2 (MRC Section 504) is applicable in this case. Space will be reconfigured, doors and windows added/eliminated, systems altered, and new equipment added. The work area is required to be less than or equal to 50 percent of the building area.

### *2.11.4 Historic Buildings*

A Historic Building is defined in Chapter 2 of the Michigan Rehabilitation Code. The building is located in the Old Village Historic District which, as confirmed by the City Historic Preservation Officer, is listed on the National Register of Historic Places. This is significant since Chapter 12 of the MRC provides the Code Officials latitude in conformance to construction requirements of the code.

### *2.11.5 Flood Hazard Areas*

Based on the City Geographic Information System (GIS) available from the Engineering Department it appears that the building is located in a Flood Hazard Area which would typically require that buildings meet Section 1612 of the International Building Code or Section R322 of the International Residential Code. However due to the fact that this is a Historic Building these requirements do not apply per MRC Section 1201.4. Insurance requirements should be considered by Building Owners.

### *2.11.6 Fire Ratings*

Fire Ratings can be very difficult and costly to meet in existing buildings. Two provisions in particular in the code assist in this situation. MRC Section 1203.6 Stairway Enclosure allows for the provision of tight-fitting doors, in lieu of fire rated doors, in buildings of three stories or less to limit the spread of smoke. MRC Section 1203.7 One-hour Fire-Resistant Assemblies allows for existing lath and plaster construction to meet the requirements for one hour rated construction. Other provisions in Chapter 12 apply to fire ratings and may come in to play in future considerations for this building.



### 2.11.7 Means of Egress

Means of Egress is one of the more complex, important, and open to interpretation sections of the code. It is for this reason the Building Official is provided flexibility as called for in MRC Section 805.2 Exception 2 which reads *“Means of egress conforming to the requirements of the building code under which the building was constructed shall be considered compliant means of egress if, in the opinion of the code official, they do not constitute a distinct hazard to life.”*

Section 805.3.1.1 Single Exit Buildings addresses in what circumstances a single exit can be provided. Note 2 allows a single exit for Use Group B (Business) not more than two stories in height, not greater than 3,500 square feet per floor, and not greater than 75 feet in exit access travel. Note 5 allows for a single exit for Use Group R-2 (Residential) not more than two stories in height, not more than four dwelling units per floor, and exit access travel of not greater than 50 feet.

The reason why this code provision is significant is that the current second means of egress from the third floor is in a position that greatly compromises locating a residential unit at the southeast corner of the building. In the case of a Business Use the second means of egress is likely not a significant issue.

Due to the fact that the building has an existing fire escape, and is unique in a number of ways, more study will be appropriate during the Feasibility stage once a potential use(s) is identified.

### 2.11.8 Fire Protection

Fire protection in the form of fire suppression (automatic sprinkler system), fire alarms, smoke detection, emergency lighting, exit signs have significantly increased the safety of buildings since the time that this historic building was constructed.

Per MRC Section 804 Fire Protection (804.1 Scope) applicable fire protection provisions will be provided in the work area as defined in Section 202 General Definitions.

For various use groups including B (Business) and R-2 (Residential), Per MRC Section 804.2.2 Work Areas that will be shared by more than one tenant or corridors serving an occupant load greater than 30 shall be provided with an automatic sprinkler system unless the building does not have adequate water supply and would require a new fire pump. Our assumption in this case is that the current municipal water supply has sufficient pressure to serve the upper levels of this building. In the case that it does not more study of alternatives will need to be undertaken.

A fire alarm system will be required meeting the provisions of MRC Section 804.4.4.1 Occupancy Requirements. An existing fire alarm system may need to be expanded or a new one installed. Section 804.4.1.6 Group R-2 requires a fire alarm in the work area.

Other low cost improvements including smoke detection, emergency lighting, and exit signs will be needed.

#### *2.11.9 Barrier Free Accessibility*

Older buildings are often challenged by providing for barrier free accessibility. Site grading, stairs, door configurations, etc. all present major issues. In terms of project viability access to upper levels presents the biggest challenge.

A building element that has a change in Use Group or Occupancy is to meet Section 410 Accessibility for Existing Buildings which would include elevator access to upper floors with a few exceptions per the Michigan Building Code and the Michigan Rehabilitation Code.

The exceptions permitted in the MBC would not apply to the third floor due to height above an accessible level.

MRC Section 1204 .1 requires barrier free access with the exception of waiving the requirement of a Type B dwelling unit in Historical Buildings. This exception would indicate that R- 2 Residential units would not be required to have elevator access in this building.

#### *2.11.10 Code Findings*

Based on our findings to date it would appear that a Business Use of the third floor would require elevator access and barrier free amenities but that R-2 Residential units would not.

During the Feasibility Phase of work code provisions will be considered for a particular building use as determined by the Building Owner.

The City of Monroe Code Officials have been provided with a copy of this narrative and based on their knowledge of the building to date do not take exception to the findings.

#### *2.11.11 Code References*

See Appendix for excerpts from the 2015 Michigan Building Code and the 2015 Michigan Rehabilitation Code for Existing Buildings.

### *2.12 Opportunities*

Based on the code findings to date it appears that either of the major uses identified for the third floor and mezzanine, residential and business, are possible although further study will be needed at the Feasibility Stage. Note that the code findings are considering the minimum provisions needed to accommodate the uses. Certainly elements could be added that would further enhance the building functionality and safety including a potential stair, fire escape, and/or elevator added to the rear of the building.

As a business use it is a wide open space with a very tall ceiling and no columns which allows for effective space planning, provision of Hvac systems, and lighting. The exposed brick and round-top windows are expressive of the historic nature of the building. The mezzanine and natural light are also appealing features.

As residential the space could be developed with up to four units which could include the existing mezzanine and possibly a second mezzanine at the front of the building. Again the tall ceilings, exposed brick and windows provide unique character.

In addition, a certified rehabilitation conforming to the Secretary of the Interior's Standards for Rehabilitation as certified by the State Historic Preservation Office (SHPO) may qualify for federal and state historic preservation tax credits. The Michigan historic preservation tax credit is a state income tax credit of 25 percent. The Federal Historic Tax Credit allows participants to claim 20% of eligible improvement expenses against their federal tax liability.



Geographic Information System (GIS)  
Engineering Department

1 inch = 60 feet

April 1, 2019

113 E. Front St Aerial Photo Map



DISCLAIMER: This map is neither a legally recorded map nor a survey and is not intended to be used as one. This map is a compilation of records, information and data located in various cities, county, state and federal offices and other sources regarding the area shown, and is to be used for reference purposes only. The City of Monroe does not warrant that the Geographic Information System (GIS) Data used to prepare this map are error free, and the City of Monroe does not represent that the GIS data can be used for navigational, tracking or any other purpose requiring exacting measurement of distance or direction or precision in the depiction of geographic features. The user of this map acknowledges that the City shall not be liable for any damages, and expressly waives all claims, and agrees to defend, indemnify, and hold harmless the City from any and all claims brought by the User, its employees or agents, or third parties which arise out of the User's access or use of data provided.





Sources: Esri, HERE, Garmin, USGS, Intermap, INCREMENT P, NRCan, Esri Japan, Esri China (Hong Kong), Esri Korea, Esri (Thailand), NGCC, © OpenStreetMap contributors, and the GIS User Community

DISCLAIMER: This map is neither a legally recorded map nor a survey and is not intended to be used as one. This map is a compilation of records, information and data located in various cities, county, state and federal offices and other sources regarding the area shown, and is to be used for reference purposes only. The City of Monroe does not warrant that the Geographic Information System (GIS) Data used to prepare this map are error free, and the City of Monroe does not represent that the GIS data can be used for navigational, tracking or any other purpose requiring exacting measurement of distance or direction or precision in the depiction of geographic features. The user of this map acknowledges that the City shall not be liable for any damages, and expressly waives all claims, and agrees to defend, indemnify, and hold harmless the City from any and all claims brought by the User, its employees or agents, or third parties which arise out of the User's access or use of data provided.



1 inch = 100 feet

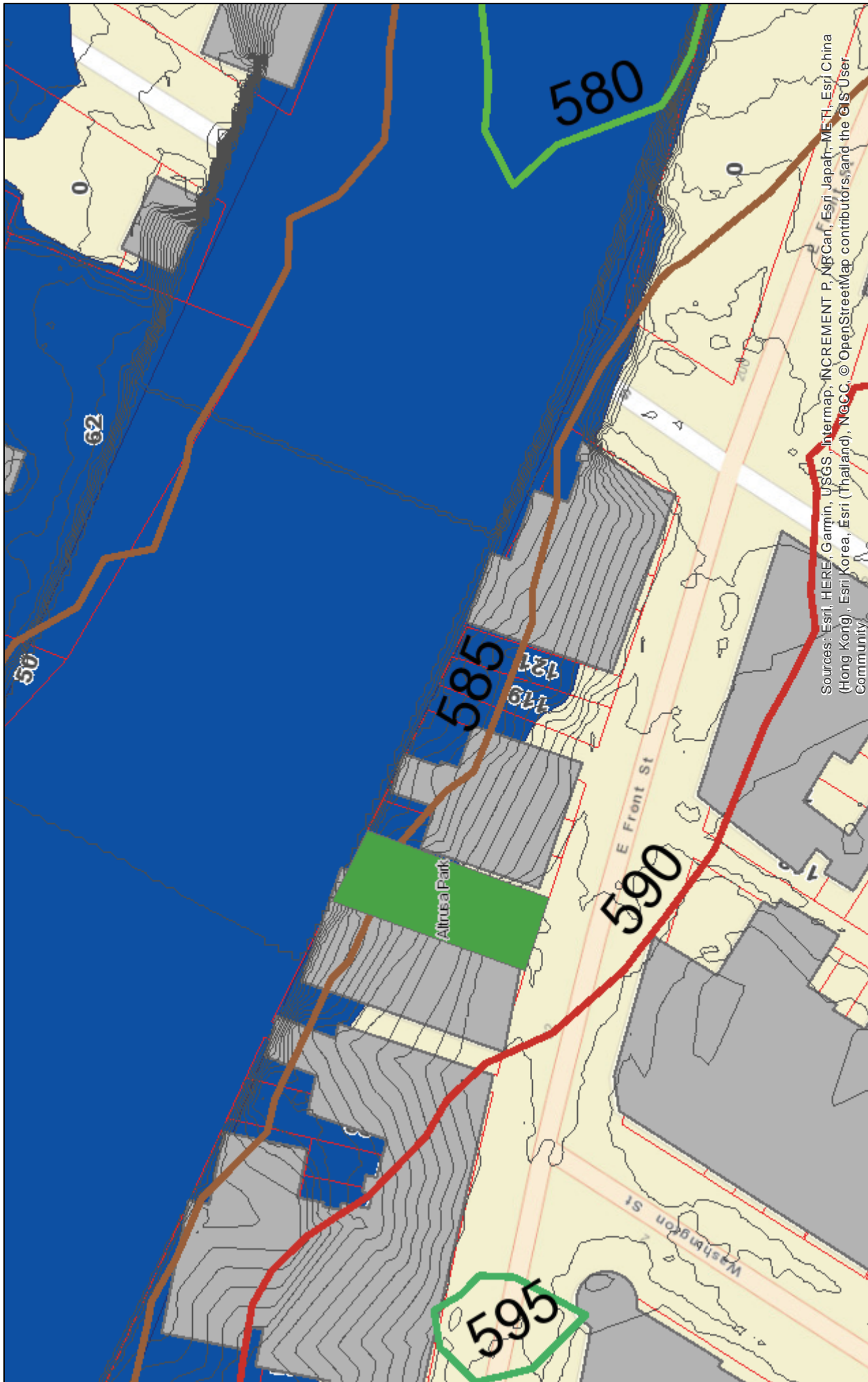
April 1, 2019

113 E. Front St General Area Map



Geographic Information System (GIS)  
Engineering Department





**DISCLAIMER:** This map is neither a legally recorded map nor a survey and is not intended to be used as one. This map is a compilation of records, information and data located in various cities, county, state and federal offices and other sources regarding the area shown, and is to be used for reference purposes only. The City of Monroe does not warrant that the Geographic Information System (GIS) Data used to prepare this map are error free, and the City of Monroe does not represent that the GIS data can be used for navigational, tracking or any other purpose requiring exacting measurement of distance or direction or precision in the depiction of geographic features. The user of this map acknowledges that the City shall not be liable for any damages, and expressly waives all claims, and agrees to defend, indemnify, and hold harmless the City from any and all claims brought by the User, its employees or agents, or third parties which arise out of the User's access or use of data provided.



1 inch = 100 feet

April 1, 2019

12 West Front Topo / Flood Plain Map



Geographic Information System (GIS)  
Engineering Department





DISCLAIMER: This map is neither a legally recorded map nor a survey and is not intended to be used as one. This map is a compilation of records, information and data located in various cities, county, state and federal offices and other sources regarding the area shown, and is to be used for reference purposes only. The City of Monroe does not warrant that the Geographic Information System (GIS) Data used to prepare this map are error free, and the City of Monroe does not represent that the GIS Data can be used for navigational, tracking or any other purpose requiring exacting measurement of distance or direction or precision in the depiction of geographic features. The user of this map acknowledges that the City shall not be liable for any damages, and expressly waives all claims, and agrees to defend, indemnify, and hold harmless the City from any and all claims brought by the User, its employees or agents, or third parties which arise out of the User's access or use of data provided.



1 inch = 60 feet  
April 1, 2019  
113 E. Front St Aerial Photo Map



Geographic Information System (GIS)  
Engineering Department





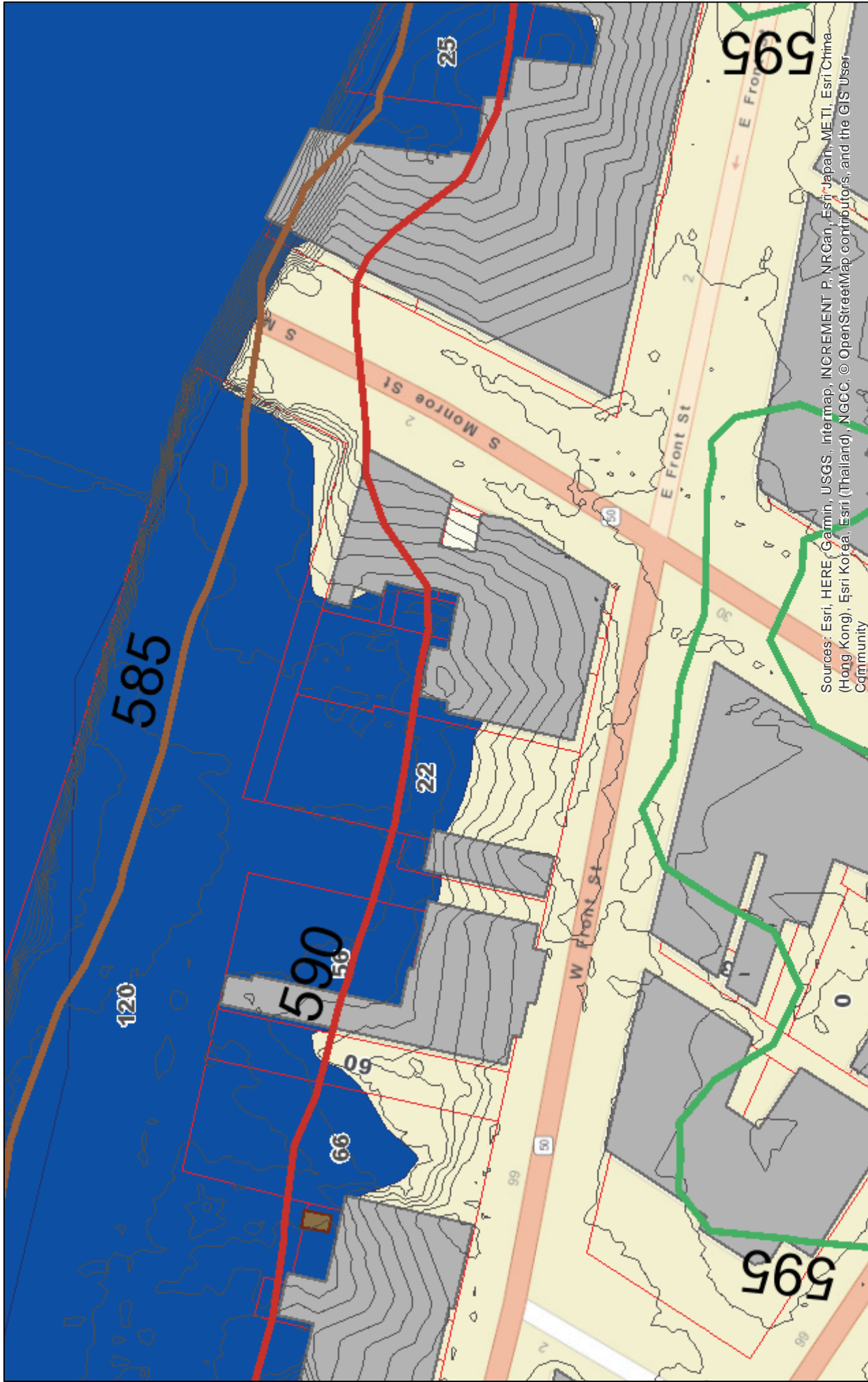
DISCLAIMER: This map is neither a legally recorded map nor a survey and is not intended to be used as one. This map is a compilation of records, information and data located in various cities, county, state and federal offices and other sources regarding the area shown, and is to be used for reference purposes only. The City of Monroe does not warrant that the Geographic Information System (GIS) Data used to prepare this map are error free, and the City of Monroe does not represent that the GIS data can be used for navigational, tracking or any other purpose requiring exacting measurement of distance or direction or precision in the depiction of geographic features. The user of this map acknowledges that the City shall not be liable for any damages, and expressly waives all claims, and agrees to defend, indemnify, and hold harmless the City from any and all claims brought by the User, its employees or agents, or third parties which arise out of the User's access or use of data provided.



1 inch = 100 feet  
April 1, 2019  
12 West Front Gen



Geographic Information System (GIS)  
Engineering Department



**DISCLAIMER:** This map is neither a legally recorded map nor a survey and is not intended to be used as one. This map is a compilation of records, information and data located in various cities, county, state and federal offices and other sources regarding the area shown, and is to be used for reference purposes only. The City of Monroe does not warrant that the Geographic Information System (GIS) Data used to prepare this map are error free, and the City of Monroe does not represent that the GIS data can be used for navigational, tracking or any other purpose requiring exacting measurement of distance or direction or precision in the depiction of geographic features. The user of this map acknowledges that the City shall not be liable for any damages, and expressly waives all claims, and agrees to defend, indemnify, and hold harmless the City from any and all claims brought by the User, its employees or agents, or third parties which arise out of the User's access or use of data provided.



1 inch = 100 feet

April 1, 2019

12 West Front Topo / Flood Plain Map



Geographic Information System (GIS)  
Engineering Department

### SECTION 503 ALTERATION—LEVEL 1

**503.1 Scope.** Level 1 alterations include the removal and replacement or the covering of existing materials, elements, equipment, or fixtures using new materials, elements, equipment, or fixtures that serve the same purpose.

**503.2 Application.** Level 1 *alterations* shall comply with the provisions of Chapter 7.

### SECTION 504 ALTERATION—LEVEL 2

**504.1 Scope.** Level 2 *alterations* include the reconfiguration of space, the addition or elimination of any door or window, the reconfiguration or extension of any system, or the installation of any additional equipment.

**504.2 Application.** Level 2 *alterations* shall comply with the provisions of Chapter 7 for Level 1 *alterations* as well as the provisions of Chapter 8.

### SECTION 505 ALTERATION—LEVEL 3

**505.1 Scope.** Level 3 *alterations* apply where the work area exceeds 50 percent of the *building area*.

**505.2 Application.** Level 3 *alterations* shall comply with the provisions of Chapters 7 and 8 for Level 1 and 2 *alterations*, respectively, as well as the provisions of Chapter 9.

### SECTION 506 CHANGE OF OCCUPANCY

**506.1 Scope.** *Change of occupancy* provisions apply where the activity is classified as a *change of occupancy* as defined in Chapter 2.

**506.2 Application.** *Changes of occupancy* shall comply with the provisions of Chapter 10.

### SECTION 507 ADDITIONS

**507.1 Scope.** Provisions for *additions* shall apply where work is classified as an *addition* as defined in Chapter 2.

**507.2 Application.** *Additions to existing buildings* shall comply with the provisions of Chapter 11.

### SECTION 508 HISTORIC BUILDINGS

**508.1 Scope.** *Historic building* provisions shall apply to buildings classified as historic as defined in Chapter 2.

**508.2 Application.** Except as specifically provided for in Chapter 12, *historic buildings* shall comply with applicable provisions of this code for the type of work being performed.

### SECTION 509 RELOCATED BUILDINGS

**509.1 Scope.** Relocated building provisions shall apply to relocated or moved buildings.

**509.2 Application.** Relocated buildings shall comply with the provisions of Chapter 13.



## CHAPTER 2

# DEFINITIONS

### SECTION 201 GENERAL

**201.1 Scope.** Unless otherwise expressly stated, the following words and terms shall, for the purposes of this code, have the meanings shown in this chapter.

**201.2 Interchangeability.** Words used in the present tense include the future; words stated in the masculine gender include the feminine and neuter; the singular number includes the plural and the plural, the singular.

**201.3 Terms defined in other codes.** Where terms are not defined in this code and are defined in the other *International Codes*, such terms shall have the meanings ascribed to them in those codes.

**201.4 Terms not defined.** Where terms are not defined through the methods authorized by this chapter, such terms shall have ordinarily accepted meanings such as the context implies.

### SECTION 202 GENERAL DEFINITIONS

**ACT.** “Act” means 1972 PA 230, MCL 125.1501 to 125.1531 and known as the Stille-DeRossett-Hale single state construction code act.

R 408.30557

**[A] ADDITION.** An extension or increase in floor area, number of stories, or height of a building or structure.

**[A] ALTERATION.** Any construction or renovation to an existing structure other than a *repair* or *addition*. Alterations are classified as Level 1, Level 2 and Level 3.

**[A] APPROVED.** Acceptable to the *code official* or authority having jurisdiction.

**BUILDING OFFICIAL.** “Building official” means the person who is appointed and employed by a governmental subdivision charged with the administration and enforcement of the state code or codes and who is registered in accordance with the requirements of 1986 PA 54, MCL 338.2301 to 338.2313. Where used in this code, the term code official means “building official.”

R 408.30557

**[A] CHANGE OF OCCUPANCY.** A change in the use of the building or a portion of a building. A change of occupancy shall include any change of occupancy classification, any change from one group to another group within an occupancy classification or any change in use within a group for a specific occupancy classification.

**[A] CODE OFFICIAL.** The officer or other designated authority charged with the administration and enforcement of this code.

**[BS] DANGEROUS.** Any building, structure or portion thereof that meets any of the conditions described below shall be deemed dangerous:

1. The building or structure has collapsed, has partially collapsed, has moved off its foundation, or lacks the necessary support of the ground.
2. There exists a significant risk of collapse, detachment or dislodgement of any portion, member, appurtenance or ornamentation of the building or structure under service loads.

**[A] DEFERRED SUBMITTAL.** Those portions of the design that are not submitted at the time of the application and that are to be submitted to the *code official* within a specified period.

**EQUIPMENT OR FIXTURE.** Any plumbing, heating, electrical, ventilating, air conditioning, refrigerating, and fire protection equipment, and elevators, dumb waiters, escalators, boilers, pressure vessels and other mechanical facilities or installations that are related to building services. Equipment or fixture shall not include manufacturing, production, or process equipment, but shall include connections from building service to process equipment.

**[A] EXISTING BUILDING.** A building erected prior to the date of adoption of the appropriate code, or one for which a legal building permit has been issued.

**[A] FACILITY.** All or any portion of buildings, structures, site improvements, elements and pedestrian or vehicular routes located on a site.

**[BS] FLOOD HAZARD AREA.** The greater of the following two areas:

1. The area within a flood plain subject to a 1-percent or greater chance of flooding in any year.
2. The area designated as a *flood hazard area* on a community's flood hazard map, or otherwise legally designated.

**[A] HISTORIC BUILDING.** Any building or structure that is one or more of the following:

1. Listed, or certified as eligible for listing, by the State Historic Preservation Officer or the Keeper of the National Register of Historic Places, in the National Register of Historic Places.
2. Designated as historic under an applicable state or local law.
3. Certified as a contributing resource within a National Register, state designated or locally designated historic district.

**LOAD-BEARING ELEMENT.** Any column, girder, beam, joist, truss, rafter, wall, floor or roof sheathing that supports any vertical load in addition to its own weight or any lateral load.

## CHAPTER 12

# HISTORIC BUILDINGS

### SECTION 1201 GENERAL

**1201.1 Scope.** It is the intent of this chapter to provide means for the preservation of *historic buildings*. Historical buildings shall comply with the provisions of this chapter relating to their *repair*, *alteration*, *relocation* and *change of occupancy*.

**[BS] 1201.2 Report.** A *historic building* undergoing *repair*, *alteration*, or *change of occupancy* shall be investigated and evaluated. If it is intended that the building meet the requirements of this chapter, a written report shall be prepared and filed with the *code official* by a registered design professional when such a report is necessary in the opinion of the *code official*. Such report shall be in accordance with Chapter 1 and shall identify each required safety feature that is in compliance with this chapter and where compliance with other chapters of these provisions would be damaging to the contributing historic features. For buildings assigned to Seismic Design Category D, E or F, a structural evaluation describing, at a minimum, the vertical and horizontal elements of the lateral force-resisting system and any strengths or weaknesses therein shall be prepared. Additionally, the report shall describe each feature that is not in compliance with these provisions and shall demonstrate how the intent of these provisions is complied with in providing an equivalent level of safety.

**1201.3 Special occupancy exceptions—museums.** When a building in Group R-3 is also used for Group A, B, or M purposes such as museum tours, exhibits, and other public assembly activities, or for museums less than 3,000 square feet (279 m<sup>2</sup>), the *code official* may determine that the occupancy is Group B when life-safety conditions can be demonstrated in accordance with Section 1201.2. Adequate means of egress in such buildings, which may include a means of maintaining doors in an open position to permit egress, a limit on building occupancy to an occupant load permitted by the means of egress capacity, a limit on occupancy of certain areas or floors, or supervision by a person knowledgeable in the emergency exiting procedures, shall be provided.

**[BS] 1201.4 Flood hazard areas.** In *flood hazard areas*, if all proposed work, including repairs, work required because of a *change of occupancy*, and *alterations*, constitutes *substantial improvement*, then the *existing building* shall comply with Section 1612 of the *International Building Code*, or Section R322 of the *International Residential Code*, as applicable.

**Exception:** If an *historic building* will continue to be an *historic building* after the proposed work is completed, then the proposed work is not considered a *substantial improvement*. For the purposes of this exception, an *historic building* is:

1. Listed or preliminarily determined to be eligible for listing in the National Register of Historic Places;

2. Determined by the Secretary of the U.S. Department of Interior to contribute to the historical significance of a registered historic district or a district preliminarily determined to qualify as a historic district; or
3. Designated as historic under a state or local historic preservation program that is approved by the Department of Interior.

### SECTION 1202 REPAIRS

**1202.1 General.** Repairs to any portion of an *historic building* or structure shall be permitted with original or like materials and original methods of construction, subject to the provisions of this chapter. Hazardous materials, such as asbestos and lead-based paint, shall not be used where the code for new construction would not permit their use in buildings of similar occupancy, purpose and location.

**1202.2 Unsafe conditions.** Conditions determined by the *code official* to be *unsafe* shall be remedied. No work shall be required beyond what is required to remedy the *unsafe* conditions.

**1202.3 Relocated buildings.** Foundations of relocated *historic buildings* and structures shall comply with the *International Building Code*. Relocated *historic buildings* shall otherwise be considered an *historic building* for the purposes of this code. Relocated *historic buildings* and structures shall be sited so that exterior wall and opening requirements comply with the *International Building Code* or with the compliance alternatives of this code.

**1202.4 Replacement.** Replacement of existing or missing features using original materials shall be permitted. Partial replacement for repairs that match the original in configuration, height, and size shall be permitted.

Replacement glazing in hazardous locations shall comply with the safety glazing requirements of Chapter 24 of the *International Building Code*.

**Exception:** Glass block walls, louvered windows, and jalousies repaired with like materials.

### SECTION 1203 FIRE SAFETY

**1203.1 Scope.** *Historic buildings* undergoing *alterations*, *changes of occupancy*, or that are moved shall comply with Section 1203.

**1203.2 General.** Every *historic building* that does not conform to the construction requirements specified in this code for the occupancy or use and that constitutes a distinct fire hazard as defined herein shall be provided with an approved automatic fire-extinguishing system as determined appropriate by the *code official*. However, an automatic fire-extin-

guishing system shall not be used to substitute for, or act as an alternative to, the required number of exits from any *facility*.

**1203.3 Means of egress.** Existing door openings and corridor and stairway widths less than those specified elsewhere in this code may be approved, provided that, in the opinion of the *code official*, there is sufficient width and height for a person to pass through the opening or traverse the means of egress. When approved by the *code official*, the front or main exit doors need not swing in the direction of the path of exit travel, provided that other approved means of egress having sufficient capacity to serve the total occupant load are provided.

**1203.4 Transoms.** In fully sprinklered buildings of Group R-1, R-2 or R-3 occupancy, existing transoms in corridors and other fire-resistance-rated walls may be maintained if fixed in the closed position. A sprinkler shall be installed on each side of the transom.

**1203.5 Interior finishes.** The existing finishes of walls and ceilings shall be accepted when it is demonstrated that they are the historic finishes.

**1203.6 Stairway enclosure.** In buildings of three stories or less, exit enclosure construction shall limit the spread of smoke by the use of tight-fitting doors and solid elements. Such elements are not required to have a fire-resistance rating.

**1203.7 One-hour fire-resistant assemblies.** Where 1-hour fire-resistance-rated construction is required by these provisions, it need not be provided, regardless of construction or occupancy, where the existing wall and ceiling finish is wood or metal lath and plaster.

**1203.8 Glazing in fire-resistance-rated systems.** Historic glazing materials are permitted in interior walls required to have a 1-hour fire-resistance rating where the opening is provided with approved smoke seals and the area affected is provided with an automatic sprinkler system.

**1203.9 Stairway railings.** Grand stairways shall be accepted without complying with the handrail and guard requirements. Existing handrails and guards at all stairways shall be permitted to remain, provided they are not structurally *dangerous*.

**1203.10 Guards.** Guards shall comply with Sections 1203.10.1 and 1203.10.2.

**1203.10.1 Height.** Existing guards shall comply with the requirements of Section 604.

**1203.10.2 Guard openings.** The spacing between existing intermediate railings or openings in existing ornamental patterns shall be accepted. Missing elements or members of a guard may be replaced in a manner that will preserve the historic appearance of the building or structure.

**1203.11 Exit signs.** Where exit sign or egress path marking location would damage the historic character of the building, alternative exit signs are permitted with approval of the *code official*. Alternative signs shall identify the exits and egress path.

**1203.12 Automatic fire-extinguishing systems.** Every historical building that cannot be made to conform to the con-

struction requirements specified in the *International Building Code* for the occupancy or use and that constitutes a distinct fire hazard shall be deemed to be in compliance if provided with an approved automatic fire-extinguishing system.

**Exception:** When the *code official* approves an alternative life-safety system.

## SECTION 1204 ALTERATIONS

**1204.1 Accessibility requirements.** The provisions of Sections 705, 806 and 906, as applicable, shall apply to facilities designated as historic structures that undergo *alterations*, unless *technically infeasible*. Where compliance with the requirements for accessible routes, entrances or toilet rooms would threaten or destroy the historic significance of the building or *facility*, as determined by the *code official*, the alternative requirements of Sections 1204.1.1 through 1204.1.4 for that element shall be permitted.

**Exception:** Type B dwelling or sleeping units required by Section 1107 of the *International Building Code* are not required to be provided in historical buildings.

**1204.1.1 Site arrival points.** At least one accessible route from a site arrival point to an *accessible* entrance shall be provided.

**1204.1.2 Multilevel buildings and facilities.** An accessible route from an accessible entrance to public spaces on the level of the accessible entrance shall be provided.

**1204.1.3 Entrances.** At least one main entrance shall be accessible.

### Exceptions:

1. If a main entrance cannot be made accessible, an accessible nonpublic entrance that is unlocked while the building is occupied shall be provided; or
2. If a main entrance cannot be made accessible, a locked accessible entrance with a notification system or remote monitoring shall be provided.

**1204.1.4 Toilet and bathing facilities.** Where toilet rooms are provided, at least one accessible family or assisted-use toilet room complying with Section 1109.2.1 of the *International Building Code* shall be provided.

## SECTION 1205 CHANGE OF OCCUPANCY

**1205.1 General.** *Historic buildings* undergoing a *change of occupancy* shall comply with the applicable provisions of Chapter 10, except as specifically permitted in this chapter. When Chapter 10 requires compliance with specific requirements of Chapter 7, Chapter 8 or Chapter 9 and when those requirements are subject to the exceptions in Section 1202, the same exceptions shall apply to this section.

**1205.2 Building area.** The allowable floor area for *historic buildings* undergoing a *change of occupancy* shall be permit-



**804.4.1.1 Group E.** A fire alarm system shall be installed in *work areas* of Group E occupancies as required by the *International Fire Code* for existing Group E occupancies.

**804.4.1.2 Group I-1.** A fire alarm system shall be installed in *work areas* of Group I-1 residential care/assisted living facilities as required by the *International Fire Code* for existing Group I-1 occupancies.

**804.4.1.3 Group I-2.** A fire alarm system shall be installed throughout Group I-2 occupancies as required by the *International Fire Code*.

**804.4.1.4 Group I-3.** A fire alarm system shall be installed in *work areas* of Group I-3 occupancies as required by the *International Fire Code*.

**804.4.1.5 Group R-1.** A fire alarm system shall be installed in Group R-1 occupancies as required by the *International Fire Code* for existing Group R-1 occupancies.

**804.4.1.6 Group R-2.** A fire alarm system shall be installed in *work areas* of Group R-2 apartment buildings as required by the *International Fire Code* for existing Group R-2 occupancies.

**804.4.1.7 Group R-4.** A fire alarm system shall be installed in *work areas* of Group R-4 residential care/assisted living facilities as required by the *International Fire Code* for existing Group R-4 occupancies.

**804.4.2 Supplemental fire alarm system requirements.** Where the *work area* on any floor exceeds 50 percent of that floor area, Section 804.4.1 shall apply throughout the floor.

**Exception:** Alarm-initiating and notification appliances shall not be required to be installed in tenant spaces outside of the *work area*.

**804.4.3 Smoke alarms.** Individual sleeping units and individual dwelling units in any work area in group R and I-1 occupancies shall be provided with smoke alarms in accordance with the Michigan building code.

**Exception:** Interconnection of smoke alarms outside of the work area shall not be required.

R 408.30565a

## SECTION 805 MEANS OF EGRESS

**805.1 Scope.** The requirements of this section shall be limited to work areas that include exits or corridors shared by more than one tenant within the *work area* in which Level 2 alterations are being performed, and where specified they shall apply throughout the floor on which the *work areas* are located or otherwise beyond the *work area*.

**805.2 General.** The means of egress shall comply with the requirements of this section.

### Exceptions:

1. Where the *work area* and the means of egress serving it complies with NFPA 101.

2. Means of egress conforming to the requirements of the building code under which the building was constructed shall be considered compliant means of egress if, in the opinion of the *code official*, they do not constitute a distinct hazard to life.

**805.3 Number of exits.** The number of exits shall be in accordance with Sections 805.3.1 through 805.3.3.

**805.3.1 Minimum number.** Every story utilized for human occupancy on which there is a *work area* that includes exits or corridors shared by more than one tenant within the *work area* shall be provided with the minimum number of exits based on the occupancy and the occupant load in accordance with the *International Building Code*. In addition, the exits shall comply with Sections 805.3.1.1 and 805.3.1.2.

**805.3.1.1 Single-exit buildings.** Only one exit is required from buildings and spaces of the following occupancies:

1. In Group A, B, E, F, M, U and S occupancies, a single exit is permitted in the story at the level of exit discharge when the occupant load of the story does not exceed 50 and the exit access travel distance does not exceed 75 feet (22 860 mm).
2. Group B, F-2, and S-2 occupancies not more than two stories in height that are not greater than 3,500 square feet per floor (326 m<sup>2</sup>), when the exit access travel distance does not exceed 75 feet (22 860 mm). The minimum fire-resistance rating of the exit enclosure and of the opening protection shall be 1 hour.
3. Open parking structures where vehicles are mechanically parked.
4. In Group R-4 occupancies, the maximum occupant load excluding staff is 16.
5. Groups R-1 and R-2 not more than two stories in height, when there are not more than four dwelling units per floor and the exit access travel distance does not exceed 50 feet (15 240 mm). The minimum fire-resistance rating of the exit enclosure and of the opening protection shall be 1 hour.
6. In multilevel dwelling units in buildings of occupancy Group R-1 or R-2, an exit shall not be required from every level of the dwelling unit provided that one of the following conditions is met:
  - 6.1. The travel distance within the dwelling unit does not exceed 75 feet (22 860 mm); or
  - 6.2. The building is not more than three stories in height and all third-floor space is part of one or more dwelling units located in part on the second floor; and no habitable room within any such dwelling unit shall have a travel distance that exceeds 50 feet (15 240 mm) from the

of egress serving the *work area* shall, at a minimum, be enclosed with smoke-tight construction on the highest *work area* floor and all floors below.

**Exception:** Where stairway enclosure is not required by the *International Building Code* or the *International Fire Code*.

**803.3 Smoke compartments.** In Group I-2 occupancies where the work area is on a story used for sleeping rooms for more than 30 patients, the story shall be divided into not less than two compartments by smoke barrier walls in accordance with Section 407.5 of the *International Building Code* as required for new construction.

**803.4 Interior finish.** The interior finish of walls and ceilings in exits and corridors in any *work area* shall comply with the requirements of the *International Building Code*.

**Exception:** Existing interior finish materials that do not comply with the interior finish requirements of the *International Building Code* shall be permitted to be treated with an approved fire-retardant coating in accordance with the manufacturer's instructions to achieve the required rating.

**803.4.1 Supplemental interior finish requirements.** Where the *work area* on any floor exceeds 50 percent of the floor area, Section 803.4 shall also apply to the interior finish in exits and corridors serving the *work area* throughout the floor.

**Exception:** Interior finish within tenant spaces that are entirely outside the *work area*.

**803.5 Guards.** The requirements of Sections 803.5.1 and 803.5.2 shall apply in all *work areas*.

**803.5.1 Minimum requirement.** Every portion of a floor, such as a balcony or a loading dock, that is more than 30 inches (762 mm) above the floor or grade below and is not provided with guards, or those in which the existing guards are judged to be in danger of collapsing, shall be provided with guards.

**803.5.2 Design.** Where there are no guards or where existing guards must be replaced, the guards shall be designed and installed in accordance with the *International Building Code*.

**803.6 Fire-resistance ratings.** Where approved by the code official, buildings where an automatic sprinkler system installed in accordance with Section 903.3.1.1 or 903.3.1.2 of the *International Building Code* has been added, and the building is now sprinklered throughout, the required fire-resistance ratings of building elements and materials shall be permitted to meet the requirements of the current building code. The building is required to meet the other applicable requirements of the *International Building Code*.

Plans, investigation and evaluation reports, and other data shall be submitted indicating which building elements and materials the applicant is requesting the code official to review and approve for determination of applying the current building code fire-resistance ratings. Any special construction features, including fire-resistance-rated assemblies and smoke-resistive assemblies, conditions of occupancy, means-of-egress conditions, fire code deficiencies, approved modifi-

cations or approved alternative materials, design and methods of construction, and equipment applying to the building that impact required fire-resistance ratings shall be identified in the evaluation reports submitted.

## SECTION 804 FIRE PROTECTION

**804.1 Scope.** The requirements of this section shall be limited to work areas in which Level 2 *alterations* are being performed, and where specified they shall apply throughout the floor on which the *work areas* are located or otherwise beyond the *work area*.

**804.1.1 Corridor ratings.** Where an approved automatic sprinkler system is installed throughout the story, the required fire-resistance rating for any corridor located on the story shall be permitted to be reduced in accordance with the *International Building Code*. In order to be considered for a corridor rating reduction, such system shall provide coverage for the stairway landings serving the floor and the intermediate landings immediately below.

**804.2 Automatic sprinkler systems.** Automatic sprinkler systems shall be provided in accordance with the requirements of Sections 804.2.1 through 804.2.5. Installation requirements shall be in accordance with the *International Building Code*.

**804.2.1 High-rise buildings.** In high-rise buildings, work areas that have exits or corridors shared by more than one tenant or that have exits or corridors serving an occupant load greater than 30 shall be provided with automatic sprinkler protection in the entire *work area* where the *work area* is located on a floor that has a sufficient sprinkler water supply system from an existing standpipe or a sprinkler riser serving that floor.

**804.2.1.1 Supplemental automatic sprinkler system requirements.** Where the *work area* on any floor exceeds 50 percent of that floor area, Section 804.2.1 shall apply to the entire floor on which the *work area* is located.

**Exception:** Occupied tenant spaces that are entirely outside the *work area*.

**804.2.2 Groups A, B, E, F-1, H, I, M, R-1, R-2, R-4, S-1 and S-2.** In buildings with occupancies in Groups A, B, E, F-1, H, I, M, R-1, R-2, R-4, S-1 and S-2, work areas that have exits or corridors shared by more than one tenant or that have exits or corridors serving an occupant load greater than 30 shall be provided with automatic sprinkler protection where all of the following conditions occur:

1. The *work area* is required to be provided with automatic sprinkler protection in accordance with the *International Building Code* as applicable to new construction; and
2. The *work area* exceeds 50 percent of the floor area.

**Exception:** If the building does not have sufficient municipal water supply for design of a fire sprinkler system available to the floor without installation of a new fire pump, work areas shall be protected by an automatic smoke detection



system throughout all occupiable spaces other than sleeping units or individual dwelling units that activates the occupant notification system in accordance with Sections 907.4, 907.5 and 907.6 of the *International Building Code*.

**804.2.2.1 Mixed uses.** In work areas containing mixed uses, one or more of which requires automatic sprinkler protection in accordance with Section 804.2.2, such protection shall not be required throughout the *work area* provided that the uses requiring such protection are separated from those not requiring protection by fire-resistance-rated construction having a minimum 2-hour rating for Group H and a minimum 1-hour rating for all other occupancy groups.

**804.2.3 Windowless stories.** Work located in a windowless story, as determined in accordance with the *International Building Code*, shall be sprinklered where the work area is required to be sprinklered under the provisions of the *International Building Code* for newly constructed buildings and the building has a sufficient municipal water supply without installation of a new fire pump.

**804.2.4 Other required automatic sprinkler systems.** In buildings and areas listed in Table 903.2.11.6 of the *International Building Code*, *work areas* that have exits or corridors shared by more than one tenant or that have exits or corridors serving an occupant load greater than 30 shall be provided with an automatic sprinkler system under the following conditions:

1. The *work area* is required to be provided with an automatic sprinkler system in accordance with the *International Building Code* applicable to new construction; and
2. The building has sufficient municipal water supply for design of an automatic sprinkler system available to the floor without installation of a new fire pump.

**804.2.5 Supervision.** Fire sprinkler systems required by this section shall be supervised by one of the following methods:

1. Approved central station system in accordance with NFPA 72;
2. Approved proprietary system in accordance with NFPA 72;
3. Approved remote station system of the jurisdiction in accordance with NFPA 72; or
4. When approved by the *code official*, approved local alarm service that will cause the sounding of an alarm in accordance with NFPA 72.

**Exception:** Supervision is not required for the following:

1. Underground gate valve with roadway boxes.
2. Halogenated extinguishing systems.
3. Carbon dioxide extinguishing systems.
4. Dry- and wet-chemical extinguishing systems.
5. Automatic sprinkler systems installed in accordance with NFPA 13R where a common supply

main is used to supply both domestic and automatic sprinkler systems and a separate shutoff valve for the automatic sprinkler system is not provided.

**804.3 Standpipes.** Where the *work area* includes exits or corridors shared by more than one tenant and is located more than 50 feet (15 240 mm) above or below the lowest level of fire department access, a standpipe system shall be provided. Standpipes shall have an approved fire department connection with hose connections at each floor level above or below the lowest level of fire department access. Standpipe systems shall be installed in accordance with the *International Building Code*.

**Exceptions:**

1. No pump shall be required provided that the standpipes are capable of accepting delivery by fire department apparatus of a minimum of 250 gallons per minute (gpm) at 65 pounds per square inch (psi) (946 L/m at 448KPa) to the topmost floor in buildings equipped throughout with an automatic sprinkler system or a minimum of 500 gpm at 65 psi (1892 L/m at 448KPa) to the topmost floor in all other buildings. Where the standpipe terminates below the topmost floor, the standpipe shall be designed to meet (gpm/psi) (L/m/KPa) requirements of this exception for possible future extension of the standpipe.
2. The interconnection of multiple standpipe risers shall not be required.

**804.4 Fire alarm and detection.** An approved fire alarm system shall be installed in accordance with Sections 804.4.1 through 804.4.3. Where automatic sprinkler protection is provided in accordance with Section 804.2 and is connected to the building fire alarm system, automatic heat detection shall not be required.

An approved automatic fire detection system shall be installed in accordance with the provisions of this code and NFPA 72. Devices, combinations of devices, appliances, and equipment shall be approved. The automatic fire detectors shall be smoke detectors, except that an approved alternative type of detector shall be installed in spaces such as boiler rooms, where products of combustion are present during normal operation in sufficient quantity to actuate a smoke detector.

**804.4.1 Occupancy requirements.** A fire alarm system shall be installed in accordance with Sections 804.4.1.1 through 804.4.1.7. Existing alarm-notification appliances shall be automatically activated throughout the building. Where the building is not equipped with a fire alarm system, alarm-notification appliances within the *work area* shall be provided and automatically activated.

**Exceptions:**

1. Occupancies with an existing, previously approved fire alarm system.
2. Where selective notification is permitted, alarm-notification appliances shall be automatically activated in the areas selected.

**804.4.1.1 Group E.** A fire alarm system shall be installed in *work areas* of Group E occupancies as required by the *International Fire Code* for existing Group E occupancies.

**804.4.1.2 Group I-1.** A fire alarm system shall be installed in *work areas* of Group I-1 residential care/assisted living facilities as required by the *International Fire Code* for existing Group I-1 occupancies.

**804.4.1.3 Group I-2.** A fire alarm system shall be installed throughout Group I-2 occupancies as required by the *International Fire Code*.

**804.4.1.4 Group I-3.** A fire alarm system shall be installed in *work areas* of Group I-3 occupancies as required by the *International Fire Code*.

**804.4.1.5 Group R-1.** A fire alarm system shall be installed in Group R-1 occupancies as required by the *International Fire Code* for existing Group R-1 occupancies.

**804.4.1.6 Group R-2.** A fire alarm system shall be installed in *work areas* of Group R-2 apartment buildings as required by the *International Fire Code* for existing Group R-2 occupancies.

**804.4.1.7 Group R-4.** A fire alarm system shall be installed in *work areas* of Group R-4 residential care/assisted living facilities as required by the *International Fire Code* for existing Group R-4 occupancies.

**804.4.2 Supplemental fire alarm system requirements.** Where the *work area* on any floor exceeds 50 percent of that floor area, Section 804.4.1 shall apply throughout the floor.

**Exception:** Alarm-initiating and notification appliances shall not be required to be installed in tenant spaces outside of the *work area*.

**804.4.3 Smoke alarms.** Individual sleeping units and individual dwelling units in any work area in group R and I-1 occupancies shall be provided with smoke alarms in accordance with the Michigan building code.

**Exception:** Interconnection of smoke alarms outside of the work area shall not be required.

R 408.30565a

## SECTION 805 MEANS OF EGRESS

**805.1 Scope.** The requirements of this section shall be limited to work areas that include exits or corridors shared by more than one tenant within the *work area* in which Level 2 alterations are being performed, and where specified they shall apply throughout the floor on which the *work areas* are located or otherwise beyond the *work area*.

**805.2 General.** The means of egress shall comply with the requirements of this section.

### Exceptions:

1. Where the *work area* and the means of egress serving it complies with NFPA 101.

2. Means of egress conforming to the requirements of the building code under which the building was constructed shall be considered compliant means of egress if, in the opinion of the *code official*, they do not constitute a distinct hazard to life.

**805.3 Number of exits.** The number of exits shall be in accordance with Sections 805.3.1 through 805.3.3.

**805.3.1 Minimum number.** Every story utilized for human occupancy on which there is a *work area* that includes exits or corridors shared by more than one tenant within the *work area* shall be provided with the minimum number of exits based on the occupancy and the occupant load in accordance with the *International Building Code*. In addition, the exits shall comply with Sections 805.3.1.1 and 805.3.1.2.

**805.3.1.1 Single-exit buildings.** Only one exit is required from buildings and spaces of the following occupancies:

1. In Group A, B, E, F, M, U and S occupancies, a single exit is permitted in the story at the level of exit discharge when the occupant load of the story does not exceed 50 and the exit access travel distance does not exceed 75 feet (22 860 mm).
2. Group B, F-2, and S-2 occupancies not more than two stories in height that are not greater than 3,500 square feet per floor (326 m<sup>2</sup>), when the exit access travel distance does not exceed 75 feet (22 860 mm). The minimum fire-resistance rating of the exit enclosure and of the opening protection shall be 1 hour.
3. Open parking structures where vehicles are mechanically parked.
4. In Group R-4 occupancies, the maximum occupant load excluding staff is 16.
5. Groups R-1 and R-2 not more than two stories in height, when there are not more than four dwelling units per floor and the exit access travel distance does not exceed 50 feet (15 240 mm). The minimum fire-resistance rating of the exit enclosure and of the opening protection shall be 1 hour.
6. In multilevel dwelling units in buildings of occupancy Group R-1 or R-2, an exit shall not be required from every level of the dwelling unit provided that one of the following conditions is met:
  - 6.1. The travel distance within the dwelling unit does not exceed 75 feet (22 860 mm); or
  - 6.2. The building is not more than three stories in height and all third-floor space is part of one or more dwelling units located in part on the second floor; and no habitable room within any such dwelling unit shall have a travel distance that exceeds 50 feet (15 240 mm) from the

of public facilities by physically limited, 1966 PA 1, MCL 125.1351 to 125.1356 and the Michigan building code, R 408.30401 to R 408.30499.

R 408.30561

**410.2 Maintenance of facilities.** A facility that is constructed or altered to be *accessible* shall be maintained *accessible* during occupancy.

**410.3 Extent of application.** An *alteration* of an existing facility shall not impose a requirement for greater accessibility than that which would be required for new construction. *Alterations* shall not reduce or have the effect of reducing accessibility of a facility or portion of a facility.

**410.4 Change of occupancy.** Unless technically infeasible, sections 410.6, 410.7, and 410.8 of the code shall be applied in accordance with the utilization of public facilities by physically limited, 1966 PA 1, MCL 125.1351 to 125.1356.

R 408.30573

**410.4.1 Partial change in occupancy.** Where a portion of the building is changed to a new occupancy classification, any *alterations* shall comply with Sections 410.6, 410.7 and 410.8.

**410.4.2 Complete change of occupancy.** Where an entire building undergoes a *change of occupancy*, it shall comply with Section 410.4.1 and shall have all of the following accessible features:

1. At least one accessible building entrance.
2. At least one accessible route from an accessible building entrance to *primary function* areas.
3. Signage complying with Section 1111 of the *International Building Code*.
4. Accessible parking, where parking is being provided.
5. At least one accessible passenger loading zone, when loading zones are provided.
6. At least one accessible route connecting accessible parking and accessible passenger loading zones to an accessible entrance.

Where it is *technically infeasible* to comply with the new construction standards for any of these requirements for a change of group or occupancy, the above items shall conform to the requirements to the maximum extent technically feasible.

**Exception:** The accessible features listed in Items 1 through 6 are not required for an accessible route to Type B units.

**410.5 Additions.** Provisions for new construction shall apply to *additions*. An *addition* that affects the accessibility to, or contains an area of, a *primary function* shall comply with the requirements in Section 410.7.

**410.6 Alterations.** A building, facility, or element that is altered shall comply with the applicable provisions in chapter 11 of the Michigan building code and ICC/A117.1 listed in chapter 16, unless technically infeasible. When compli-

ance with this section is technically infeasible, then the alteration shall provide access to the maximum extent technically feasible.

**Exceptions:**

- (1) The altered element or space is not required to be on an accessible route, unless required by section 410.7 of the code.
- (2) Accessible means of egress required by chapter 10 of the Michigan building code are not required to be provided in existing buildings and facilities.
- (3) Buildings, structures, or improved areas which exist on or before the effective date of these rules and which are in compliance with the code at the time of the issuance of the certificate of occupancy unless the alteration specifically modifies an area covered by sections 410.6 to 410.8 of the code.
- (4) The alteration to type A individually owned dwelling units within a group R-2 occupancy shall meet the provisions for a type B dwelling unit and shall comply with the applicable provisions in chapter 11 of the Michigan building code and ICC/A 117.1 listed in chapter 16.

**410.7 Alterations affecting an area containing a primary function.** Where an alteration affects the accessibility to, or contains an area of, primary function, the route to the primary function area shall be accessible. The accessible route to the primary function area shall include toilet facilities and drinking fountains serving the area of primary function.

**Exceptions:**

- (1) This provision does not apply to alterations limited solely to windows, hardware, operating controls, electrical outlets, and signs.
- (2) This provision does not apply to alterations limited solely to mechanical systems, electrical systems, installation or alteration of fire protection systems, and abatement of hazardous materials.
- (3) This provision does not apply to alterations undertaken for the primary purpose of increasing the accessibility of an existing building, facility, or element.
- (4) This provision does not apply to altered areas limited to type B dwelling and sleeping units.

R 408.30561

**410.8 Scoping for alterations.** The provisions of Sections 410.8.1 through 410.8.14 shall apply to *alterations* to *existing buildings and facilities*.

**410.8.1 Entrances.** Accessible entrances shall be provided in accordance with Section 1105.

**Exception:** Where an *alteration* includes alterations to an entrance, and the facility has an *accessible* entrance, the altered entrance is not required to be *accessible*, unless required by Section 410.7. Signs complying with Section 1111 of the *International Building Code* shall be provided.



**410.8.2 Elevators.** Altered elements of existing elevators shall comply with the Michigan elevator code, R 408.7001 to R 408.8695. Such elements shall also be altered in elevators programmed to respond to the same hall call control as the altered elevator.

**410.8.3 Platform lifts.** Platform (wheelchair) lifts complying with ICC/A 117.1 listed in chapter 16, and installed in accordance with the Michigan elevator code, R 408.7001 to R 408.8695 shall be permitted as a component of an accessible route.

R 408.30561

**410.8.4 Stairways and escalators in existing buildings.** In *alterations, change of occupancy* or *additions* where an escalator or stairway is added where none existed previously and major structural modifications are necessary for installation, an accessible route shall be provided between the levels served by the escalator or stairways in accordance with Section 1104.4 of the *International Building Code*.

**410.8.5 Ramps.** Where slopes steeper than allowed by Section 1012.2 of the *International Building Code* are necessitated by space limitations, the slope of ramps in or providing access to existing facilities shall comply with Table 410.8.5.

**TABLE 410.8.5  
RAMPS**

SLOPE	MAXIMUM RISE
Steeper than 1:10 but not steeper than 1:8	3 inches
Steeper than 1:12 but not steeper than 1:10	6 inches

For SI: 1 inch = 25.4 mm.

**410.8.6 Accessible dwelling or sleeping units.** Where Group I-1, I-2, I-3, R-1, R-2 or R-4 dwelling or sleeping units are being altered or added, the requirements of Section 1107 of the *International Building Code* for Accessible units apply only to the quantity of spaces being altered or added.

**410.8.7 Type A dwelling or sleeping units.** Where more than 20 Group R-2 dwelling or sleeping units are being altered or added, the requirements of Section 1107 of the *International Building Code* for Type A units apply only to the quantity of the spaces being altered or added.

**410.8.8 Type B dwelling or sleeping units.** Where four or more Group I-1, I-2, R-1, R-2, R-3 or R-4 dwelling or sleeping units are being added, the requirements of Section 1107 of the *International Building Code* for Type B units apply only to the quantity of the spaces being added. Where Group I-1, I-2, R-1, R-2, R-3 or R-4 dwelling or sleeping units are being altered and where the work area is greater than 50 percent of the aggregate area of the building, the requirements of Section 1107 of the *International Building Code* for Type B units apply only to the quantity of the spaces being altered.

**410.8.9 Jury boxes and witness stands.** In *alterations*, accessible wheelchair spaces are not required to be located within the defined area of raised jury boxes or witness stands and shall be permitted to be located outside these

spaces where the ramp or lift access restricts or projects into the means of egress.

**410.8.10 Toilet rooms.** Where it is *technically infeasible* to alter existing toilet and bathing rooms to be *accessible*, an *accessible* family or assisted-use toilet or bathing room constructed in accordance with Section 1109.2.1 of the *International Building Code* is permitted. The family or assisted-use toilet or bathing room shall be located on the same floor and in the same area as the existing toilet or bathing rooms. At the inaccessible toilet and bathing rooms, provide directional signs indicating the location of the nearest family or assisted-use toilet room or bathing room. These directional signs shall include the International Symbol of Accessibility and sign characters shall meet the visual character requirements in accordance with ICC A117.1.

**410.8.11 Dressing, fitting and locker rooms.** Where it is *technically infeasible* to provide accessible dressing, fitting or locker rooms at the same location as similar types of rooms, one accessible room on the same level shall be provided. Where separate-sex facilities are provided, accessible rooms for each sex shall be provided. Separate-sex facilities are not required where only unisex rooms are provided.

**410.8.12 Fuel dispensers.** Operable parts of replacement fuel dispensers shall be permitted to be 54 inches (1370 mm) maximum, measuring from the surface of the vehicular way where fuel dispensers are installed on existing curbs.

**410.8.13 Thresholds.** The maximum height of thresholds at doorways shall be  $\frac{3}{4}$  inch (19.1 mm). Such thresholds shall have beveled edges on each side.

**410.8.14 Amusement rides.** Where the structural or operational characteristics of an amusement ride are altered to the extent that the amusement ride's performance differs from that specified by the manufacturer or the original design, the amusement ride shall comply with requirements for new construction in Section 1110.4.8 of the *International Building Code*.

**410.9 Historic buildings.** These provisions shall apply to *facilities* designated as historic structures that undergo *alterations* or a *change of occupancy*, unless *technically infeasible*. Where compliance with the requirements for accessible routes, entrances or toilet rooms would threaten or destroy the historic significance of the *facility*, as determined by the applicable governing authority, the alternative requirements of Sections 410.9.1 through 410.9.4 for that element shall be permitted.

**Exception:** Type B dwelling or sleeping units required by Section 1107 of the *International Building Code* are not required to be provided in historical buildings.

**410.9.1 Site arrival points.** At least one accessible route from a site arrival point to an accessible entrance shall be provided.

**410.9.2 Multilevel buildings and facilities.** An accessible route from an accessible entrance to public spaces on the level of the accessible entrance shall be provided.

**410.9.3 Entrances.** At least one main entrance shall be accessible.

**Exceptions:**

1. If a main entrance cannot be made accessible, an accessible nonpublic entrance that is unlocked while the building is occupied shall be provided; or
2. If a main entrance cannot be made accessible, a locked accessible entrance with a notification system or remote monitoring shall be provided.

Signs complying with Section 1111 of the *International Building Code* shall be provided at the primary entrance and the accessible entrance.

**410.9.4 Toilet and bathing facilities.** Where toilet rooms are provided, at least one accessible family or assisted-use toilet room complying with Section 1109.2.1 of the *International Building Code* shall be provided.



## HISTORIC BUILDINGS

guishing system shall not be used to substitute for, or act as an alternative to, the required number of exits from any *facility*.

**1203.3 Means of egress.** Existing door openings and corridor and stairway widths less than those specified elsewhere in this code may be approved, provided that, in the opinion of the *code official*, there is sufficient width and height for a person to pass through the opening or traverse the means of egress. When approved by the *code official*, the front or main exit doors need not swing in the direction of the path of exit travel, provided that other approved means of egress having sufficient capacity to serve the total occupant load are provided.

**1203.4 Transoms.** In fully sprinklered buildings of Group R-1, R-2 or R-3 occupancy, existing transoms in corridors and other fire-resistance-rated walls may be maintained if fixed in the closed position. A sprinkler shall be installed on each side of the transom.

**1203.5 Interior finishes.** The existing finishes of walls and ceilings shall be accepted when it is demonstrated that they are the historic finishes.

**1203.6 Stairway enclosure.** In buildings of three stories or less, exit enclosure construction shall limit the spread of smoke by the use of tight-fitting doors and solid elements. Such elements are not required to have a fire-resistance rating.

**1203.7 One-hour fire-resistant assemblies.** Where 1-hour fire-resistance-rated construction is required by these provisions, it need not be provided, regardless of construction or occupancy, where the existing wall and ceiling finish is wood or metal lath and plaster.

**1203.8 Glazing in fire-resistance-rated systems.** Historic glazing materials are permitted in interior walls required to have a 1-hour fire-resistance rating where the opening is provided with approved smoke seals and the area affected is provided with an automatic sprinkler system.

**1203.9 Stairway railings.** Grand stairways shall be accepted without complying with the handrail and guard requirements. Existing handrails and guards at all stairways shall be permitted to remain, provided they are not structurally *dangerous*.

**1203.10 Guards.** Guards shall comply with Sections 1203.10.1 and 1203.10.2.

**1203.10.1 Height.** Existing guards shall comply with the requirements of Section 604.

**1203.10.2 Guard openings.** The spacing between existing intermediate railings or openings in existing ornamental patterns shall be accepted. Missing elements or members of a guard may be replaced in a manner that will preserve the historic appearance of the building or structure.

**1203.11 Exit signs.** Where exit sign or egress path marking location would damage the historic character of the building, alternative exit signs are permitted with approval of the *code official*. Alternative signs shall identify the exits and egress path.

**1203.12 Automatic fire-extinguishing systems.** Every historical building that cannot be made to conform to the con-

struction requirements specified in the *International Building Code* for the occupancy or use and that constitutes a distinct fire hazard shall be deemed to be in compliance if provided with an approved automatic fire-extinguishing system.

**Exception:** When the *code official* approves an alternative life-safety system.

## SECTION 1204 ALTERATIONS

**1204.1 Accessibility requirements.** The provisions of Sections 705, 806 and 906, as applicable, shall apply to facilities designated as historic structures that undergo *alterations*, unless *technically infeasible*. Where compliance with the requirements for accessible routes, entrances or toilet rooms would threaten or destroy the historic significance of the building or *facility*, as determined by the *code official*, the alternative requirements of Sections 1204.1.1 through 1204.1.4 for that element shall be permitted.

**Exception:** Type B dwelling or sleeping units required by Section 1107 of the *International Building Code* are not required to be provided in historical buildings.

**1204.1.1 Site arrival points.** At least one accessible route from a site arrival point to an *accessible* entrance shall be provided.

**1204.1.2 Multilevel buildings and facilities.** An accessible route from an accessible entrance to public spaces on the level of the accessible entrance shall be provided.

**1204.1.3 Entrances.** At least one main entrance shall be accessible.

### Exceptions:

1. If a main entrance cannot be made accessible, an accessible nonpublic entrance that is unlocked while the building is occupied shall be provided; or
2. If a main entrance cannot be made accessible, a locked accessible entrance with a notification system or remote monitoring shall be provided.

**1204.1.4 Toilet and bathing facilities.** Where toilet rooms are provided, at least one accessible family or assisted-use toilet room complying with Section 1109.2.1 of the *International Building Code* shall be provided.

## SECTION 1205 CHANGE OF OCCUPANCY

**1205.1 General.** *Historic buildings* undergoing a *change of occupancy* shall comply with the applicable provisions of Chapter 10, except as specifically permitted in this chapter. When Chapter 10 requires compliance with specific requirements of Chapter 7, Chapter 8 or Chapter 9 and when those requirements are subject to the exceptions in Section 1202, the same exceptions shall apply to this section.

**1205.2 Building area.** The allowable floor area for *historic buildings* undergoing a *change of occupancy* shall be permit-

**1104.4 Multistory buildings and facilities.** At least one *accessible route* shall connect each *accessible story* and *mezzanine* in multilevel buildings and facilities.

**Exceptions:**

1. An *accessible route* is not required to *stories* and *mezzanines* that have an aggregate area of not more than 3,000 square feet (278.7 m<sup>2</sup>) and are located above and below *accessible levels*. This exception shall not apply to:

1.1. Multiple tenant facilities of Group M occupancies containing five or more tenant spaces used for the sales or rental of goods and where at least one such tenant space is located on a floor level above or below the *accessible levels*;

1.2. *Stories* or *mezzanines* containing offices of health care providers (Group B or I);

1.3. Passenger transportation facilities and airports (Group A-3 or B); or

1.4. Government buildings.

2. *Stories* or *mezzanines* that do not contain *accessible elements* or other spaces as determined by Section 1107 or 1108 are not required to be served by an *accessible route* from an *accessible level*.

3. In air traffic control towers, an *accessible route* is not required to serve the cab and the floor immediately below the cab.

4. Where a two-story building or facility has one *story* or *mezzanine* with an *occupant load* of five or fewer persons that does not contain *public use* space, that *story* or *mezzanine* shall not be required to be connected by an *accessible route* to the *story* above or below.

**1104.5 Location.** *Accessible routes* shall coincide with or be located in the same area as a general *circulation path*. Where the *circulation path* is interior, the *accessible route* shall also be interior. Where only one *accessible route* is provided, the *accessible route* shall not pass through kitchens, storage rooms, restrooms, closets or similar spaces.

**Exceptions:**

1. *Accessible routes* from parking garages contained within and serving *Type B units* are not required to be interior.

2. A single *accessible route* is permitted to pass through a kitchen or storage room in an *Accessible unit*, *Type A unit* or *Type B unit*.

**1104.6 Security barriers.** Security barriers including, but not limited to, security bollards and security check points shall not obstruct a required *accessible route* or *accessible means of egress*.

**Exception:** Where security barriers incorporate elements that cannot comply with these requirements, such as cer-

tain metal detectors, fluoroscopes or other similar devices, the *accessible route* shall be permitted to be provided adjacent to security screening devices. The *accessible route* shall permit persons with disabilities passing around security barriers to maintain visual contact with their personal items to the same extent provided others passing through the security barrier.

## SECTION 1105 ACCESSIBLE ENTRANCES

**1105.1 Public entrances.** In addition to *accessible entrances* required by Sections 1105.1.1 through 1105.1.7, at least 60 percent of all *public entrances* shall be *accessible*.

**Exceptions:**

1. An *accessible entrance* is not required to areas not required to be *accessible*.

2. Loading and *service entrances* that are not the only entrance to a tenant space.

**1105.1.1 Parking garage entrances.** Where provided, direct access for pedestrians from parking structures to buildings or facility entrances shall be *accessible*.

**1105.1.2 Entrances from tunnels or elevated walkways.** Where direct access is provided for pedestrians from a pedestrian tunnel or elevated walkway to a building or facility, at least one entrance to the building or facility from each tunnel or walkway shall be *accessible*.

**1105.1.3 Restricted entrances.** Where *restricted entrances* are provided to a building or facility, at least one *restricted entrance* to the building or facility shall be *accessible*.

**1105.1.4 Entrances for inmates or detainees.** Where entrances used only by inmates or detainees and security personnel are provided at judicial facilities, detention facilities or correctional facilities, at least one such entrance shall be *accessible*.

**1105.1.5 Service entrances.** If a *service entrance* is the only entrance to a building or a tenant space in a facility, that entrance shall be *accessible*.

**1105.1.6 Tenant spaces.** At least one *accessible entrance* shall be provided to each tenant in a facility.

**Exception:** An *accessible entrance* is not required to self-service storage facilities that are not required to be *accessible*.

**1105.1.7 Dwelling units and sleeping units.** At least one *accessible entrance* shall be provided to each *dwelling unit* and *sleeping unit* in a facility.

**Exception:** An *accessible entrance* is not required to *dwelling units* and *sleeping units* that are not required to be *Accessible units*, *Type A units* or *Type B units*.

	PROJECT	CHAMPION(S)	STATUS
Goal:	Inform and educate building owners and public of the actions and accomplishments of the DDA and businesses		
	1. Annual Communications Plan	Staff	Annual Report template draft received, August 19 Act 57 Compliance 6pm
	2. Volunteer Management Program	Staff	Application form complete; collecting from known vols
Goal:	Support downtown businesses and property owners		
	1. Façade Improvement Program	Scott Goocher	2 approved projects to start by Nov19
	2. Maintain online list of available properties	Staff	Updated and ongoing
Goal:	Preserve and enhance downtown by facilitating development		
	1. Riverfront Parking Lot Redevelopment	Staff	On hold for now
	2. Streetscape Improvements	Les Lukacs	Draft guidelines under review, carry over to 19-20
Goal:	Market the downtown to encourage people to frequent local businesses and events		
	1. Establish and update a coordinated event calendar on the web site	Staff	Updated and ongoing, low self-report rate by organizers
	2. Establish an Annual Marketing Plan	Mackenzie Swanson	Completed
Goal:	Serve as an intermediary between the organizations that connect to downtown and link to other community resources		
	1. Schedule quarterly stakeholder/partner meetings	Staff	Completed
Goal:	Establish an environment that promotes residential growth downtown		
	1. Clean-Safe-Attractive Effort	Tony Trujillo/George Boyan	Completed; tree trimming 1/3 downtown + planters
	2. Implement opportunities included in the Residential TMA	Mayor Clark/Joe Peruski	No action taken at this time; city to pursue firehouse redev
Carryover			
	1. Riverwalk Enhancement/Expansion	Swanson/Trujillo	Designer working on final concepts, carry over to 19-20
	2. Upper Floor Conversion Case Study	Peruski/Lukacs	Phase II on agenda, carry over to 19-20

Item 7D

***CHAIRS AND PROJECT TEAM LEADS FOR FY 19-20 COMMITTEE/PROJECTS:***

Downtown Reinvestment Grant Committee

---

Activate Storefronts/Promote Sidewalk Shopping and Dining/Animate Empty Spaces

---

Farmers Market Coordination

---

Riverwalk Project (from plan)

---

Marketing Plan

Swanson

---

Stakeholder Meetings

---

Parking Committee

Peruski

---

Other: