

# MONROE

DOWNTOWN  
DEVELOPMENT AUTHORITY  
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) 384-9140.

**AGENDA**  
**REGULAR MEETING**  
**Wednesday, November 20, 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** (3 minutes per individual)
5. **Consent Agenda** (2 minutes) **Action Requested**
  - A. Approval of Agenda
  - B. Approval of Minutes
    - i. Wednesday, October 16, 2019 Regular Meeting
  - C. Financial Reports
    - i. October, DDA Revenue and Expenditure Report FY 2019-2020
    - ii. October, DDA Itemized Expenditure Report FY 2019-2020
6. **New Business**
  - A. Approve Submittal of Act 57 Annual Report for FY 2018-2019 (5 minutes) **Action Requested**
  - B. Façade Incentive Program – Request for Transfer (5 minutes) **Action Requested**
  - C. Downtown Reinvestment Grant Program Application (10 minutes) **Action Requested**
  - D. Committee Member Appointments (5 minutes) **Action Requested**
  - E. Downtown Lighting Improvement Project – Year One (5 minutes) **Action Requested**
  - F. Fiscal Year 2020-21 Work Planning – Part III of III (30 minutes) – Project Prioritization
7. **Other Business**
  - A. Work Plan Updates (10 minutes)
8. **Communications** – None
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 Centre for the Arts.

# Minutes

**Monroe Downtown Development Authority  
Regular Meeting  
Wednesday, October 16, 2019  
Third Floor Conference Room  
Monroe City Hall**

Chairperson Tony Trujillo called the meeting to order at 8:00 a.m.

## **1. Roll Call**

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

## **2. Vision Statement** – Read by Mayor Clark

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

## **4. Public Comments** – No comments

## **5. Consent Agenda**

- A. Approval of Agenda
- B. Approval of Minutes of Wednesday, September 18, 2019 Regular Meeting
- C. Financial Reports:
  - ❖ September, DDA Revenue and Expenditure Report FY 2019-2020
  - ❖ September, DDA Itemized Expenditure Report FY 2019-2020

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

## **6. New Business**

### **A. Request for Change to Parking System as Recommended by Parking Committee.**

Annette reviewed the recommendation from the Parking Committee to approve a request to designate eighteen parking space depicted on provided map to two-hour parking, but to deny request to designate any of the eighteen spaces as handicapped. In addition, the

Parking Committee recommended that an additional space on the north side of Front Street, just east of the westernmost ingress/egress be restriped for no parking to improve sight lines for those exiting the parking lot.

Motion by Staelgraeve seconded by Kegerreis to concur with the recommendation from the Parking Committee to recommend approval of the request to change the parking designation of eighteen parking spaces from no limitation to two-hour parking, and to restripe the first two parking spaces east of the driveway for no parking. ***Motion carried unanimously.***

## **B. Fiscal Year 2020-21 Work Planning – Part II of III – Project Brainstorming; Review of Draft Marketing and Communications Plans.**

Annette Knowles facilitated the discussion concerning the work planning process for the forthcoming fiscal year 2020-21. At the previous meeting, goals were affirmed; at this meeting, the aim is to brainstorm ideas that will be prioritized at November's meeting.

Ideas discussed include: the proposed marketing and communications plans, including greater effort on promoting progress of implementing the downtown master plan; continuation of stakeholder meetings; implementing recommendations regarding parking from the downtown master plan; concentrating on traffic-calming measures, activating storefronts and enhancing the Farmers Market experience; creating a more targeted approach for the Downtown Reinvestment Program; redevelopment of riverfront parking lots and infill opportunities; leveraging streetscape improvements with city paving projects; completing uncompleted projects from this and prior fiscal years, completing the third year of tree maintenance and a second year of lighting improvements; and, starting with a Heart of Monroe plan project.

At the November meeting, the board will be asked to prioritize the projects so that a balanced budget may be prepared.

## **7. Other Business**

### **A. TABLED: Streetscape Design Guidelines – Discussion & Adoption**

Motion by Mayor Clark seconded by Williams to remove from the table the Streetscape Design Guidelines. ***Motion carried unanimously.***

Motion by Williams seconded by Staelgraeve to adopt Streetscape Design Guidelines and refer to the Citizens Planning Commission and/or City Council for further action. ***Motion carried unanimously.***

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

- Discussed 7<sup>th</sup> and 8<sup>th</sup> Street two-way conversion is proceeding; city can then move to developing plan for Cass and Harrison.
- A committee is forming to address murals as a form of public art.

- One application received for the re-investment program; it will be on the November agenda.

#### **8. Communications – None**

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

- Trujillo commented that he is open to different board meeting times.
- Mayor Clark updated on parade and tree lighting. The Tree Lighting will be November 22<sup>nd</sup> at 7:00 p.m. and parade will be later in December.

#### **10. Adjournment**

Motion to adjourn by Kegerreis seconded by Harper at 9:30 a.m.

***Motion carried unanimously.***

Date	JNL	Type	Description	Reference #	Debits	Credits	Balance
Fund 751 DOWNTOWN DEVELOPMENT AUTHORITY							
10/01/2019			<b>751-00.000-005.000 COOP LIQUID ASSET SEC SYS</b>		BEG. BALANCE		459,537.67
10/03/2019	GJ	JE	CLASS INVESTMENT AND WITHDRAWALS	22303		800.00	458,737.67
10/11/2019	GJ	JE	CLASS INVESTMENT AND WITHDRAWALS	22328		1,900.00	456,837.67
10/25/2019	GJ	JE	CLASS INVESTMENT AND WITHDRAWALS	22374		1,000.00	455,837.67
10/31/2019	GJ	JE	CLASS INVESTMENT AND WITHDRAWALS	22403		9,500.00	446,337.67
10/31/2019			751-00.000-005.000	END BALANCE	0.00	13,200.00	446,337.67
10/01/2019			<b>751-00.000-007.000 AUTOMATED PUBLIC FUNDS</b>		BEG. BALANCE		192,281.94
10/01/2019	GJ		MONTHLY P&L INSURANCE PREMIUM	22296		97.00	192,184.94
10/03/2019	PR	CHK	SUMMARY PR 10/03/2019			640.36	191,544.58
10/03/2019	GJ	JE	CLASS INVESTMENT AND WITHDRAWALS	22303	800.00		192,344.58
10/08/2019	CD	CHK	SUMMARY CD 10/08/2019			500.00	191,844.58
10/10/2019	CD	CHK	SUMMARY CD 10/10/2019			1,390.00	190,454.58
10/10/2019	GJ	JE	5/3 SERVICE FEES - SEPT 2019	22332		15.74	190,438.84
10/11/2019	GJ	JE	CLASS INVESTMENT AND WITHDRAWALS	22328	1,900.00		192,338.84
10/17/2019	PR	CHK	SUMMARY PR 10/17/2019			853.80	191,485.04
10/22/2019	CD	CHK	SUMMARY CD 10/22/2019			188.24	191,296.80
10/24/2019	CR	RCPT			17,619.76		208,916.56
			SUMMARY CR POSTING: 10/24/2019 OTHER				
10/25/2019	GJ	JE	CLASS INVESTMENT AND WITHDRAWALS	22374	1,000.00		209,916.56
10/31/2019	PR	CHK	SUMMARY PR 10/31/2019			853.79	209,062.77
10/31/2019	GJ		DDA FUNDS TRANSFER FOR BOND PMT	22387		26,096.87	182,965.90
10/31/2019	GJ	JE	CLASS INVESTMENT AND WITHDRAWALS	22403	9,500.00		192,465.90
10/31/2019			751-00.000-007.000	END BALANCE	30,819.76	30,635.80	192,465.90
10/01/2019			<b>751-00.000-202.000 ACCOUNTS PAYABLE</b>		BEG. BALANCE		0.00
10/07/2019	AP	INV	PLACE AND MAIN ADVISORS LLC	580		500.00	(500.00)
			DDA STRATEGIC PLAN CHECK IN				
10/07/2019	AP	INV	PLANTE & MORAN PLLC	1738432		1,390.00	(1,890.00)
			AUDIT SERVICES THROUGH 9/30/19				
10/08/2019	CD	CHK	SUMMARY CD 10/08/2019		500.00		(1,390.00)
10/10/2019	CD	CHK	SUMMARY CD 10/10/2019		1,390.00		0.00
10/21/2019	AP	INV	FIFTH THIRD BANK	09/19/2019		149.75	(149.75)
			INC DEV ALLIANCE WORKSHOP				
10/21/2019	AP	INV	FIFTH THIRD BANK	09/18/2019		26.49	(176.24)
			ADOBE SUBSCRIPTION				
10/21/2019	AP	INV	FIFTH THIRD BANK	09/01/2019		12.00	(188.24)
			EMAIL ACCOUNT				
10/22/2019	CD	CHK	SUMMARY CD 10/22/2019		188.24		0.00
10/31/2019			751-00.000-202.000	END BALANCE	2,078.24	2,078.24	0.00
10/01/2019			<b>751-65.691-703.000 PART TIME SALARIES &amp; WAGES</b>		BEG. BALANCE		4,353.41
10/03/2019	PR	CHK	SUMMARY PR 10/03/2019		594.30		4,947.71
10/17/2019	PR	CHK	SUMMARY PR 10/17/2019		792.40		5,740.11
10/31/2019	PR	CHK	SUMMARY PR 10/31/2019		792.40		6,532.51
10/31/2019			751-65.691-703.000	END BALANCE	2,179.10	0.00	6,532.51
10/01/2019			<b>751-65.691-717.000 SOCIAL SECURITY</b>		BEG. BALANCE		274.18
10/03/2019	PR	CHK	SUMMARY PR 10/03/2019		36.85		311.03
10/17/2019	PR	CHK	SUMMARY PR 10/17/2019		49.13		360.16
10/31/2019	PR	CHK	SUMMARY PR 10/31/2019		49.12		409.28
10/31/2019			751-65.691-717.000	END BALANCE	135.10	0.00	409.28
10/01/2019			<b>751-65.691-717.005 MEDICARE</b>		BEG. BALANCE		64.12
10/03/2019	PR	CHK	SUMMARY PR 10/03/2019		8.62		72.74
10/17/2019	PR	CHK	SUMMARY PR 10/17/2019		11.49		84.23
10/31/2019	PR	CHK	SUMMARY PR 10/31/2019		11.49		95.72
10/31/2019			751-65.691-717.005	END BALANCE	31.60	0.00	95.72
10/01/2019			<b>751-65.691-718.010 WORKERS' COMP INSURANCE</b>		BEG. BALANCE		4.74
10/03/2019	PR	CHK	SUMMARY PR 10/03/2019		0.59		5.33
10/17/2019	PR	CHK	SUMMARY PR 10/17/2019		0.78		6.11
10/31/2019	PR	CHK	SUMMARY PR 10/31/2019		0.78		6.89
10/31/2019			751-65.691-718.010	END BALANCE	2.15	0.00	6.89
10/01/2019			<b>751-65.691-727.000 OFFICE SUPPLIES</b>		BEG. BALANCE		76.98
10/21/2019	AP	INV	FIFTH THIRD BANK	09/18/2019	26.49		103.47
			ADOBE SUBSCRIPTION				
10/21/2019	AP	INV	FIFTH THIRD BANK	09/01/2019	12.00		115.47
			EMAIL ACCOUNT				
10/31/2019			751-65.691-727.000	END BALANCE	38.49	0.00	115.47
10/01/2019			<b>751-65.691-818.010 AUDIT SERVICES</b>		BEG. BALANCE		0.00
10/07/2019	AP	INV	PLANTE & MORAN PLLC	1738432	1,390.00		1,390.00
			AUDIT SERVICES THROUGH 9/30/19				
10/31/2019			751-65.691-818.010	END BALANCE	1,390.00	0.00	1,390.00
10/01/2019			<b>751-65.691-860.000 TRAINING &amp; TRAVEL</b>		BEG. BALANCE		340.99
10/21/2019	AP	INV	FIFTH THIRD BANK	09/19/2019	149.75		490.74
			INC DEV ALLIANCE WORKSHOP				
10/31/2019			751-65.691-860.000	END BALANCE	149.75	0.00	490.74
10/01/2019			<b>751-65.691-910.000 INSURANCE PREMIUM</b>		BEG. BALANCE		291.00

11/08/2019 10:35 AM  
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DB: Monroe

GL ACTIVITY REPORT FOR CITY OF MONROE  
TRANSACTIONS FROM 10/01/2019 TO 10/31/2019

Page: 2/2

Date	JNL	Type	Description	Reference #	Debits	Credits	Balance
<b>751-65.691-910.000 INSURANCE PREMIUM</b> (Continued)							
10/01/2019	GJ		MONTHLY P&L INSURANCE PREMIUM	22296	97.00		388.00
10/31/2019			751-65.691-910.000	END BALANCE	97.00	0.00	388.00
<b>751-65.691-955.000 MISCELLANEOUS EXPENSE</b>							
10/01/2019			PLACE AND MAIN ADVISORS LLC	580	500.00		500.00
10/07/2019	AP	INV	DDA STRATEGIC PLAN CHECK IN				
10/31/2019			751-65.691-955.000	END BALANCE	500.00	0.00	500.00
<b>751-65.691-999.301 TRANSFER OUT-DEBT SERVICE</b>							
10/01/2019			DDA FUNDS TRANSFER FOR BOND PMT	22387	26,096.87		26,096.87
10/31/2019	GJ		751-65.691-999.301	END BALANCE	26,096.87	0.00	26,096.87
<b>751-80.100-665.005 INTEREST ON INVESTMENTS</b>							
10/01/2019			5/3 SERVICE FEES - SEPT 2019	22332	15.74		(2,701.94)
10/10/2019	GJ	JE					(2,686.20)
10/31/2019			751-80.100-665.005	END BALANCE	15.74	0.00	(2,686.20)
<b>751-80.600-573.000 LCSA APPROPRIATION/PPT EXEMI</b>							
10/01/2019							0.00
10/24/2019	CR	RCPT	SUMMARY CR POSTING: 10/24/2019 OTHER			17,619.76	(17,619.76)
10/31/2019			751-80.600-573.000	END BALANCE	0.00	17,619.76	(17,619.76)
GRAND TOTALS:					63,533.80	63,533.80	654,523.09

PERIOD ENDING 10/31/2019

		YTD BALANCE	ACTIVITY FOR	AVAILABLE
		2019-20	10/31/2019	10/31/2019
GL NUMBER	DESCRIPTION	AMENDED BUDGET MAL	(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	7,200.00	2,686.20	(15.74)
				4,513.80
Total Dept 80.100 - GENERAL REVENUE		7,200.00	2,686.20	(15.74)
				4,513.80
Dept 80.600 - GENERAL REVENUE				
751-80.600-402.000	REAL PROPERTY TAXES	250,100.00	220,966.43	0.00
751-80.600-410.000	PERSONAL PROPERTY TAXES	(38,000.00)	(28,688.58)	0.00
751-80.600-573.000	LCSA APPROPRIATION/PPT EXEMPT RI	19,500.00	17,619.76	17,619.76
751-80.600-692.090	MISCELLANEOUS REVENUE	0.00	300.00	0.00
				(300.00)
Total Dept 80.600 - GENERAL REVENUE		231,600.00	210,197.61	17,619.76
				21,402.39
TOTAL REVENUES		238,800.00	212,883.81	17,604.02
				25,916.19
Expenditures				
Dept 65.691 - DOWNTOWN DEVELOPMENT				
751-65.691-703.000	PART TIME SALARIES & WAGES	20,500.00	6,532.51	2,179.10
751-65.691-717.000	SOCIAL SECURITY	1,271.00	409.28	135.10
751-65.691-717.005	MEDICARE	297.00	95.72	31.60
751-65.691-718.010	WORKERS' COMP INSURANCE	20.00	6.89	2.15
751-65.691-727.000	OFFICE SUPPLIES	500.00	115.47	38.49
751-65.691-730.000	POSTAGE	500.00	0.00	0.00
751-65.691-750.015	UNIFORMS/CLOTHING	0.00	68.90	0.00
751-65.691-750.075	SEASONAL DECORATIONS-DDA	5,000.00	0.00	0.00
751-65.691-775.231	PARKING SIGNAGE	50,000.00	0.00	0.00
751-65.691-818.010	AUDIT SERVICES	1,500.00	1,390.00	1,390.00
751-65.691-818.020	GENERAL CONTRACT SERVICES	15,000.00	0.00	0.00
751-65.691-818.080	FACADE IMPROVEMENTS	40,000.00	0.00	0.00
751-65.691-860.000	TRAINING & TRAVEL	1,400.00	490.74	149.75
751-65.691-880.000	COMMUNITY PROMOTION	13,000.00	575.00	0.00
751-65.691-905.000	PUBLISHING/ADVERTISING	300.00	0.00	0.00
751-65.691-910.000	INSURANCE PREMIUM	1,159.00	388.00	97.00
751-65.691-934.751	REPAIR AND MAINTENANCE-DDA	15,000.00	0.00	0.00
751-65.691-943.000	RENTAL-EQUIPMENT	0.00	445.00	0.00
751-65.691-955.000	MISCELLANEOUS EXPENSE	1,000.00	500.00	500.00
751-65.691-958.000	MEMBERSHIPS & DUES	600.00	200.00	0.00
751-65.691-964.231	REIMBURSEMENTS-PARKING	40,000.00	0.00	0.00
751-65.691-971.000	LAND	50,000.00	0.00	0.00
751-65.691-999.101	TRANSFER OUT-GENERAL	30,000.00	0.00	0.00
751-65.691-999.301	TRANSFER OUT-DEBT SERVICE	122,200.00	26,096.87	26,096.87
751-65.691-999.401	TRANSFER OUT-CAPITAL PROJECT	60,000.00	0.00	0.00
				60,000.00
Total Dept 65.691 - DOWNTOWN DEVELOPMENT		469,247.00	37,314.38	30,620.06
				431,932.62
TOTAL EXPENDITURES		469,247.00	37,314.38	30,620.06
				431,932.62
Fund 751 - DOWNTOWN DEVELOPMENT AUTHORITY:				
TOTAL REVENUES		238,800.00	212,883.81	17,604.02
TOTAL EXPENDITURES		469,247.00	37,314.38	30,620.06
NET OF REVENUES & EXPENDITURES		(230,447.00)	175,569.43	(13,016.04)
BEG. FUND BALANCE		485,790.71	485,790.71	
NET OF REVENUES/EXPENDITURES - 2018-19			(22,556.57)	
END FUND BALANCE		255,343.71	638,803.57	
				(22,556.57)



Monroe Downtown Development Authority  
2019-2020 Fiscal Year Expenditure Report

<b>Part Time Salaries</b>	<b>Budget</b>	<b>Expenditures</b>		<b>Balance</b>
	\$20,500.00			
7/11/2019		\$391.41		
7/25/2019		\$792.40		
8/8/2019		\$792.40		
8/22/2019		\$792.40		
9/5/2019		\$792.40		
9/19/2019		\$792.40		
10/3/2019		\$594.30		
10/17/2019		\$792.40		
10/31/2019		\$792.40		
				<b>\$13,967.49</b>
<b>Social Security</b>	<b>Budget</b>	<b>Expenditures</b>		<b>Balance</b>
	\$1,271.00			
7/11/2019		\$24.26		
7/25/2019		\$49.13		
8/8/2019		\$53.40		
8/22/2019		\$49.13		
9/5/2019		\$49.13		
9/19/2019		\$49.13		
10/3/2019		\$36.85		
10/17/2019		\$49.13		
10/31/2019		\$49.12		
				<b>\$861.72</b>
<b>Medicare</b>	<b>Budget</b>	<b>Expenditures</b>		<b>Balance</b>
	\$297.00			
7/11/2019		\$5.67		
7/25/2019		\$11.49		
8/8/2019		\$12.49		
8/22/2019		\$11.49		
9/5/2019		\$11.49		
9/19/2019		\$11.49		
10/3/2019		\$8.62		
10/17/2019		\$11.49		
10/31/2019		\$11.49		
				<b>\$201.28</b>

Monroe Downtown Development Authority  
2019-2020 Fiscal Year Expenditure Report

<b>Workers Comp Insurance</b>	<b>Budget</b>	<b>Expenditures</b>		<b>Balance</b>
	\$20.00			
7/11/2019		\$0.77		
7/25/2019		\$0.78		
8/8/2019		\$0.85		
8/22/2019		\$0.78		
9/5/2019		\$0.78		
9/19/2019		\$0.78		
10/3/2019		\$0.59		
10/17/2019		\$0.78		
10/31/2019		\$0.78		
				<b>\$13.11</b>
<b>Office Supplies - 727.000</b>	<b>Budget</b>	<b>Expenditures</b>		<b>Balance</b>
	\$500.00			
Email Subscription		\$12.00		
Adobe Subscription		\$26.49		
Email Subscription		\$12.00		
Adobe Subscription		\$26.49		
Adobe Subscription		\$26.49		
Email Subscription		\$12.00		
				<b>\$384.53</b>
<b>Postage</b>	<b>Budget</b>	<b>Expenditures</b>		<b>Balance</b>
	\$500.00			

Monroe Downtown Development Authority  
2019-2020 Fiscal Year Expenditure Report

				\$500.00
Uniforms/Clothing	Budget	Expenditures		Balance
	\$0.00			
City of Monroe Apparel		\$68.90		
				-\$68.90
Seasonal Decorations - 750.075	Budget	Expenditures		Balance
	\$5,000.00			
				\$5,000.00
Parking/Signage	Budget	Expenditures		Balance
	\$50,000.00			
				\$50,000.00
Audit Services	Budget	Expenditures		Balance
	\$1,500.00			
Plante & Moran thru 9/30/2019		\$1,390.00		
				\$110.00
General Contract Services - 818.020	Budget	Expenditures		Balance
	\$15,000.00			
				\$15,000.00
Façade Improvements - 818.080	Budget	Expenditures		Balance
	\$40,000.00			

Monroe Downtown Development Authority  
2019-2020 Fiscal Year Expenditure Report

				\$40,000.00
<b>Training &amp; Travel - 860.000</b>	<b>Budget</b>	<b>Expenditures</b>		<b>Balance</b>
	\$1,400.00			
MI Small Development Workshop		\$165.99		
MI Downtown Registration-Knowles		\$175.00		
Ind Dev Alliance Workshop		\$149.75		
				\$909.26
<b>Community &amp; Promotion 880.000</b>	<b>Budget</b>	<b>Expenditures</b>		<b>Balance</b>
	\$13,000.00			
Hadrout - add analytics		\$300.00		
Website Hosting		\$275.00		
				\$12,425.00
<b>Publishing/Advertising 905.000</b>	<b>Budget</b>	<b>Expenditures</b>		<b>Balance</b>
	\$300.00			
				\$300.00
<b>Insurance Premium</b>	<b>Budget</b>	<b>Expenditures</b>		<b>Balance</b>
	\$1,159.00			
July		\$97.00		
August		\$97.00		
September		\$97.00		
October		\$97.00		
				\$771.00

Monroe Downtown Development Authority  
2019-2020 Fiscal Year Expenditure Report

<b>Repair &amp; Maintenance 934.751</b>	<b>Budget</b>	<b>Expenditures</b>		<b>Balance</b>
	\$15,000.00			
				<b>\$15,000.00</b>
<b>Rental - Equipment</b>	<b>Budget</b>	<b>Expenditures</b>		<b>Balance</b>
	\$0.00			
Computer rental through 6-30-2020		\$445.00		
				<b>-\$445.00</b>
<b>Miscellaneous Expense - 955.000</b>	<b>Budget</b>	<b>Expenditures</b>		<b>Balance</b>
	\$1,000.00			
Credit		-\$20.00		
Personal Expense City Reimbursed		\$20.00		
Place And Main Strategic Plan check in		\$500.00		
				<b>\$500.00</b>
<b>Dues &amp; Subscriptions - 958.000</b>	<b>Budget</b>	<b>Expenditures</b>		<b>Balance</b>
	\$600.00			
MI Downtown Membership - Knowles		\$200.00		
				<b>\$400.00</b>
<b>Reimbursements - Parking</b>	<b>Budget</b>	<b>Expenditures</b>		<b>Balance</b>
	\$40,000.00			
				<b>\$40,000.00</b>

Monroe Downtown Development Authority  
2019-2020 Fiscal Year Expenditure Report

<b>Land</b>	<b>Budget</b>	<b>Expenditures</b>		<b>Balance</b>
	\$50,000.00			
				<b>\$50,000.00</b>
<b>Transfer Out General</b>	<b>Budget</b>	<b>Expenditures</b>		<b>Balance</b>
	\$30,000.00			
				<b>\$30,000.00</b>
<b>Transfer Out Debt Services</b>	<b>Budget</b>	<b>Expenditures</b>		<b>Balance</b>
	\$122,200.00			
Bond payment		\$26,096.87		
				<b>\$96,103.13</b>
<b>Transfer Out - Capital Project</b>	<b>Budget</b>	<b>Expenditures</b>		<b>Balance</b>
	\$60,000.00			
				<b>\$60,000.00</b>
<b>Total</b>	<b>\$469,247.00</b>	<b>\$37,314.38</b>		

## **Memo**

Date: Thursday, November 14, 2019

To: DDA Board of Directors

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

Re: REQUEST TO APPROVE AND DISTRIBUTE ACT 57 REPORT

### **BACKGROUND**

In accordance with Michigan Public Act 57 of 2018 (the DDA enabling legislation), the attached report for fiscal year July 1, 2018 through June 30, 2019 was prepared. The report contents are specifically required as described in section 125.4911 of the Act. Said report shall be supplied to the jurisdictions from which taxes are captured and the State Tax Commission upon board approval.

### **ACTION**

Approve the Act 57 report for FY2018-2019 and distribution to the jurisdictions from which taxes are captured and the State Tax Commission.

*CITY OF MONROE  
DOWNTOWN DEVELOPMENT AUTHORITY  
ANNUAL REPORT  
JULY 1, 2018-JUNE 30, 2019*

Year Created - Authority	1977
Year Last Amendment - TIF	2006
Current TIF Expiration	6/30/2038
Did plan expire in 2019?	No
Year of First TIF capture	1990
Does authority capture school tax?	No

*REVENUES*

Property Taxes	\$	208,118
Interest	\$	13,426
State Reimbursement	\$	20,605
Miscellaneous	\$	2,952
<i>Total</i>	\$	245,101

<i>BOND RESERVE</i>	\$	-
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*EXPENDITURES*

Administration	\$	46,643
Repair and Maint	\$	9,191
Facade Improvements	\$	1,240
General Contract Services	\$	82,818
Marketing	\$	11,881
Debt Service - Principal	\$	60,000
Debt Service - Interest	\$	53,994
<i>Total</i>	\$	265,767

*OUTSTANDING BOND INDEBTEDNESS*

Principal	\$	1,640,000
Interest	\$	432,341
<i>Total</i>	\$	2,072,341

<i>INITIAL ASSESSED VALUE</i>	\$	15,836,210
<i>CURRENT TAXABLE VALUE - 2018</i>	\$	23,309,200
<i>CAPTURED VALUE</i>	\$	7,472,990

*TAX INCREMENT REVENUES RECEIVED*

From County	\$	41,916
From Municipality	\$	130,749
From Public Transportation	\$	5,068
From Community College	\$	22,843
From Library	\$	7,542
<i>Total</i>	\$	208,118

*MILLAGE RATE*

0.0047952
0.0173372
0.0006723
0.0030294
0.0010000



## Memo

Date: Thursday, November 14, 2019

To: DDA Board of Directors

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

Re: FAÇADE REINVESTMENT PROGRAM – REQUEST FOR TRANSFER

### BACKGROUND

At the November 14, 2018 regular meeting, the board of directors approved a façade reinvestment grant for 34 West Front Street in the amount of \$10,000.00. Subsequently, an extension of the start date to November 19, 2019 was provided to the applicant by board action on May 15, 2019. Because of numerous factors, the applicant has decided to cancel the project and has found a purchaser for the property at 34 West Front Street. The offer to purchase is contingent upon the successful transfer of the façade reinvestment commitment of \$10,000.00.

Given the timing of the request, the now renamed Downtown Reinvestment Grant Committee did not have the opportunity to review and provide a recommendation for the transfer. The program guidelines do not address whether or not a transfer would be permissible; in essence, the board will be creating a policy decision that may be included as a program revision for the Downtown Reinvestment Grant; the Façade Reinvestment Grant is now defunct.

Attached is the original application, along with an email from the applicant requesting the transfer, along with some details about the transaction. If approved, the board should establish a new start date, given the expiration of the existing extension. And, we recommend that the board establish that the project not deviate from the plans previously approved by the then-Façade Reinvestment Grant Committee. As no detailed plans were submitted with the original application, the board should request design plans as a condition of approval. Lastly, the funds for the project were derived from fiscal year 2018-2019, which were not carried over in the current fiscal year. However, at this time, only one application exists for the 2019-2020 appropriation; a budget amendment would not be required at this time.

## **ACTION**

Approve/disapprove transfer of Façade Reinvestment Grant at 34 West Front Street to John Castiglione in the amount of \$10,000, provided that the project does not deviate from plans previously approved and conditioned upon receipt of final design plans; and establish a deadline to start of XXX.

2018-2019 DOWNTOWN REINVESTMENT GRANT PROGRAM  
APPLICATION

Deadline: Friday, October 19, 2018

Building Owner's Name (Applicant): 34 W Front LLC

Project Address: 34 W Front St.

Mailing Address: 72 W Front St. Monroe 70161

Phone Number: 734-652-8859 E-mail: \_\_\_\_\_

Existing Use of Building: dusting river bankwa.com

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

Yes - Restaurant - upscale

Type of Work: (Check all that apply)

Paint Only \_\_\_\_\_

Façade & Building Renovation ☒

Awnings \_\_\_\_\_

Project Description: (Please be specific) \_\_\_\_\_

Remove existing first floor facade  
and replace with historically  
correct design. Remove 2nd floor  
front windows and replace with  
historically correct arch-top  
windows. Final design being completed now.

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

**How will this project benefit Downtown Monroe?**

The entire building will be renovated and converted to an up scale restaurant. Rear (North) patios and decks will be added to take advantage of the river. The goal is to create a destination in Downtown Monroe to compliment Hotel Sterling and other businesses.

**Estimated Project Cost** (by project element):

Project Element	Contractor #1 Estimated Cost	Contractor #2 Estimated Cost
(Eg: 12 windows)_____	\$554.00_____	\$532.00_____
Demolition New Facade	\$23,785	\$29,100
Floor Two Windows	\$10,750	\$5,900
Brick Repair, Painting	\$4,125	\$5,750
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

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

**Requested Rebate Amount:** \$10,000

**Proposed Project Start Date:** 12, 1, 2

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

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

Application materials checklist to be submitted:

- Application form, completed and signed by the property owner;
- Sketch of the proposed façade or exterior improvements;
- Any proposed paint, awning, etc. samples;
- Pictures of the existing façade and proposed improvement areas;
- Historic photos of building;
- Two itemized cost estimates per project element. Each element must be listed separately with an estimated cost. (E.g.: 12 windows \$500.00, tuck pointing \$600.00). These must be provided by licensed contractors.

The undersigned applicant affirms that:

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

SIGNATURE OF APPLICANT(S):



DATE: 10/18/19

DATE: \_\_\_\_\_

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

OFFICE USE ONLY

Submittal Date: 10/19/2018 

Committee Action: \_\_\_\_\_

Notes/Comments: \_\_\_\_\_

# **Wickenheiser Home Supply**

**2375 W. Labo Rd. Carleton MI 48117**

## **Project Estimate**

**Date:** 10/10/2018

**To:** 34 W Front LLC  
C/O Dustin Leach  
72 W. Front St  
Monroe, MI 48161

**Project Address:** 34 W. Front St.  
Monroe, MI 48161

### **Description Of Work:**

Remove existing façade in its entirety and dispose of material. Verify sound foundation. Provide material and construct new raised panel façade. Final specifications to be provided by customer.

\$23,785

Replace three 2<sup>nd</sup> story windows with Jeld Wen arch-top windows to match existing opening

\$6,750

Clean and repair front (south) brick as necessary. Prepare and paint new façade and brick according to customer supplied 3-color scheme.

\$4,125

**Project Total:**

**\$34,660**

# Zochowski Constuction

Bob Zochowski



8484 S. Stoney Creek Rd  
Monroe, MI 48162  
734-242-8234

## Construction Estimate

Estimate Presented To: Dustin Leach  
72 W. Front St  
Monroe, MI 48161

### Proposed Scope of Work:

- |  |          |
|--|----------|
| 1) Disassemble and discard front, floor one façade.  | \$2,100  |
| 2) Construct new façade with environmentally stable material. Final, raised panel design yet to be determined by customer. Provide and install tempered glass and 36" commercial entry door. | \$27,000 |
| 3) Install three 2 <sup>nd</sup> story windows to fit existing arched openings.  | \$5,900  |
| 4) Tuck point south elevation brick and prime. Paint new façade, windows and brick on south elevation. Paint colors selected by client.  | \$5,750  |

Date of Estimate: 10/8/18      Estimate Valid Until: 4/01/19

\_\_\_\_\_  
Customer Acceptance / Date

\$35,000







Paula Stanifer &lt;paula.stanifer@monroemi.gov&gt;

**Fwd: Facade Grant**

1 message

**Paula Stanifer** <paula.stanifer@monroemi.gov>  
To: Annette Knowles <annette.knowles@monroemi.gov>

Tue, Nov 12, 2019 at 7:36 AM

Please see the message below regarding the Reinvestment Grant.

**Paula Stanifer**

120 E. First St. (City Hall)  
Monroe, MI 48161  
p 734-384-9172 f 734-243-8683

[paula.stanifer@monroemi.gov](mailto:paula.stanifer@monroemi.gov)  
[www.downtownmonroemi.com](http://www.downtownmonroemi.com)  
[www.facebook.com/downtownmonroemi](https://www.facebook.com/downtownmonroemi)

Hi Paula,

I am emailing with an inquiry on the \$10,000 façade grant that we were awarded last November for, 34 W Front. As you know, we were unable to make the project work and are in the process of selling the building to John Castiglione. As part of the sale, he is obviously interested in the grant and we would like to transfer the award to him, if possible. He plans to begin work immediately and have it complete by spring. I confirmed with him that he will complete the work to the exterior exactly the same as we had laid out in our request. I understand it is not the priority of the city to help us out in the transaction but the sale is contingent on the grant being transferred so any consideration would be more than appreciated. Thanks for all you do and please let me know if there is any additional information you need or anything at all that I can help with.

Sincerely,

**Dustin E. Leach, AIF®**

President &amp; Wealth Advisor



72 W. Front Street | Monroe, MI 48161  
ph: 734.457.9123 | fax: 734.457.9609  
[dustin@riverbankwa.com](mailto:dustin@riverbankwa.com)

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## Memo

Date: Thursday, November 14, 2019

To: DDA Board of Directors

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

**Re: DOWNTOWN REINVESTMENT GRANT APPLICATION – 102 W FRONT ST**

### BACKGROUND

The DDA welcomed applications for its Downtown Reinvestment Grant Program until August 12, 2019. One application was received as a result of a call for applications, from Joe Peruski for improvements to 102 West Front Street. As a foreword, a board member may apply for funding, but may not engage in the discussion or deliberation of the project; the board member applicant may answer questions about the project for clarification purposes only.

The Downtown Reinvestment Grant Committee first reviewed the application and supporting materials at its meeting on October 7, 2019. At that meeting, more information was requested from, and later submitted by the applicant, for review at the committee meeting on November 4, 2019, at which no quorum was present to provide a recommendation. During the discussion, items were removed from the DDA Eligible Activity column (see spreadsheet that outlines project and costs, prepared by architect). The maximum funding under this program is \$20,000. The total investment will near \$300,000, not inclusive of the purchase price.

In order to provide a timely response to the applicant, the members present reached consensus to forward the project to the board, without a recommendation, for its deliberation and decision.

Attached you will find: the program guidelines, the initial application, the additional information provided by the applicant, a revised spreadsheet prepared after the November 4, meeting and the draft minutes from both October 7 and November 4 meetings for your use in formulating a decision.

Points to consider: does the project meet the requirements of the program, do the cost estimates present a clear picture of project cost and are the items under consideration for reimbursement listed as eligible expenses?

Please ensure that you utilize the program guideline dated April 17, 2019 for your evaluation.

Please pay particular attention to the criteria on page 7 of the program. In absence of a committee recommendation, the full board, with Peruski abstaining due to conflict of interest, will be asked to reach a decision on this application.

## **ACTION**

Approve application for funds in an amount not to exceed \$20,000 from the Downtown Reinvestment Grant Program for 102 West Front Street, funds to be derived from Account #751-65.691-818.020, to be paid as a reimbursement upon receipt of full unconditional waivers of lien from the building contractor and all subcontractors, and with the owner's signature on the required Exterior Easement Agreement.

OR

Deny application for funds from the Downtown Reinvestment Grant Program for 102 West Front Street.



## *2019-2020 Downtown Reinvestment Grant Program*

### **I. GENERAL PURPOSE AND OBJECTIVES**

The Monroe Downtown Development Authority (DDA) created the Downtown Reinvestment Grant Program (Program) to encourage private investment in the City's downtown. The Program has made a significant impact in the area by encouraging redevelopment, revitalization and rehabilitation of buildings in Downtown Monroe.

Each fiscal year, the DDA considers allocation of funds in their budget for the Program. The Program seeks to provide funding for projects that will enhance the aesthetics and historical character in the DDA District and assist property owners in rehabilitating and upgrading the facades and limited interior and exterior features of their buildings.

### **II. GRANT GUIDELINES**

- 1) Program funds are available for exterior and limited interior work on buildings located in the DDA District.
- 2) The entire façade must be included in all work to be completed pursuant to the program
- 3) The Program application must be completed and submitted by the building owner.
- 4) No program applications will be accepted for work that has already been started or completed or for work that is covered by insurance.
- 5) Program Grants are for existing commercial buildings only. Buildings may have upper floor residential component, but first floor must be commercial use.

- 6) Participants must be current with City of Monroe and Monroe County for all real or personal property taxes at time of application, at time of payment, and at all other times relevant to the Program
- 7) Participants must be current with all obligations to the City building department. No Program funds shall be approved for or distributed to properties or owners with outstanding building code violations, permits, infractions, or other failures to comply with federal, state or local legal obligations.
- 8) Paint and fabric colors for exterior improvements shall be chosen from the *Downtown Façade Study* and *Historic Color Palette* available for review in the City of Monroe Planning Department/Historic Preservation Office.
- 9) All projects shall meet the Secretary of the Interior's *Standards for Rehabilitation* (<http://www.nps.gov/tps/standards/four-treatments/standguide/index.htm>)
- 10) Grants are awarded on a reimbursement basis once completed work has been verified by City and DDA staff as compliant with the plans proposed in the approved application. Any deviation from the approved grant project may result in the total or partial denial of a grant or denial of participation in the Program. Grants are awarded as a single payment to the applicant.
- 11) Reimbursements (up to \$20,000) are for labor and materials only. Permit fees and other expenses do not qualify for grant dollars.
- 12) Properties that have received funding through this program within the last five (5) years are not eligible.
- 13) A single owner of multiple properties may apply for grant funds for each property owned, but may not receive more than \$20,000 per property within a five (5) year period.
- 14) Applicant must sign a Building Exterior Easement Agreement, acceptable to the DDA, which may be in a form substantially similar to the form attached hereto at the time of reimbursement.

## Section III – PROGRAM DETAILS

Program grants are available for the following types of projects:

### Rehabilitation and Building Renovation

Removing slipcovers or non-historic/added facades, repointing brick or replacing mortar joints, replacing or restoring cornices, removing paint from brick, repairing/replacing windows, restoring transom windows, and painting.

Covering cost for ADA Compliance (Americans with Disabilities Act). This is for doors, approaches, and ramps.

Interior work, such as mechanical and electrical upgrades, and fire separation or suppression can be included along with façade rehabilitation work.

### Lead Abatement

Covering cost of removal of lead base paint or other materials that contain lead.

### Asbestos Abatement

Covering cost of asbestos abatement of all materials that contain asbestos.

### Roof

Complete roof removal, disposal and replacement.

### Paint Only

Projects which require painting of the exterior building. No other improvements needed.

### Awning Only

Awning replacement or addition of a new awning which does not require any other exterior building work.

### Grant Limits:

Rehabilitation and building grants are limited to a 30% match of the eligible project costs, with a cap of \$20,000.

Paint-only grants are limited to a 20% grant with a cap of \$5,000.00 per grant.

Awning-only grants are limited to a 50% grant with a cap of \$5,000 per grant. Only address graphics will be funded. Those awnings with additional graphics are not eligible to be funded.

- All proposed improvements must be approved before work begins.

- An Administrative Site Plan Review Application must be submitted for any work that will change, modify, or alter the exterior appearance of a building. Contact the City of Monroe Planning Department. There is a cost of \$500 and stamped drawings must be prepared or reviewed by a licensed design professional (ex: architect or engineer).
- Reimbursement will occur after project completion, inspection, and submittal of final paid invoices and Full Unconditional Waiver of Lien from general contractor and/or all interested parties.
- Should final payment be lower than approved bid, the DDA will reimburse based on the applicable percentage of the final paid invoice amount.
- Project approval does not replace City of Monroe Site Plan Review or other Building or Planning Department reviews and procedures.

## SECTION IV – GRANT APPLICATION PROCESS

1. Contact the Downtown Development Authority and City of Monroe Economic and Community Development to discuss project eligibility.
2. Complete grant application form. Return the completed application form with all original itemized work estimates, color samples, and drawings of the proposed work to the DDA Office, 120 East First Street, Monroe, Michigan 48161 no later than 4:00 p.m. on Monday, August 12, 2019. Applications will continue to be accepted no later than 12:00 p.m. on the first Monday of each month for consideration of any unused funds.
  - a. Drawings of all proposed grant work to be done. Drawings may be prepared by the project architect or contractor.
  - b. Color samples of all final paint selections and/or final building material selections must be included with the application.
  - c. Itemized work estimates on all project work from contractors or project architects must be included with the application.
  - d. Photos of the building including all areas where work is to be performed.

3. The approval process will include without limitation the following:

- a. All projects must meet current State of Michigan building standards and codes, as well as building permit requirements.
- b. Applicants will be required to attend a predevelopment meeting and present their Program project to the DDA Reinvestment Grant Committee.
- c. All grant applications that will change, modify or alter the exterior appearance of the building must be reviewed and approved by the Historic District Commission prior to approval by the DDA.
- d. Applications must be complete and contain all required information. Additional information requested by the DDA or Historic District Commission must be provided prior to approval of the grant.
- e. All construction bids submitted by an applicant must be current and must be dated no earlier than ninety (90) days prior to the application submittal. Bids shall be submitted on the contractor's or project architect's letterhead and shall contain the contractor's name, address, telephone number and shall itemize the bid in a manner that allows the DDA and Historic District Commission to determine the bid components and authenticity of the bids.
- f. An applicant whose application has been denied by the DDA shall not be eligible to re-submit a grant application for that property for six (6) months from the date the prior application was declined by the DDA.
- g. Applicants receiving approval shall commence construction described within the application within ninety (90) days from the date the grant is awarded. All applicants must complete the construction described in the application within one (1) year from the date the grant is approved. If the applicant is unable to commence construction within ninety (90) days from the date the grant is approved or complete construction within one (1) year from the date the grant is approved, the applicant may submit a written request for an extension for the commencement date or completion date provided the extension request is made prior to the ninety (90) day or one (1) year time limit. The DDA shall not be obligated to allow extensions, but may do so for good cause determined solely by the DDA Board, pursuant to a recommendation from the Reinvestment Grant Committee. The extensions, if granted, shall be for the term and for the conditions determined exclusively by the DDA. An extension denial cannot be appealed and shall be final.



h. As a condition of this grant application, the applicant consents and shall allow the DDA and Economic Development staff to request City of Monroe inspections to determine that the grant, if awarded, will not be used for construction on any building that is not in compliance with the City of Monroe building codes and Ordinances that are applicable to the construction contemplated in the application.

i. No applicant has a proprietary right to receive grant funds. Each request will be considered on a case-by-case basis at the sole and absolute discretion of the DDA.

j. The applicant shall be required to furnish photographs of the building's exterior after the construction is completed, as a condition of final grant reimbursement.

k. The applicant is required to obtain all applicable City permits and City approvals required for the construction if a grant is awarded.

#### 4. Reimbursement:

When the Reinvestment Grant project has been satisfactorily completed and reviewed, the applicant shall present the DDA office with copies of all paid invoices, including copies of cancelled checks and/or credit card receipts, and full Unconditional Waiver of Lien from general contractor and/or all interested parties for a single payment reimbursement of the approved funding.

Building Exterior Easement Agreement or similar document is executed at the time of reimbursement.

## Section V – PROJECT TIMEFRAME

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

## Section VI – CRITERIA

Projects are reviewed with the following criteria in mind:

- Project results in an increase in property valuation and generates sales tax revenue.
- Project rehabilitation reflects historic accuracy.
- Project results in a significant increase in downtown population (retail, residence on second floor, night life, etc.)
- Total investment dollars as provided in the grant application.
- Investment in structure construction or renovation (excluding purchase price).
- Complements existing buildings and improves aesthetic appearance.
- Increases consumer traffic and vitality in Downtown Monroe.
- Promotes redevelopment of Monroe Downtown Development Authority District.
- Property owners that are property tax exempt will not qualify. However, other funds may be available. Please contact the DDA Office for further details.

## Section VII - APPLICATION

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

Application materials to be submitted include:

- Application form, completed and signed by the property owner;
- Rendering of any proposed improvements;
- Any proposed paint, awning, etc. samples;
- Pictures of the existing façade and proposed improvement areas;
- Historic photos of building;
- Two itemized cost estimates per project element. Each element must be listed separately with an estimated cost. (E.g.: 12 windows \$500.00, tuck pointing \$600.00). These must be provided by licensed contractors.

2019-2020 DOWNTOWN REINVESTMENT GRANT PROGRAM  
APPLICATION

*Deadline: Monday, August 12, 2019*

**Building Owner's Name (Applicant):** \_\_\_\_\_

**Project Address:** \_\_\_\_\_

**Mailing Address:** \_\_\_\_\_

**Phone Number:** \_\_\_\_\_ **E-mail:** \_\_\_\_\_

**Existing Use of Building:** \_\_\_\_\_

**Will project result in a new use? If so, please explain.** \_\_\_\_\_

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

**Type of Work: (Check all that apply)**

**Paint Only** \_\_\_\_\_

**Façade & Building Renovation** \_\_\_\_\_

**Awning Only** \_\_\_\_\_

**Lead Abatement** \_\_\_\_\_

**Asbestos Testing** \_\_\_\_\_

**Roof Replacement** \_\_\_\_\_

**Project Description: (Please be specific)** \_\_\_\_\_

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

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

## How will this project benefit Downtown Monroe?

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## Estimated Project Cost (by project element):

Project Element	Contractor #1 Estimated Cost	Contractor #2 Estimated Cost
(Eg: 12 windows)_____	__\$554.00____	__\$532.00____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

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

**Requested Rebate Amount:** \_\_\_\_\_

**Proposed Project Start Date:** \_\_\_\_\_

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

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

Application materials checklist to be submitted:

- Application form, completed and signed by the property owner;
- Rendering of the proposed façade or exterior improvements;
- Any proposed paint, awning, etc. samples;
- Pictures of the existing façade and proposed improvement areas;
- Historic photos of building;
- Two itemized cost estimates per project element. Each element must be listed separately with an estimated cost. (E.g.: 12 windows \$500.00, tuck pointing \$600.00). These must be provided by licensed contractors.

The undersigned applicant affirms that:

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

SIGNATURE OF APPLICANT(S):

\_\_\_\_\_  
\_\_\_\_\_  
**DATE:** \_\_\_\_\_  
**DATE:** \_\_\_\_\_

**Please return all application materials by mail or hand delivery to the  
DDA office, 120 East First Street, Monroe, Michigan 48161**

OFFICE USE ONLY

Submittal Date: \_\_\_\_\_

Committee Action: \_\_\_\_\_

Notes/Comments: \_\_\_\_\_

## BUILDING EXTERIOR EASEMENT AGREEMENT

This Building Exterior Easement Agreement ("Agreement") is granted this \_\_\_\_ day of \_\_\_\_\_ 2019, between \_\_\_\_\_ ("Grantor") and the Monroe Downtown Development Authority (DDA), a Michigan Public Authority established under the laws of the State of Michigan, located at 120 East First Street, Monroe, Michigan 48161 ("Grantee").

### RECITALS

1. Grantor is the owner of the real property in the City of Monroe, Michigan, commonly known as \_\_\_\_\_. Tax Id# \_\_\_\_\_.
2. Grantee is offering a Downtown Reinvestment Grant Program ("Program"), pursuant to its Tax Increment Financing Plan and Development Plan, to encourage private investment in the downtown district as authorized by Act 197 of the Public Acts of 1975, as amended.
3. Grantor intends to make improvements to the property in accordance with its Program application at an estimated cost of \$\_\_\_\_\_.
4. DDA funds for Program requires that the DDA have a legal interest in the Property which will benefit from Program and which will be obtained in the form of a Building Exterior Easement ("Easement").
5. Grantor wishes to grant an Easement to Grantee in accordance with the terms and conditions herein.

### TERMS AND CONDITIONS

Now, therefore, Grantor, for and in consideration of the sum of \$\_\_\_\_\_ (\$\_\_\_\_\_), receipt of which is acknowledged, Grantor acknowledges, gives, grants, releases, transfers, warrants and conveys to the Grantee, its successors and assigns, an easement to preserve the building exterior improvements on Property covered by the Program.

1. BUILDING EXTERIOR IMPROVEMENTS. Easement is for the purposes of maintaining building exterior improvements provided by Program.
2. EASEMENT AREA. Easement encompasses the first twelve inches (12") of depth of any front, rear, side or top of Property where improvements listed in Program Application are installed or constructed.
3. MAINTENANCE AND MODIFICATION. Grantor shall, without cost to the Grantee, maintain and repair the building exterior improvements. Grantor may not allow the appearance or condition of Property to deviate from the representations in Program Application except for normal wear and tear and weathering as occurs for other well-maintained buildings.

4. TERM. Easement shall be temporary and shall terminate five (5) years from the date first written above or earlier upon dissolution of the DDA.
5. RIGHT OF ACCESS. Grantor agrees that representatives of the DDA may, with prior reasonable notice and at times reasonable acceptable to Grantor, inspect the Easement area. Inspections normally will occur outside the building, except if the DDA determines that interior access is reasonably necessary to establish compliance with Easement.
6. MAINTENANCE AND MODIFICATION. Any construction, installation or replacement of building exterior improvements must be performed in a good and workmanlike manner, on a lien-free basis, and subject to the approval of the DDA.
7. INDEMNIFICATION AND INSURANCE. Grantor shall hold the Grantee and City of Monroe, including its officers and employees, harmless from and indemnify them for any and all claims, judgments or losses arising out of injury to persons or damage to property caused by or in any way related to Property, including any building exterior improvements made pursuant to and in accordance with this Easement.
8. RECORDING; SUCCESSORS AND ASSIGNS. Grantee may record this Easement with the Monroe County Register of Deeds. The obligations imposed on the Grantor hereunder are binding not only upon Grantor but also upon Grantor's successors, heirs and assigns and all other successors in interest to Grantor, and shall continue as servitude running with the land throughout the term of this Easement. The rights of the DDA under this agreement shall run for the benefit of and may be exercised by its successors and assigns, or by its duly authorized designees.
9. RELEASE OF EASEMENT. If Grantee records this Easement, Grantee agrees to file a release with the Monroe County Register of Deeds five (5) years from the date first written above or earlier upon dissolution of the DDA.

Grantor:

By: \_\_\_\_\_

Its: \_\_\_\_\_

STATE OF MICHIGAN ) ss:

COUNTY OF MONROE )

On the \_\_\_\_ day of \_\_\_\_\_ 2019, before me a notary public, personally appeared

\_\_\_\_\_.

Subscribed and sworn to before me

\_\_\_\_\_

\_\_\_\_\_, Notary Public

Monroe County, Michigan

My Commission Expires \_\_\_\_\_

Acting in \_\_\_\_\_ County

Grantee: Monroe Downtown Development Authority

By: \_\_\_\_\_

Its: \_\_\_\_\_

STATE OF MICHIGAN ) ss:

COUNTY OF MONROE )

On the \_\_\_\_ day of \_\_\_\_\_ 2019, before me a notary public, personally appeared

\_\_\_\_\_.

Subscribed and sworn to before me

\_\_\_\_\_

\_\_\_\_\_, Notary Public

Monroe County, Michigan

My Commission Expires \_\_\_\_\_

Acting in \_\_\_\_\_ County



## FULL UNCONDITIONAL WAIVER

My/our contract with \_\_\_\_\_  
to provide \_\_\_\_\_  
for the improvement to the property described as:

having been fully paid and satisfied, all my/our construction lien rights against such property are hereby waived and released.

\_\_\_\_\_  
Printed Name of Lien Claimant

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Address

\_\_\_\_\_  
Phone Number

STATE OF MICHIGAN ) ss:

COUNTY OF MONROE )

On the \_\_\_\_ day of \_\_\_\_\_ 2019, before me a notary public, personally appeared

\_\_\_\_\_.

Subscribed and sworn to before me

\_\_\_\_\_

\_\_\_\_\_, Notary Public

Monroe County, Michigan

My Commission Expires \_\_\_\_\_

Acting in \_\_\_\_\_ County

2019-2020 DOWNTOWN REINVESTMENT GRANT PROGRAM  
APPLICATION

Deadline: Monday, August 12, 2019

Building Owner's Name (Applicant): Joe Peruski

Project Address: 104 West Front St.

Mailing Address: P.O. BOX 609 Monroe MI 48161

Phone Number: 734-777-4285 E-mail: jperuski@monroecurrency.com

Existing Use of Building: Monroe Currency & Consulting & Personal Living Space

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

Type of Work: (Check all that apply)

Paint Only \_\_\_\_\_

Façade & Building Renovation X

Awning Only \_\_\_\_\_

Lead Abatement X

Asbestos Testing X

Roof Replacement X

Project Description: (Please be specific) Replace old Sliding Patio Doors  
on First Floor & replace rotten Deck rails / End Caps  
This entire project is est. @ \$250,000--  
with a new Roof / Residential Lift Elevator / Bay windows

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

**How will this project benefit Downtown Monroe?**

We are modernizing this entire building - we are installing a residential lift elevator / replacing the roof / refreshing the outside paint and brick to also replace the back deck and add bay windows - This should show other building owners what can be done and enhance the overall aesthetics of downtown for visitors -

**Estimated Project Cost** (by project element):

Project Element	Contractor #1 Estimated Cost	Contractor #2 Estimated Cost
(Eg: 12 windows)_____	___\$554.00___	___\$532.00___
<u>Elevator</u> _____	<u>\$ 37,000</u> _____	_____
<u>Roof Replacement</u> _____	<u>\$ 35,000</u> _____	_____
<u>Interior Remodel</u> _____	<u>\$ 125,000</u> _____	_____
<u>Exterior changes (Phase 1)</u> _____	<u>\$ 45,000</u> _____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

— See Attachment for our request for this grant —

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

**Requested Rebate Amount:** \$ 11,100 -

**Proposed Project Start Date:** DEC 2019

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

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


Application materials checklist to be submitted:

- Application form, completed and signed by the property owner;
- Rendering of the proposed façade or exterior improvements;
- Any proposed paint, awning, etc. samples;
- Pictures of the existing façade and proposed improvement areas;
- Historic photos of building;
- Two itemized cost estimates per project element. Each element must be listed separately with an estimated cost. (E.g.: 12 windows \$500.00, tuck pointing \$600.00). These must be provided by licensed contractors.

The undersigned applicant affirms that:

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

SIGNATURE OF APPLICANT(S):



DATE: 8/9/19

DATE: \_\_\_\_\_

**Please return all application materials by mail or hand delivery to the  
DDA office, 120 East First Street, Monroe, Michigan 48161**

OFFICE USE ONLY

Submittal Date: 8/12/2019 pps

Committee Action: \_\_\_\_\_

Notes/Comments: \_\_\_\_\_

**DAVID G. SWARTOUT - BUILDER**

LICENSED RESIDENTIAL BUILDER

5436 CENTRAL

MONROE, MICHIGAN 48161

(734) 243-2726

**PROPOSAL - ACCEPTANCE**

Page 1 of 1 Pages

SUBMITTED TO:		DATE 8/8/19	DATE OF PLANS
STREET 104 W. FRONT		JOB NAME	
CITY, STATE, AND ZIP CODE MONROE MI 48161		JOB LOCATION 104 W FRONT	
PHONE	JOB PHONE	PROJECT DIRECTOR	

**WE HEREBY SUBMIT SPECIFICATIONS AND ESTIMATES FOR:**

TO INSTALL 3 VINYL SLIDING DOORS

DOORS	\$ 4,454.00	
MISC MATERIAL	\$ 324.00	(NEW OUTSIDE TRIM)
LABOR	\$ 1,872.00	
	<u>\$ 6,650.00</u>	

NOTES: REUSING SAME INTERIOR TRIM

TO REBUILD APPROXIMATELY 54' OF TREATED HANDRAIL  
ON THE SIDES OF GARAGE DOOR WALLS + NEW CAP  
\$ 4,450**WE PROPOSE HEREBY TO FURNISH MATERIAL AND LABOR - COMPLETE IN ACCORDANCE WITH ABOVE SPECIFICATIONS, FOR THE SUM OF:**

DOLLARS (\$ 11,100.00 )

PAYMENT TO BE MADE AS FOLLOWS:

All material is guaranteed to be as specified. All work shall be completed in a workmanlike manner according to standard practices. Any alteration or deviation from above specifications involving extra costs will be executed only upon written orders, and will become an extra charge over and above the amount set forth above. We shall not be responsible for delays caused by strikes, accidents, or other contingencies beyond our control. Owner to carry fire, tornado and other necessary insurance. Our workers are fully covered by Workmen's Compensation Insurance. Customer may cancel the job work order without penalty within (3) business days from date of work order.

AUTHORIZED SIGNATURE

NOTE: THIS PROPOSAL MAY BE WITHDRAWN BY US IF NOT ACCEPTED  
WITHIN \_\_\_\_\_ DAYS.**ACCEPTANCE OF PROPOSAL**

The above prices, specifications, terms, and conditions are satisfactory and are hereby accepted.  
You are authorized to do the work as specified. Payment will be made as outlined above.

Date of Acceptance:

SIGNATURE

SIGNATURE



# CUSTOMER COPY

## QUOTATION #686560

**Date Entered:** 5/30/2019  
**Date Printed:** 5/30/2019  
**Printed By:** Chris Williams

**SOLD TO:**  
M & T Homes

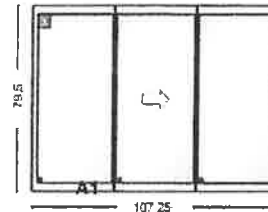
**SHIP TO:**  
M & T Homes

Phone: Fax:

Phone: Fax:

PO NUMBER	QUOTE NAME	PROJECT NAME
	DAVID SWARTOUT	Unassigned Project

LineItem #	Qty.	Description	Unit Price	Ext. Price
100-1	3	Narrow Frame Patio Door (3-Lite) 107.25" X 79.5"	\$1,400.66	\$4,201.98
<b>RO:</b> 9068 Operation = Left Center Opening (OXO), Frame = Deluxe J-Channel, Frame Modification = J-Channel Removed, Ext. Color = White, Int. Color = White, Glass Package = Energy Star Northern, ProSolar Low E, Argon, Supercept, 3/4"IGU, Glass Thickness = 1/8 in - 1/8 out DS, Tempered, White, Keyed Locks, Rollers = Corrosion Resistant Roller/Glide, Screen Coverage = Half, Fiberglass, Extruded, U-Factor = 0.28, SHGC = 0.3, VT = 0.56, Meets Energy Star Zones = Northern, North Central, DP = 30, AAMA, TDI = DR-138, Florida Approval Code = 7612				
<b>108 x 80</b> <b>Room ID:</b> N/A				



Initials: \_\_\_\_\_

<b>3 Total Qty Units</b>	<b>SUB-TOTAL:</b>	<b>\$4,201.98</b>
<b>Comment:</b> <div style="border: 1px solid black; height: 100px; width: 100%;"></div>	<b>TOTAL TAX:</b>	<b>\$252.12</b>
	<b>TOTAL LABOR:</b>	<b>\$0.00</b>
	<b>TOTAL FREIGHT:</b>	<b>\$0.00</b>
	<b>DIST/DLR DISC:</b>	<b>(\$0.00)</b>
	<b>TOTAL:</b>	<b>\$4,454.10</b>
	<b>DEPOSIT PAID:</b>	<b>(\$0.00)</b>
	<b>AMOUNT DUE:</b>	<b>\$4454.10</b>

Submitted by: \_\_\_\_\_ Accepted by: \_\_\_\_\_ Date: \_\_\_\_\_

Gary Zachel DBA

ABS Construction

Quotation for replacing three lower level sliding doors at 104 West Front Street, Monroe Michigan, for owner Joe Peruski.

Replacement of each door will be \$4200.00.

This will include:

- Removal and disposal of existing doors.
- Installation of new doors.
- Replacement of existing trim and flashing.
- \*Replacement of rotten/decayed structural wood will have an additional charge.

Total cost for installation will be \$12,600.00\*

 8-9-2019  
Submitted by Gary Zachel DBA ABS Construction

12761 North Lakeshore Drive

LaSalle, Michigan 48145

734-735-4133







REMOVE + MOVE ELECTRICAL PLUMBING GAS LINES FOR ELECTRIC

DEMO FOR ELECTRIC

OTT FOR ELECTRIC

BUILD LIGHTING SINK

ELEVATOR - 50000 QUOTE

→ DOORS FOR GARAGE - 1000 ALLOW FOR 3 (NO SPEC)

\* GENERATOR (CONNECT TO ELECTRIC) WEST APARTMENT PANEL

DEMO: KITCHENS  
BATH  
WALLS

DUMPSTER

ALLOW FOR PLUMBING (GAS) NEW DUCT 1500

KITCHEN GAS WORK 14,000

TOYS FOR ABOVE 1,000

INSTALL ABOVE 1,000

YORKER FOR

FIREPLACE/REMOVE (GAS)

FOR TRIMMER FOR GAS FURNACE

REMOVE 3RD FLOOR DUCT TO REMOVED WORK

LOFT DEMO:

FLOOR ENTICEMENTS

WALLS

NEW DUCT FOR WALLS (LOOSE)

" STAIRS

NUCK WALKING GARDENS 8000 ALLOW

PAINTING

ALSO TRIM COVERING 8400

DEMO: ALL DECKS

NEW WOODEN ALLOW 3500

→ ENTRANCE DOOR TO GARAGE

500000 (NO SPEC)

\* ANY CHANGES FROM BOUNDARY DEPT ARE EXTRA

\* REMOVE 3RD FLOOR DUCT

TOTAL 177,542.00  
NEW FLOOR 31,631.00

DAVID G. SWARTOUT - BUILDER  
LICENSED RESIDENTIAL BUILDER  
5436 CENTRAL  
MONROE, MICHIGAN 48161  
(734) 243-2726

PROPOSAL - ACCEPTANCE

Page 1 of 1 Pages

SUBMITTED TO: PERUSKI HOLDINGS, LLC		DATE: 10/28/19	DATE OF PLANS
STREET: 102 W. FRONT		JOB NAME	
CITY, STATE, AND ZIP CODE: MONROE, MI 48161		JOB LOCATION: 102 W. FRONT	
PHONE: (734) 777-4285	JOB PHONE		
PROJECT DIRECTOR			

WE HEREBY SUBMIT SPECIFICATIONS AND ESTIMATES FOR:

BACK-UP GENERATOR	\$ 7,500.00
INSULATION BELOW ROOF	\$ 4,812.00
REPAIRING ROOF REPLACEMENTS	\$ 22,691.00
REPLACE NORTH SIDE GUTTERS	\$ 3,777.00
NORTH FACADE 2-STORY BAY WINDOWS	\$ 10,781.00
REMOVE SIDING INSTALL 1/2" FOAM + VINYL SIDING	\$ 23,651.00
INSTALL WINDOWS IN WEST REAR BATHROOM	\$ 9,813.00
REPLACE NORTH FACADE SLIDING DOORS (3)	\$ 6,650.00
R/R NORTH SIDE LOWER GARDENails	\$ 4,450.00
" " " UPPER "	\$ 3,500.00
SOUTH FACADE BRICK REPAIRS	\$ 4,165.00

WE PROPOSE HEREBY TO FURNISH MATERIAL AND LABOR - COMPLETE IN ACCORDANCE WITH ABOVE SPECIFICATIONS, FOR THE SUM OF:

DOLLARS (\$ )

PAYMENT TO BE MADE AS FOLLOWS:

All material is guaranteed to be as specified. All work shall be completed in a workmanlike manner according to standard practices. Any alteration or deviation from above specifications involving extra costs will be executed only upon written orders, and will become an extra charge over and above the amount set forth above. We shall not be responsible for delays caused by strikes, accidents, or other contingencies beyond our control. Owner to carry fire, tornado and other necessary insurance. Our workers are fully covered by Workmen's Compensation Insurance. Customer may cancel the job work order without penalty within (3) business days from date of work order.

AUTHORIZED SIGNATURE

David Swartout

NOTE: THIS PROPOSAL MAY BE WITHDRAWN BY US IF NOT ACCEPTED  
WITHIN \_\_\_\_\_ DAYS.

ACCEPTANCE OF PROPOSAL

The above prices, specifications, terms, and conditions are satisfactory and are hereby accepted.  
You are authorized to do the work as specified. Payment will be made as outlined above.

Date of Acceptance:

SIGNATURE

SIGNATURE

Proposal additional work on Joe and Ann Peruski's residence, to be added to façade grant application:

Emergency upper roof replacement – \$16,000.00

Remaining roof replacement - \$25,400.00

Install Windows in 2<sup>nd</sup> floor bathrooms - \$10,387.00

Remove all siding, install ½" foam and new vinyl siding - \$24,367.00

Install waynes coat 36" high on east side \$4,050.00

Remove and replace all gutters and downspouts except South side with 5" commercial aluminum - \$4,176.00

Built in bay windows - \$11,799.00

Double separation for elevator shaft - \$7,528.00

Add insulation below roof - \$5,290.00

Generator - \$7500.00

Total - \$116,497.00

Respectfully,

Gary Zachel dba

ABS Construction

[Absconstruction@gmx.com](mailto:Absconstruction@gmx.com)

734-735-4133

A handwritten signature in cursive script, appearing to read "Gary Zachel", is written over the printed contact information.

Proposal for additional work on Joe and Ann Peruski's residence (100 W. Front St., Monroe), to be added to façade grant application:

North side lower level guard rail – removal, disposal, and installation: \$6,000.00

North side upper level guard rail – Removal, disposal, and installation: \$3,600.00

Total - \$9,600.00

Respectfully,



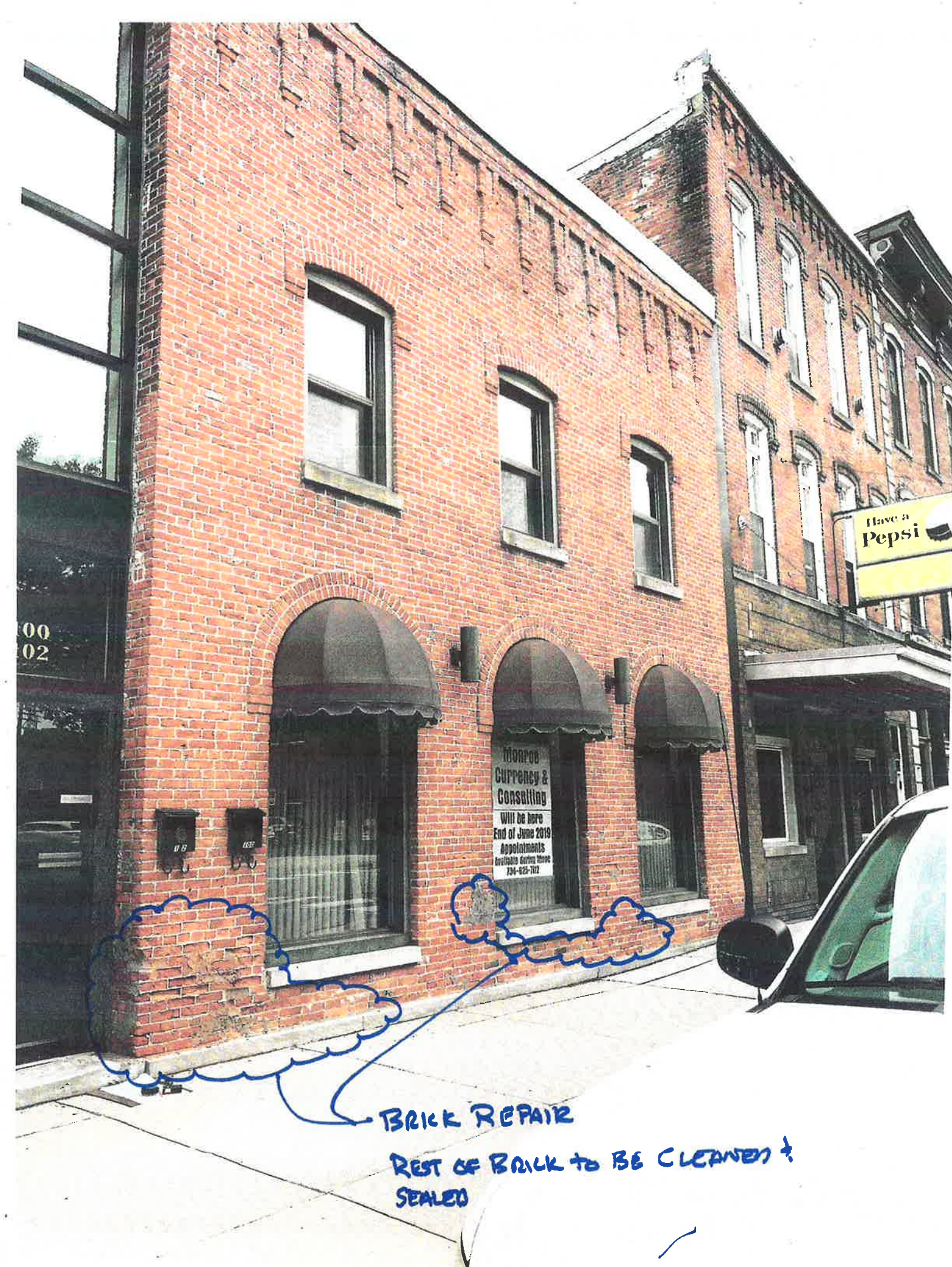
Gary Zachel dba

ABS Construction

[Absconstruction@gmx.com](mailto:Absconstruction@gmx.com)

734-735-4133

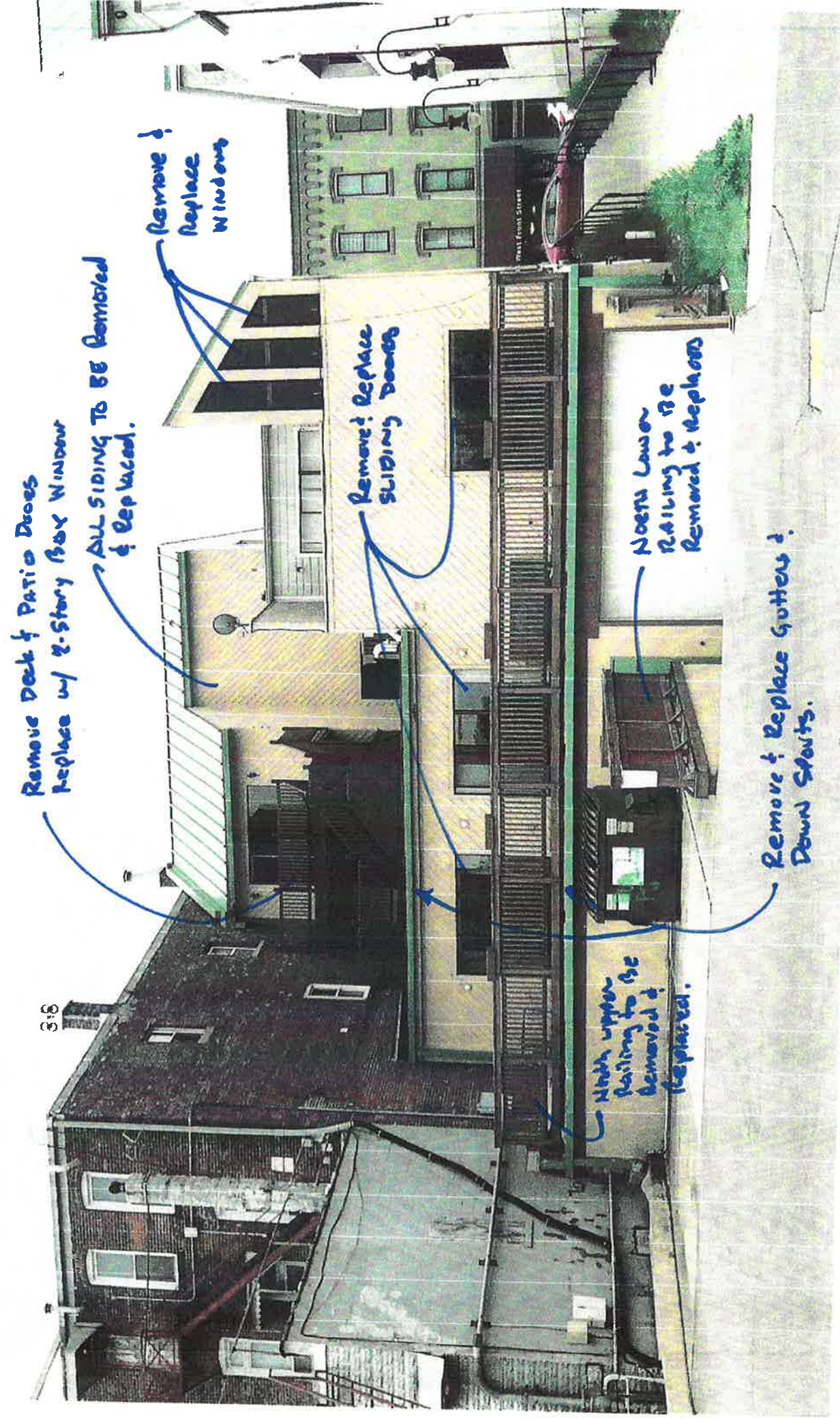




BRICK REPAIR

REST OF BRICK TO BE CLEANED &  
SEALED





Remove Deck & Patio Doors  
Replace w/ 2-Story Box Window  
& Replaced.

ALL SIDING TO BE REMOVED  
& REPLACED.

Remove & Replace  
Sliding Doors

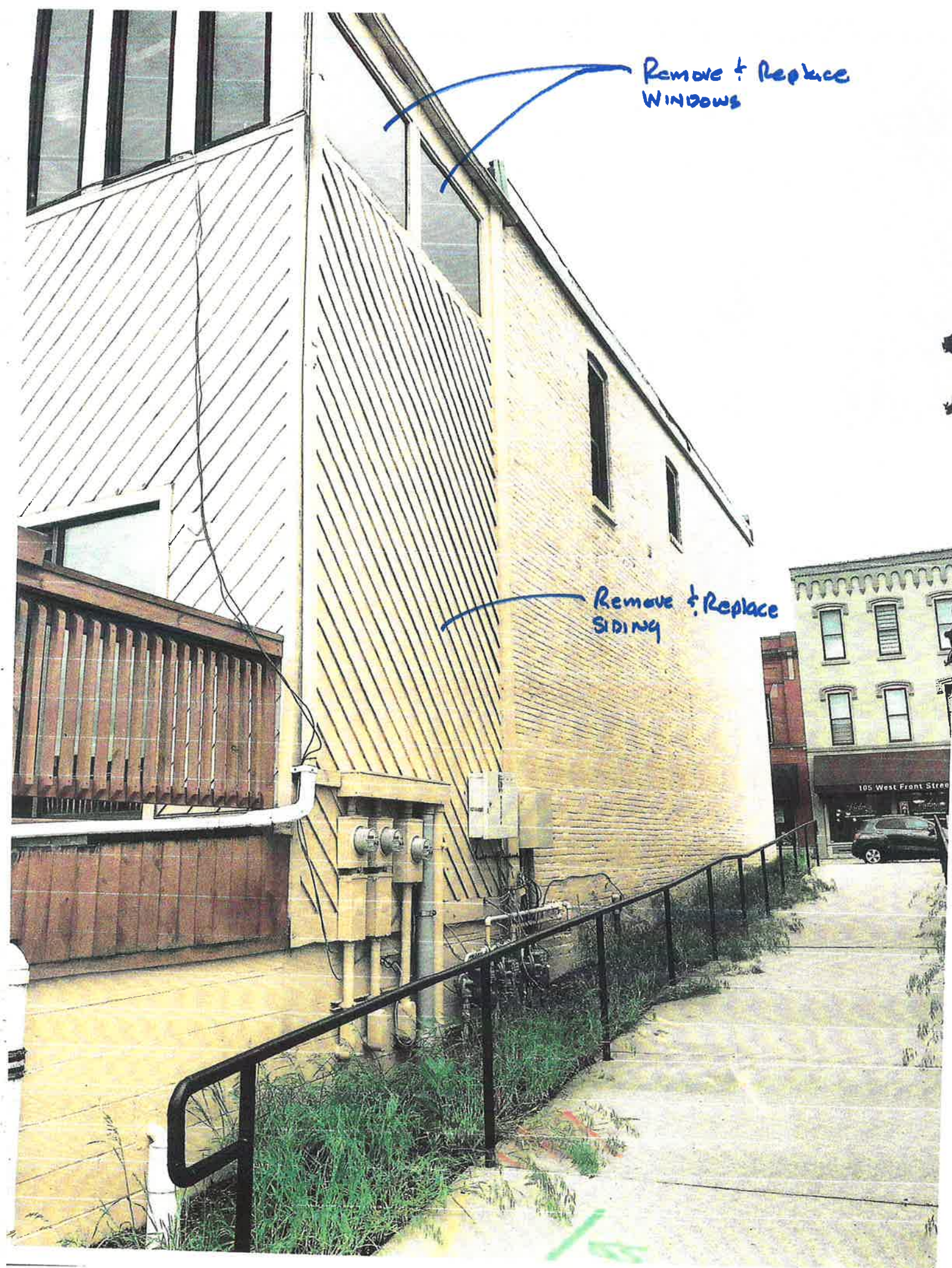
Remove &  
Replace  
Windows

North Upper  
Railing to be  
Removed &  
Replaced.

North Lower  
Railing to be  
Removed & Replaced

Remove & Replace Gutters &  
Down Spouts.







# INTERIOR RENOVATIONS FOR: JOE & ANN PERUSKI

100 - 104 WEST FRONT STREET, • MONROE, MICHIGAN • 48161

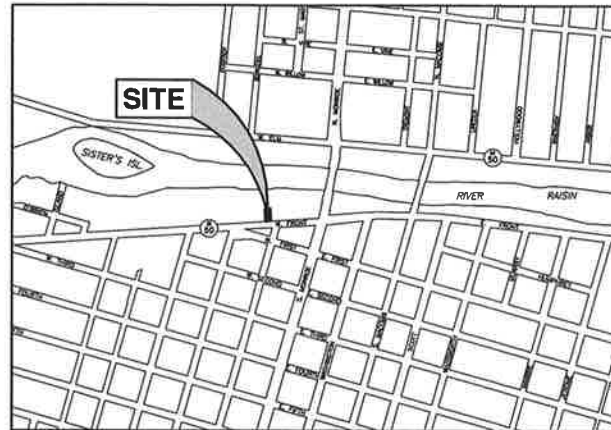


JAMES S. JACOBS ARCHITECTS, PLLC  
25 WASHINGTON STREET  
MONROE, MICHIGAN 48161  
TEL: (734) 241-7933  
FAX: (734) 241-1181  
EMAIL: jsm@jacobsearch.com

## CODE INFORMATION

<b>CODES:</b>	MICHIGAN REHABILITATION CODE FOR EXISTING BUILDINGS 2015 (PRIMARY) MICHIGAN BUILDING CODE 2015 (SECONDARY) MICHIGAN PLUMBING CODE 2015 MICHIGAN ENERGY CODE 2015 ANSI A117.1 2009	<b>EXITS:</b>	BASEMENT: STORAGE USE (ELEVATOR WORK ONLY) (MBC SECTION 1006, TABLE 1006.2.2(2)) UNDER 50 OCCUPANTS / MAX. 75 FEET TRAVEL DISTANCE 1 EXIT REQUIRED, 1 EXIT PROVIDED  UTILITY USE (NO WORK IN THIS USE) (MBC SECTION 1006, TABLE 1006.2.2(2)) UNDER 50 OCCUPANTS / MAX. 100 FEET TRAVEL DISTANCE 1 EXIT REQUIRED, 1 EXIT PROVIDED  FIRST FLOOR: BUSINESS USE (ELEVATOR WORK ONLY) (MBC SECTION 1006, TABLE 1006.2.2(2)) UNDER 50 OCCUPANTS / MAX. 75 TRAVEL DISTANCE 1 EXIT REQUIRED, 2 EXITS PROVIDED  SECOND FLOOR / LOFT: RESIDENTIAL USE R-3 SEE SINGLE EXIT SECTION
<b>USE GROUP:</b>	EXISTING: BASEMENT - STORAGE (GROUP S-1) / PRIVATE GARAGE (GROUP U) FIRST FLOOR - PROFESSIONAL SERVICES (BUSINESS GROUP B) SECOND FLOOR / LOFT - APARTMENT (RESIDENTIAL GROUP R-3)  PROPOSED (NO CHANGE): BASEMENT - STORAGE (GROUP S-1) / PRIVATE GARAGE (GROUP U) FIRST FLOOR - PROFESSIONAL SERVICES (BUSINESS GROUP B) SECOND FLOOR / LOFT - APARTMENT (RESIDENTIAL GROUP R-3)	<b>SINGLE EXIT:</b>	SECOND FLOOR / LOFT: SINGLE EXIT OR ACCESS PER STORY IS PERMITTED FOR RESIDENTIAL R-3 USE (MBC SECTION 1006.2.2, EXCEPTION NO.4) TRAVEL DISTANCE FROM BEDROOM DOOR ON LOFT LEVEL TO THE UNIT DOOR DOES NOT EXCEED THE MAXIMUM DISTANCE OF 50 FEET - TRAVEL DISTANCE = APPROX. 28 FT. (MBC SECTION 805.1.1, MULTI LEVEL DWELLING UNITS NO. 6.2)
<b>CLASSIFICATION OF WORK:</b>	LEVEL 2 (SECOND FLOOR / LOFT) (MRCB - CHAPTER 8)	<b>FIRE SEPARATION:</b>	SEPARATION BETWEEN MIXED USES USE GROUP S-1 TO B: 1 HOUR (SPRINKLED) 2 HOUR (NON-SPRINKLED)  USE GROUP U TO B: 1 HOUR (SPRINKLED) 2 HOUR (NON-SPRINKLED)  USE GROUP B TO R-3: 1 HOUR (SPRINKLED) 2 HOUR (NON-SPRINKLED)  STAIR SHAFT ENCLOSURES: 2 HOUR (MBC SECTION 1004.3.1.2) -FIRE BARRIER 2 HOUR OPENINGS NOTE: EXIT ACCESS STAIRWAYS SHALL HAVE A FIRE RESISTANCE RATINGS NOT LESS THAN THE FLOOR ASSEMBLY PENETRATED, BUT NEED NOT EXCEED 2 HOURS.
<b>CONSTRUCTION TYPE:</b>	TYPE IIIB - BRICK/BLOCK EXTERIOR WALLS/MOOD ROOF AND FLOOR FRAMING/MOOD STUD AND BRICK WITH GYPSUM BOARD INTERIOR WALLS (MBC SECTION 602.3)	<b>AUTOMATIC SPRINKLERS:</b>	USE GROUP S-1: NOT REQUIRED USE GROUP A-2: NOT REQUIRED USE GROUP B: NOT REQUIRED (MBC SECTION 903) USE GROUP R-3: NOT REQUIRED (MBC SECTION 804.2.2 FIRE PROTECTION DOES NOT INCLUDE R-3) (MRCB SECTION 804.2.2.1)
<b>FIRE RESISTANCE RATINGS:</b>	EXTERIOR WALLS, 2 HOUR (SEE BELOW) (TABLE 602, DISTANCE X 3) INTERIOR BEARING WALLS/NON-BEARING WALLS/ROOF CONSTRUCTION/STRUCTURAL FRAME: 0 HOUR (MBC SECTION 602, TABLE 601)	<b>PLUMBING FIXTURES:</b>	USE GROUP R-3 - APARTMENT (MALE/FEMALE) 1 PER DWELLING UNIT - WATER CLOSET 1 PER DWELLING UNIT - LAVATORIES 1 PER DWELLING UNIT - BATHROOMS/SHOWERS 1 PER DWELLING UNIT - KITCHEN SINK 1 PER DWELLING UNIT - AUTOMATIC CLOTHES WASHER (2015 MPC SECTION 408, TABLE 408.1)
<b>OCCUPANT LOAD:</b>	STORAGE AREAS - 300 GROSS BUSINESS AREAS - 100 GROSS RESIDENTIAL - 200 GROSS (MBC SECTION 1004, TABLE 1004.1.2)  BASEMENT - 2048.28 S.F. / 300 = 6.83 7 OCCUPANTS FIRST FLOOR - 3095.43 S.F. / 100 = 30.95 31 OCCUPANTS SECOND FLOOR - 1931.14 S.F. / 200 = 9.66 10 OCCUPANTS LOFT - 1216 S.F. / 200 = 6.08 3 OCCUPANTS TOTAL - 52 OCCUPANTS	<b>SOUND TRANSMISSION:</b>	WALLS, PARTITIONS AND FLOOR/CEILING ASSEMBLIES SEPARATING DWELLING UNITS FROM EACH OTHER OR FROM PUBLIC OR SERVICE AREAS SHALL HAVE A SOUND TRANSMISSION CLASS (STC) NOT LESS THAN 50 (45 IF TESTED) FOR AIRBORNE NOISE IN ACCORDANCE OF ASTM E 90. (MBC SECTION 1201.2)
<b>ALLOWABLE HEIGHT AND BUILDING AREA:</b>	EXISTING: USE GROUP B - TYPE IIIB 9 STORIES / 14,000 S.F. EXISTING 1 STORY / 3055 S.F.  USE GROUP R-3 - TYPE IIIB 4 STORIES / UNLIMITED EXISTING 2 STORY / 1931.14 + 1216 = 3147.14 S.F. (SECTIONS 504 & 506, TABLES 504.3, 504.4, & 506.2)  (NOTE: BASEMENT NOT CONSIDERED A STORY (SECTION 202))	<b>ELEVATOR SHAFT ENCLOSURE:</b>	SHAFT ENCLOSURE FOR RESIDENTIAL ELEVATOR FROM BASEMENT TO SECOND FLOOR IS REQUIRED TO BE 2 HOUR FIRE RATED ASSEMBLY DUE TO THE PENETRATIONS OF FLOOR ASSEMBLIES AT BOTH FIRST AND SECOND FLOORS. (MBC 716.4) OPENINGS AT EACH FLOOR TO HAVE 90 MIN. RATED DOOR ASSEMBLY. (SECTION 716, TABLE 716.3)
<b>STAIRWAYS:</b>	WIDTH NOT LESS THAN 56" (OCCUPANT LOAD = 14) (MBC SECTION 1011.2 EXCEPTION NO.1)		
<b>EGRESS WIDTH:</b>	0.2" PER OCCUPANT (OTHER) 0.3" PER OCCUPANT (STAIRWAYS) (MBC SECTION 1005.3)  BASEMENT - STORAGE: 1 X 0.2" = 1.4" FIRST FLOOR - BUSINESS: 31 X 0.2" = 6.2" SECOND FLOOR - RESIDENTIAL: 10 X 0.2" = 2" THIRD FLOOR - RESIDENTIAL: 4 X 0.2" = 0.8" STAIRWAY: 14 X 0.3" = 4.2" (2ND & LOFT FLOORS)  EXIT PASSAGEWAYS - OCCUPANT LOAD LESS THAN 50 = 56" (MBC SECTION 1011.2 EXCEPTION NO.1) PROVIDED: EXISTING = 56"		
<b>TRAVEL DISTANCE:</b>	USE GROUPS B, R-3, & S-1 (WITHOUT SPRINKLERS) 200 FEET (MBC SECTION 1017, TABLE 1017.2)  USE GROUPS U (WITHOUT SPRINKLERS) 500 FEET (MBC SECTION 1017, TABLE 1017.2)  SPACES WITH ONE EXIT MAX TRAVEL DISTANCE (OCCUPANT LOAD < 50) USE GROUP B = 100 FEET USE GROUP S-1 = 100 FEET USE GROUP U = 100 FEET USE GROUP R-3 = NP (SEE EXITS SECTION) (MBC TABLE 1006.2.1)		

NOTE:  
THE CODE DATA LISTED IS FOR REFERENCE ONLY AND NOT INTENDED TO BE ALL INCLUSIVE. THE CONTRACTOR AND ALL SUB- CONTRACTORS SHALL BE RESPONSIBLE FOR MEETING ALL ASPECTS OF THE MICHIGAN BUILDING CODE 2015 (MBC 2015) AND ALL APPLICABLE REFERENCED CODES AND/OR STANDARDS.



**SITE LOCATION PLAN**  
SCALE: APPROX. 1" = 800'

## PROJECT NARRATIVE

THE DRAWINGS PROPOSE INTERIOR RENOVATIONS OF THE SECOND AND LOFT LEVELS OF 100 - 104 WEST FRONT BUILDING IN THE DOWNTOWN MONROE. THE PROJECT INCLUDES CONVERTING THE TWO ABOVE APARTMENTS INTO ONE APARTMENT. IN GENERAL, THE SCOPE OF WORK INCLUDES: RENOVATING AND ENLARGEMENT OF THE KITCHEN IN WEST APARTMENT, REMOVAL OF THE KITCHEN IN EAST APARTMENT CONVERTING IT TO FULL BATHROOM, REMODELING THE BATHROOMS AND BEDROOMS, REPLACEMENT OF THE INDOOR STAIRS TO THE LOFT, AND ADDING AN RESIDENTIAL ELEVATOR TO WEST BUILDING. WORK SHALL INCLUDE ALL NECESSARY MECHANICAL, PLUMBING, AND ELECTRICAL WORK FOR A COMPLETE INSTALLATION.

## GENERAL NOTES:

- DRAWINGS ARE SCHEMATIC. ACTUAL CONDITIONS AFFECTING THIS WORK ARE TO BE VERIFIED IN THE FIELD. DO NOT SCALE DRAWINGS.
- THE WORK SHALL BE AS SHOWN OR NOTED ON THE DRAWINGS. CONTRACTOR IS RESPONSIBLE FOR THE FULL SCOPE OF THE WORK INDICATED UNLESS NOTED OTHERWISE.
- THE ARCHITECT IS NOT RESPONSIBLE FOR MEANS AND METHODS UTILIZED IN THE EXECUTION OF THE WORK.
- CONTRACTOR TO SECURE AND PAY FOR ALL PERMITS, INSPECTIONS, TESTS, ETC., AS REQUIRED FOR THE WORK UNDER THIS CONTRACT.
- CONTACT PUBLIC UTILITIES AND COORDINATE WORK WITH PUBLIC REQUIREMENTS AND INSTALLATIONS. CONTACT "MISS DIG" (811) PRIOR TO START OF OPERATIONS.
- WORK RELATING TO DISTURBANCE OF EXISTING HAZARDOUS MATERIALS, SUCH AS ASBESTOS, PCB, ETC., IS NOT WITHIN THE SCOPE OF THIS WORK. IF CONTRACTOR ENCOUNTERS MATERIALS KNOWN OR SUSPECTED TO CONTAIN A HAZARDOUS PRODUCT, HE/SHE SHALL ADVISE THE OWNER OF THE FINDINGS FOR DETERMINATION OF PROPER DISPOSITION. ANY SUCH HAZARDOUS MATERIALS SHALL NOT BE INCORPORATED IN THIS WORK.
- PROVIDE ANY MEANS NECESSARY TO ENSURE SAFETY TO OWNER'S EMPLOYEES, VISITORS TO THE SITE, AND THE GENERAL PUBLIC.
- UNLESS OTHERWISE APPROVED BY OWNER, FURNISH ONLY NEW MATERIALS OF GOOD QUALITY FOR INCORPORATION INTO THIS WORK.
- EQUIPMENT AND FINISH MATERIAL COLOR SELECTION BY THE OWNER.
- VERIFY FINAL LAYOUT WITH OWNER AND ARCHITECT.
- CONTRACTOR IS RESPONSIBLE FOR ALL SAWCUTTING, REPLACEMENT, AND REPAIR OF MASONRY AND CONCRETE FLOOR, UNLESS NOTED OTHERWISE.
- VERIFY ALL DIMENSIONS AND CONDITIONS IN FIELD PRIOR TO DOING ANY WORK OR FABRICATION. REVIEW DIMENSIONS SHOWN ON CONTRACT DRAWINGS AND REPORT ANY DISCREPANCIES THE ARCHITECT AND RECEIVE CLARIFICATION PRIOR TO PROCEEDING.
- GENERAL CONTRACTOR SHALL BE RESPONSIBLE TO REPAIR ALL SURFACES AND COMPONENTS DAMAGED DURING CONSTRUCTION.
- THE GENERAL CONTRACTOR SHALL COORDINATE ALL TRADES WORK, EACH SUBCONTRACTOR SHALL BE RESPONSIBLE FOR PERMIT AND FEES, RELATED TO THEIR TRADE.
- MECHANICAL INSTALLATIONS SHALL BE PROVIDED BY A CONTRACTOR LICENSED TO PERFORM SUCH MECHANICAL WORK. AIR BALANCING TESTS AND REPORTS SHALL BE PROVIDED IF WORK INCLUDES SUPPLY AIR, RETURN AIR OR EXHAUST AIR SYSTEMS.
- ELECTRICAL INSTALLATIONS SHALL BE PROVIDED BY A CONTRACTOR LICENSED TO PERFORM SUCH ELECTRICAL WORK. CIRCUITS IN ELECTRICAL PANELS SHALL BE ACCURATELY IDENTIFIED.
- PLUMBING INSTALLATIONS SHALL BE PROVIDED BY A CONTRACTOR LICENSED TO PERFORM SUCH PLUMBING WORK.

## DRAWING INDEX

- T-1 TITLE SHEET, GENERAL NOTES, LOCATION MAP, & CODE INFORMATION  
A-1 DEMO PLANS  
A-2 DEMO PLANS  
A-3 FLOOR PLANS  
A-4 FLOOR PLANS  
A-5 BUILDING SECTIONS & NOTES  
A-6 BUILDING SECTIONS, DETAILS, & WINDOW SCHEDULE

## DRAWING LEGEND

	DETAIL NUMBER		DIRECTION OF SECTION CUT
	SHEET DETAIL IS LOCATED		
	ELEVATION NUMBER		ROOM IDENTIFICATION (NUMBER)
	SHEET ELEVATION IS LOCATED		

## ABBREVIATIONS

AFF	ABOVE FINISH FLOOR	GALV	GALVANIZED
ALT	ALTERNATE	H	HEIGHT
ALUM	ALUMINUM	INSUL	INSULATION (IN6) (ED)
ANOD	ANODIZED	LF	PER LINEAL FOOT
ARCH	ARCHITECT	MAX	MAXIMUM
CF	CUBIC FOOT	MECH	MECHANICAL
CL6	CELLING	MFR	MANUFACTURER
D	DEPTH	MIN	MINIMUM
DET	DETAIL	MISC	MISCELLANEOUS
DIM	DIMENSION	MTL	METAL
DN	DOWN	NO.	NUMBER
DWS	DRAWING	NTS	NOT TO SCALE
EA	EACH	O.C.	ON CENTER
ELEC	ELECTRICAL	REQD	REQUIRED
ELEV	ELEVATION	SHT	SHEET
EQ	EQUAL	SIM	SIMILAR
EQUIP	EQUIPMENT	STL	STEEL
EXIST	EXISTING	TEMP	TEMPERED
FIN	FINISH (ED)	TYP	TYPICAL
FT	FEET / FOOT	W	WIDTH
GA	GAUGE		

## MATERIALS LEGEND

	CONCRETE MASONRY UNIT (BLOCK)		CONCRETE SLAB		WALLS
	BRICK MASONRY		ROUGH LUMBER		FIBERGLASS INSULATION
	SOLID FILLED CONCRETE MASONRY		STEEL, FERROUS METAL		CELLULOSE INSULATION
	CONCRETE WALLS		EARTH		RIGID INSULATION

## HAZARDOUS MATERIAL NOTE:

THE ARCHITECT'S SCOPE OF SERVICES DOES NOT INCLUDE ANY SERVICES RELATED TO ASBESTOS, LEAD, HAZARDOUS, OR TOXIC MATERIALS. IN THE EVENT THE CONTRACTOR OR ANY OTHER PARTY ENCOUNTERS ASBESTOS, HAZARDOUS, OR TOXIC MATERIALS AT THE JOB SITE, OR SHOULD IT BECOME KNOWN IN ANY SUCH WAY THAT MATERIALS MAY BE PRESENT AT THE JOB SITE OR ANY ADJACENT AREAS THAT MAY AFFECT THE PERFORMANCE OF THE CONTRACTOR'S SERVICES, THE CONTRACTOR SHALL NOTIFY THE OWNER WHO SHALL RETAIN APPROPRIATE SPECIALIST CONSULTANTS OR CONTRACTORS TO IDENTIFY, ABATE AND/OR REMOVE THE ASBESTOS, HAZARDOUS, OR TOXIC MATERIALS AND WARRANT THAT THE JOB SITE IS IN FULL COMPLIANCE WITH APPLICABLE LAWS AND REGULATIONS.

ALL NEW MATERIAL PROVIDED SHALL BE FREE OF ASBESTOS, LEAD, HAZARDOUS, OR TOXIC MATERIALS. UPON COMPLETION OF THE PROJECT THE CONTRACTOR SHALL PROVIDE THE OWNER WITH A WRITTEN AFFIDAVIT AS PROOF OF COMPLIANCE.

INTERIOR RENOVATIONS  
FOR:

JOE & ANN PERUSKI  
100-104 WEST FRONT STREET  
MONROE, MICHIGAN 48161

PROPERTY OWNER CONTACT:  
JOE & ANN PERUSKI  
104 WEST FRONT STREET  
MONROE, MICHIGAN 48161  
TELEPHONE: (734) 777-4285

TITLE SHEET,  
GENERAL NOTES,  
LOCATION MAP,  
& CODE  
INFORMATION

09-10-19	PERMIT
08-30-19	OWNER REVIEW
DATE:	ISSUED FOR:
DRAWN	JLM, CVD
REVIEW'D	JSJ
201927	

72 Hours Before



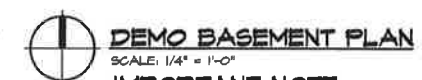
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Non Members must call directly.

T-1

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DIMENSIONS, & WINDOW/DOOR LOCATIONS/SIZES ARE APPROXIMATE AND ARE TO BE VERIFIED IN FIELD.

- |   |  |   |  |    |  |
|---|--|---|--|----|--|
| 1 | WALL DEMO FOR NEW DOOR - PATCH ADJACENT WALL, AS NECESSARY   | 5 | REMOVE DOOR AND FRAME  | 10 | REMOVE WINDOWS   |
| 2 | FLOOR STRUCTURE TO BE REMOVED - SHORE CEILING/FLOOR STRUCTURE AS NECESSARY TO ALLOW ELEVATOR OPENINGS. | 6 | REMOVE STAIRS IN THEIR ENTIRETY  | 11 | REMOVE PLUMBING FIXTURES AS SHOWN                                    |
| 3 | SAW CUT CONCRETE FOR ELEVATOR PIT AND FOUNDATION TO THE DEPTH OF 2'-4"                                 | 7 | REMOVE FLOOR FINISH DOWN TO SUB-FLOOR  | 12 | REMOVE WASHER/DRYER  |
| 4 | REMOVE DOORS AND PREPARE OPENINGS FOR NEW BAY WINDOW   | 8 | WALL, CABINETS, BASE CABINETS, COUNTERTOP & SINK TO BE REMOVED IN ITS ENTIRETY | 13 | REMOVE WALL IN ITS ENTIRETY - PATCH AS NECESSARY                     |
|   |  | 9 | REMOVE FLOORING STRUCTURE AS SHOWN   | 14 | REMOVE PORTION OF WALL, AS SHOWN - PATCH ADJACENT WALL, AS NECESSARY |

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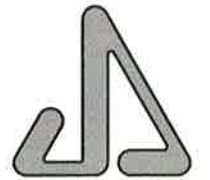
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## DEMO PLANS



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## DEMO PLANS

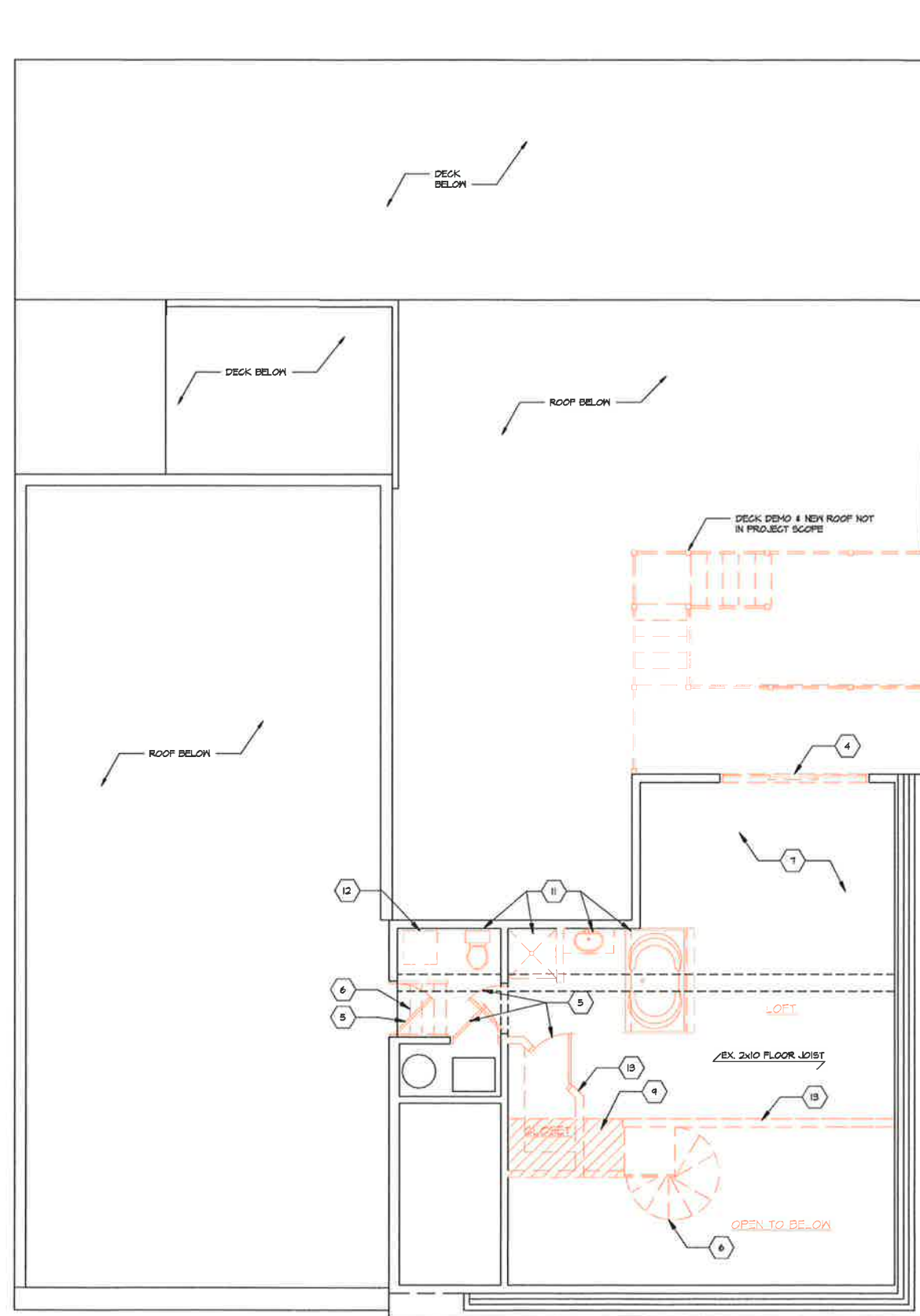
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### DEMO THIRD FLOOR PLAN

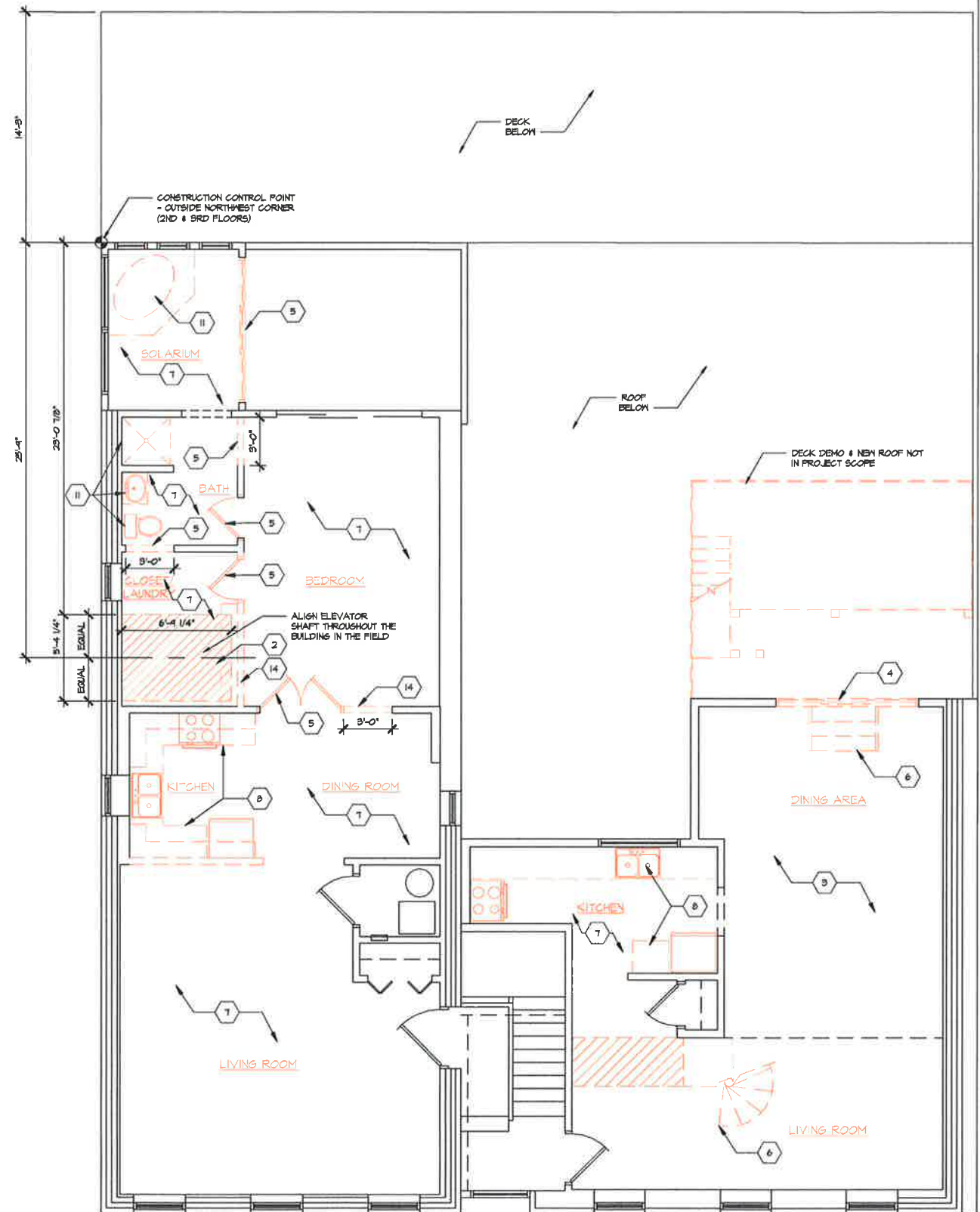
SCALE: 1/4" = 1'-0"

#### IMPORTANT NOTE:

DIMENSIONS, & WINDOW/DOOR LOCATIONS/SIZES ARE APPROXIMATE AND ARE TO BE VERIFIED IN FIELD.

#### KEYNOTE LEGEND FOR DEMO PLANS

- |   |   |  |
|---|---|--|
| ① WALL DEMO FOR NEW DOOR - PATCH ADJACENT WALL AS NECESSARY   | ⑤ REMOVE DOOR AND FRAME   | ⑩ REMOVE WINDOWS   |
| ② FLOOR STRUCTURE TO BE REMOVED - SHORE CEILING/FLOOR STRUCTURE AS NECESSARY TO ALLOW ELEVATOR OPENINGS | ⑥ REMOVE STAIRS IN THEIR ENTIRETY   | ⑪ REMOVE PLUMBING FIXTURES AS SHOWN                                  |
| ③ SAW CUT CONCRETE FOR ELEVATOR PIT AND FOUNDATION TO THE DEPTH OF 2'-4"                                | ⑦ REMOVE FLOOR FINISH DOWN TO SUB-FLOOR   | ⑫ REMOVE WASHER/DRYER  |
| ④ REMOVE DOORS AND PREPARE OPENING FOR NEW BAY WINDOW   | ⑧ WALL CABINETS, BASE CABINETS, COUNTERTOP & SINK TO BE REMOVED IN ITS ENTIRETY | ⑬ REMOVE WALL IN ITS ENTIRETY - PATCH AS NECESSARY                   |
|   | ⑨ REMOVE FLOORING STRUCTURE AS SHOWN  | ⑭ REMOVE PORTION OF WALL AS SHOWN - PATCH ADJACENT WALL AS NECESSARY |

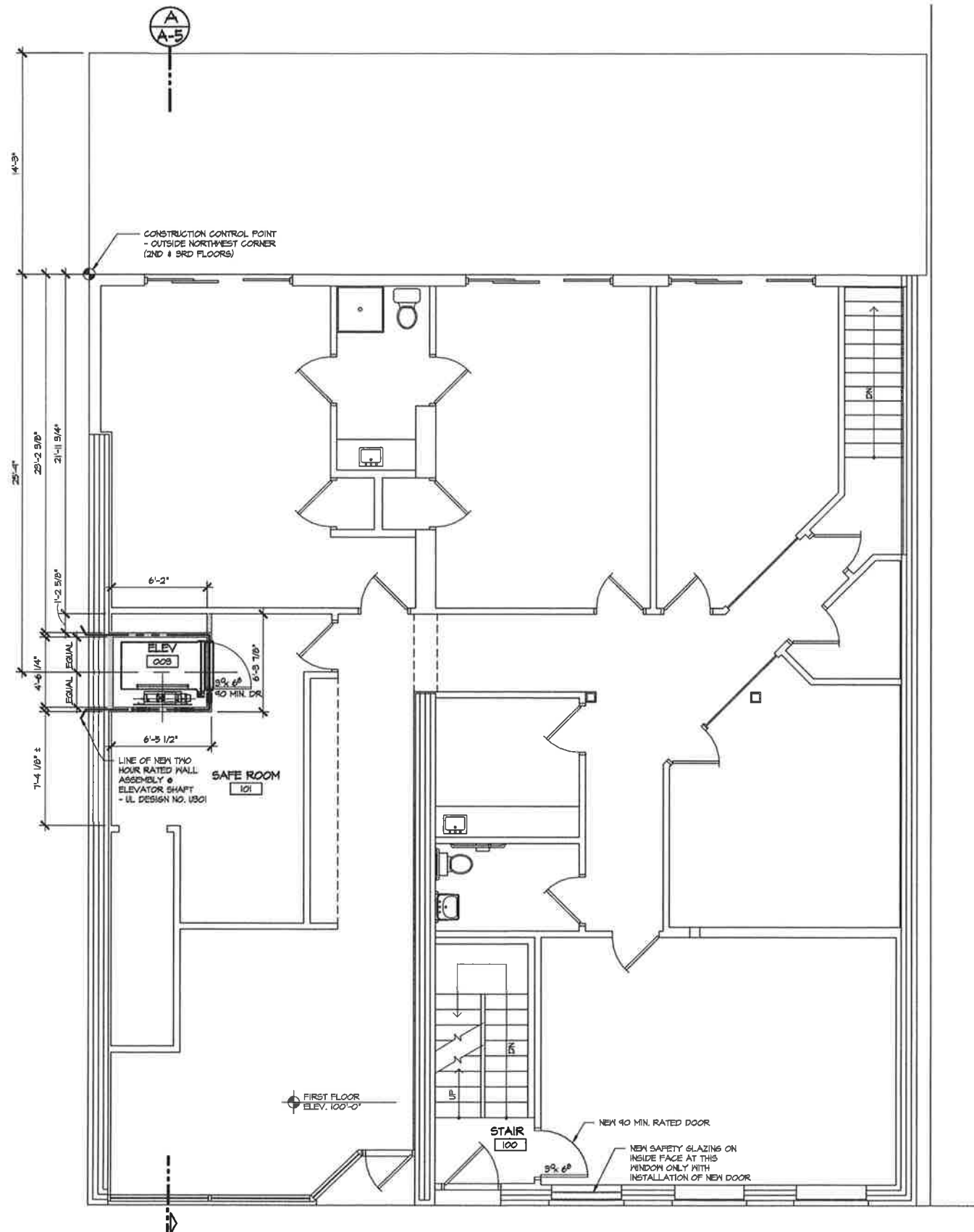


### DEMO SECOND FLOOR PLAN

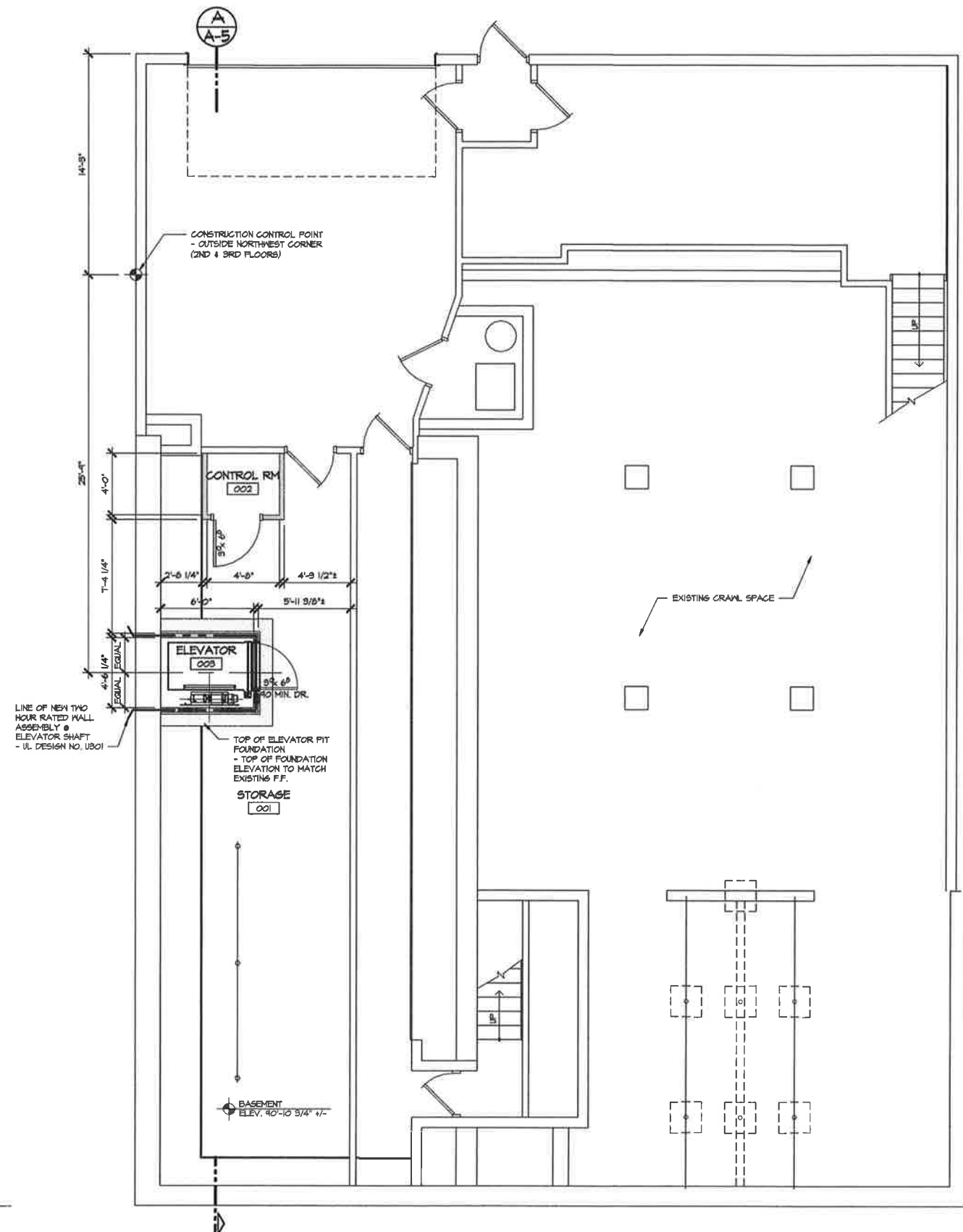
SCALE: 1/4" = 1'-0"

#### IMPORTANT NOTE:

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**FIRST FLOOR PLAN**  
SCALE: 1/4" = 1'-0"  
**IMPORTANT NOTE:**  
DIMENSIONS, & WINDOW/DOOR LOCATIONS/SIZES ARE  
APPROXIMATE AND ARE TO BE VERIFIED IN FIELD.



**BASEMENT PLAN**  
SCALE: 1/4" = 1'-0"  
**IMPORTANT NOTE:**  
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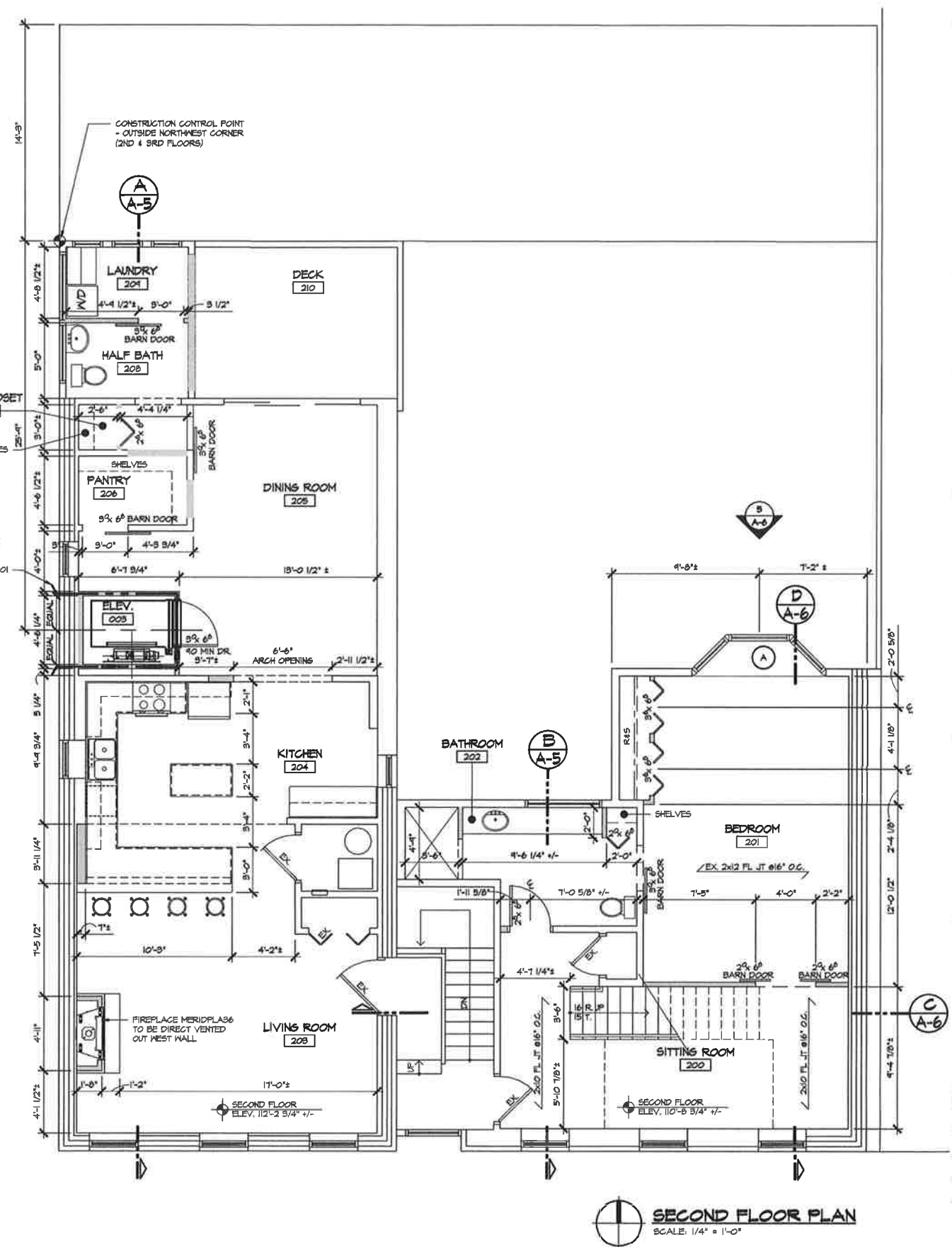
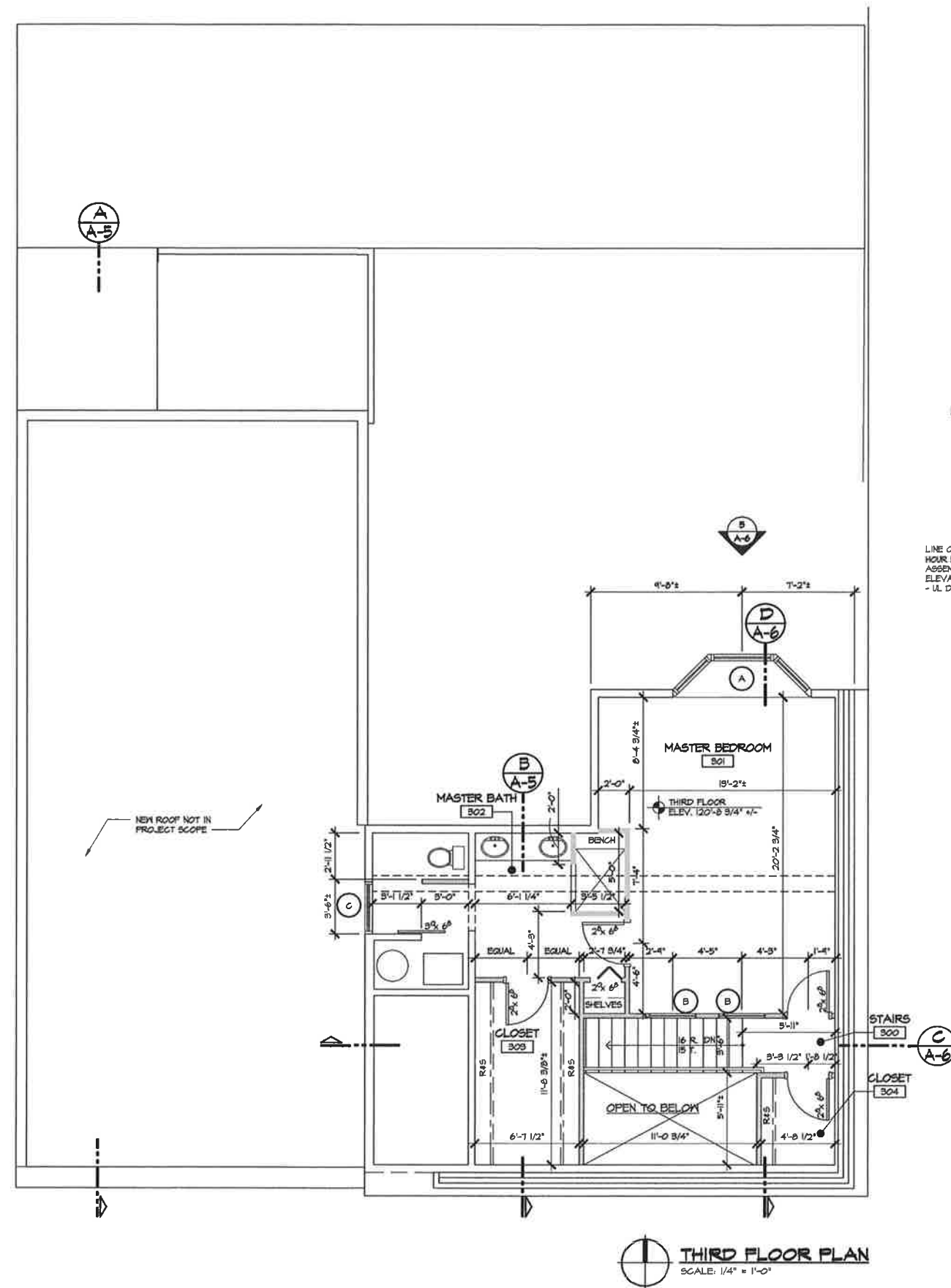
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## FLOOR PLANS

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08-14-19	ELEVATOR COORDINATION
DATE:	ISSUED FOR:
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REVIEW'D	JSJ
201927	

**A-3**

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- GENERAL NOTES:**
1. DIMENSIONS, WINDOW/DOOR LOCATIONS/SIZES ARE APPROXIMATE AND ARE TO BE VERIFIED IN FIELD.
  2. ALL INTERIOR WALLS DRAWN @ 3/12" THICK UNLESS NOTED OTHERWISE.
  3. COORDINATE FINAL LOCATIONS OF ELECTRIC OUTLETS, POWER, DATA, CABLE WITH OWNER AND STATE/LOCAL CODES.

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FOUNDATIONS AND EARTHWORK

- FOUNDATIONS ARE BASED UPON A SAFE CARRYING CAPACITY OF 2000 PSF. AFTER EXCAVATION IS COMPLETED AND BEFORE ANY FOUNDATIONS ARE CONSTRUCTED, CONTRACTOR SHALL EXAMINE THE SOIL; IF THERE IS DOUBT ABOUT ITS ABILITY TO CARRY THIS AMOUNT OF LOAD, HE SHALL BRING IT TO THE ATTENTION OF THE ARCHITECT.
- DESIGN AND INSTALL TEMPORARY SYSTEMS FOR EXCAVATION Dewatering and EXCAVATION BRACING AS REQUIRED FOR PROPER EXECUTION OF THE WORK. REMOVE TEMPORARY SYSTEMS AFTER CONSTRUCTION IS COMPLETED UNLESS INDICATED OR APPROVED.
- FOOTINGS ARE DESIGNED TO BEAR ON UNDISTURBED SOIL, COMPACTED FILL MATERIAL, OR CONTROLLED LOW STRENGTH MATERIAL (CLSM) WITH A NET BEARING CAPACITY OF 1500 PSF. VERIFY BEARING CAPACITY OF SOIL AT BOTTOM OF EXCAVATIONS BEFORE CONSTRUCTING FOOTINGS. IF ACTUAL BEARING CAPACITY IS LESS THAN THE DESIGN CAPACITY IMMEDIATELY NOTIFY ARCHITECT. INCREASE DEPTH OF FOOTINGS OR OVER EXCAVATE UNSUITABLE SOILS AND REPLACE WITH COMPACTED FILL OR CLSM AS DIRECTED.
- PREPARE SUBGRADE AND CONSTRUCT BUILDING PAD IN ACCORDANCE WITH GEOTECHNICAL REPORT AND PROJECT SPECIFICATIONS. PROOF ROLL SUBGRADE TO DISCOVER PEAK OR UNSUITABLE SOILS. PLACE FILL IN MAXIMUM 8-IN. LIFTS AND COMPACT TO 95% OF THE MAXIMUM DRY DENSITY DETERMINED IN ACCORDANCE WITH ASTM D1557-02 (MODIFIED PROCTOR TEST). FILL UNDER FOUNDATIONS AND BACKFILL IN EXCAVATIONS SHALL BE COARSE SAND, GRAVEL, OR CRUSHED STONE. SUBGRADE UNDER SLABS-ON-GRADE SHALL BE MINIMUM 4-IN. DEEP, CRUSHED STONE PLACED TO A TOLERANCE OF +0-IN/-3/4-IN.
- DO NOT CONSTRUCT FOOTINGS OR SLABS ON FROZEN SOILS, ON FROST, OR IN EXCAVATIONS CONTAINING STANDING WATER. KEEP EXCAVATIONS DRY AND PROTECT SUBGRADES, FOOTINGS, AND SLABS FROM FROST HEAVE.
- CENTER FOOTINGS UNDER COLUMNS AND WALLS UNLESS DETAILED OTHERWISE. TOP AND BOTTOM OF FOOTINGS SHALL BE LEVEL. STEP FOOTINGS WHERE IT IS NECESSARY TO CHANGE BEARING ELEVATIONS.
- BEAR EXTERIOR FOOTINGS, FOOTINGS ADJACENT TO THE BUILDING PERIMETER AND FOOTINGS IN AREAS WHICH WILL REMAIN UNHEATED DURING NORMAL OCCUPANCY, AT A MINIMUM FROST DEPTH OF 3'-6" BELOW GRADE. BEAR INTERIOR FOOTINGS AT ELEVATIONS INDICATED.
- REFERENCE ARCHITECTURAL, MECHANICAL, ELECTRICAL, AND PLUMBING DRAWINGS AND SPECIFICATIONS FOR SLEEVES, INSERTS, ANCHORS, AND OTHER MATERIALS TO BE EMBEDDED IN FOUNDATIONS.
- BALANCE BACKFILL ON BOTH SIDES OF FOOTINGS AND FOUNDATION WALLS TO PREVENT MOVEMENT OF FOUNDATIONS.

CONCRETE

- CONCRETE, CONCRETE PLACEMENT, AND REINFORCING SHALL COMPLY WITH THE LATEST EDITION OF APPLICABLE STANDARDS OF THE AMERICAN CONCRETE INSTITUTE (ACI) AND THE CONCRETE REINFORCING INSTITUTE (CRI).
- STRUCTURAL CONCRETE BELOW GRADE SHALL BE 3800 PSI COMPRESSIVE STRENGTH MINIMUM @ 28 DAYS. CURES AND SLABS ON GRADE SHALL BE 4000 PSI COMPRESSIVE STRENGTH MINIMUM @ 28 DAYS WITH 4 TO 6 PERCENT AIR ENTRAINMENT. REFER TO DRAWINGS FOR SIZES AND THICKNESSES.
- PROVIDE EXPANSION JOINTS WITH 1/2 INCH EXPANSION MATERIAL NOT GREATER THAN 20 FEET APART. TOOL CONTROL JOINTS IN SURFACE AS GENERALLY SHOWN ON DRAWINGS, BUT NOT GREATER THAN 8 FEET APART OR NOT GREATER BETWEEN SECTIONS OF SLABS THAN 50 SQUARE FEET IN AREA.
- ALL CONCRETE NOT OTHERWISE SPECIFIED SHALL BE CONTROLLED. STONE, GRAVEL, OR SLAG CONCRETE TO TEST AT LEAST 3000 PSI IN STANDARD 8" X 12" CYLINDERS AT 28 DAYS AND HAVE NOT LESS THAN 5 1/2 BAGS OF CEMENT PER CUBIC YARD OF CONCRETE AND NOT OVER 6 1/2 BAGS OF CEMENT PER SACK OF CEMENT. MAXIMUM SLUMP SHALL BE 4".
- REINFORCING BARS, UNLESS OTHERWISE SPECIFIED, SHALL MEET ASTM A615, GRADE 60.
- ALL CONCRETE WORK SHALL CONFORM TO ALL REQUIREMENTS OF THE LATEST ACI-301 CODE. ALL BARS SHALL BE DETAILED, FABRICATED, SUPPORTED IN FORMS AND SPACED WITH ACCESSORIES FOLLOWING THE REQUIREMENTS OF THE DETAILS AND DETAILED OF CONCRETE REINFORCEMENT (ACI 318-05). PLACING OF BARS SHALL CONFORM TO THE LATEST CRI RECOMMENDED PRACTICES FOR PLACING REINFORCING BARS.
- ALL CONCRETE SLABS ON THE GROUND THAT ARE NOT OTHERWISE PROVIDED FOR SHALL HAVE TEMPERATURE REINFORCEMENT CONSISTING OF ONE LAYER OF 6" X 6" W/2" X W/2" WELDED WIRE FABRIC.
- WIRE FABRIC MUST LAP ONE FULL MESH AT SIDE AND END LAPS AND BE WIRED TOGETHER. MESH SHALL EXTEND WELL INTO SUPPORTING BEAMS AND WALLS FOR ANCHORAGE (UNLESS AN EXPANSION JOINT IS CALLED FOR).
- LAP ALL BAR SPICES 36 BAR DIAMETERS (UNLESS OTHERWISE CALLED FOR) BUT NOT LESS THAN 18". BEND ALL WALL FOOTING BARS 15" AROUND ALL CORNERS.
- MINIMUM CONCRETE COVER ON REINFORCING BARS SHALL BE AS FOLLOWS UNLESS OTHERWISE NOTED:  

CONCRETE DEPOSITED AGAINST GROUND:	3"
FORMED SURFACES EXPOSED TO WEATHER:	1 1/2" FOR #5 & SMALLER
OR EARTH:	2" FOR #6 BARS & LARGER
- ALL OTHER SURFACES:  

SLABS, WALLS, AND JOISTS	3/4"
BEAMS, GIRDER, AND COLUMNS	1 1/2"
- CONTRACTOR IS RESPONSIBLE FOR ALL SAW CUTTING, REPLACEMENT, AND REPAIR OF MASONRY AND CONCRETE FLOOR, UNLESS OTHERWISE NOTED. PROVIDE CONSTRUCTION JOINTS NOT GREATER THAN RECOMMENDED BY THE NATIONAL CONCRETE ASSOCIATION.

TREATED LUMBER & CONNECTOR NOTES

- FOR ALL AWP/PA PRESSURE TREATED WOOD:  
TREATMENT DENSITY, MOISTURE CONTENT IN GRADE BASE VALUES, SOUTHERN YELLOW PINE (SYP) GRADE NO. 2 OR BETTER  
MOISTURE TREATED LUMBER TIMBERS & PLYWOOD  
FOR ABOVE GROUND USE - 0.25 CCA (pcf)  
GROUND / FRESH WATER CONTACT - 0.40 CCA (pcf)  
PERMANENT WOOD FOUNDATION - 0.60 CCA (pcf)  
STRUCTURAL POLES - 0.60 CCA (pcf)

WOOD FRAMING

- ALL MAIN FRAMING MEMBERS, JOISTS, RAFTERS, BEAMS, HEADERS, ETC., SHALL BE NO. 2 AND BETTER HEM-FIR, OR EQUAL.
- ALL WALL STUDS SHALL BE STUD GRADE SPRUCE-PINE-FIR, SILL PLATES, ETC., SHALL BE NO. 2 AND BETTER SPRUCE-PINE-FIR OR EQUAL.
- NON-STRUCTURAL NAILERS, BLOCKING, BRIDGING, ETC., SHALL BE CONSTRUCTION GRADE SPRUCE-PINE-FIR OR WHITE WOODS.
- WOOD TRUSSES SHALL BE DESIGNED, FABRICATED AND ERECTED IN ACCORDANCE WITH THE "TIMBER CONSTRUCTION MANUAL" OF THE AMERICAN INSTITUTE OF TIMBER CONSTRUCTION.
- WOOD TRUSSES DESIGN LOADS SHALL BE AS FOLLOWS:  
TOP CHORD LIVE LOAD = 16 PSF OR SNOW DRIFT AS APPLICABLE  
TOP CHORD DEAD LOAD = 10 PSF  
BOTTOM CHORD DEAD LOAD = 10 PSF
- WOODS FOR GLUED LAMINATED BEAM CONSTRUCTION MUST BE OF GRADE 24F WESTERN SPECIES OR BETTER (FB = 2400 PSI, FV = 140 PSI, E = 1,700,000 PSI.)

WOOD FRAMING ATTACHMENT NOTES

- ALL FASTENERS FOR THE FRAMING OF THE FLOOR DECK TO BE "SIMPSON STRONG TIE" FASTENERS AS NOTED ON DETAILS OR APPROVED EQUAL.
- ALL METAL FASTENERS OR CONNECTORS INTO OR IN CONTACT WITH MOISTURE TREATED LUMBER SHALL BE STAINLESS STEEL. THIS INCLUDES NAILS, SCREWS, ANCHOR BOLTS, LAG BOLTS, METAL HANGERS, CONNECTORS, ETC.
- WHERE SUPPORTED BY ATTACHMENT TO AN EXTERIOR WALL, DECK SHALL BE POSITIVELY ANCHORED TO THE PRIMARY STRUCTURE AND DESIGNED FOR BOTH VERTICAL AND LATERAL LOADS AS APPLICABLE. SUCH ATTACHMENT SHALL NOT BE ACCOMPLISHED BY THE USE OF TOENAILS OR NAILS SUBJECT TO WITHDRAWAL.
- COLUMN AND POST-END CONNECTIONS SHALL BE FASTENED TO RESIST LATERAL AND NET INDUCED UPLIFT FORCES.
- COLUMNS SHALL BE RESTRAINED TO PREVENT LATERAL DISPLACEMENT AT THE BOTTOM END.
- WHERE POSTS AND BEAM CONSTRUCTION IS USED TO SUPPORT FLOOR FRAMING, POSITIVE CONNECTIONS SHALL BE PROVIDED TO ENSURE AGAINST UPLIFT AND LATERAL.
- THE ENDS OF EACH JOIST OR BEAM SHALL HAVE AT LEAST 1/2" OF BEARING ON WOOD OR METAL.
- JOISTS FRAMING INTO THE SIDE OF A WOOD BEAM SHALL BE SUPPORTED BY APPROVED FRAMING ANCHORS.
- HANDRAIL ASSEMBLIES AND GUARDS SHALL BE ABLE TO RESIST A SINGLE CONCENTRATED LOAD OF 200 POUNDS APPLIED IN ANY DIRECTION AT ANY POINT ALONG THE TOP.
- INDIVIDUAL STAIR TREADS SHALL BE ABLE TO RESIST (1) 800 POUND CONCENTRATED LOAD ACTING OVER AN AREA OF 4 SQUARE INCHES.
- STAIRCASES MUST BE ABLE TO RESIST 40 POUNDS PER SQUARE FOOT OF TREAD AREA.

WATER & MOISTURE PROTECTION

- MOISTURE VAPOR RETARDERS SHALL MEET SECTION R102.7 OF MRC 2015 AND BE INSTALLED IN ALL FRAMED WALLS, FLOORS, AND ROOF / CEILINGS, COMPRISING ELEMENTS OF THE BUILDING THERMAL ENVELOPE, INSTALLED ON THE WARM-IN-WINTER SIDE OF THE INSULATION, SEALED AT ALL OUTLETS AND PENETRATIONS.
- PROVIDE FOUNDATION WATERPROOFING WHERE EXTERIOR GRADE IS ABOVE GRAVEL SPACE OR BASEMENT SLAB AND INSTALL 4" PERFORATED PLASTIC FOUNDATION DRAINS AND SLOPE TO ON-SITE DRY WELL OR NATURAL DRAINAGE COURSES.
- ALL BUILDING EXTERIOR SURFACE PENETRATIONS WITH POTENTIAL EXPOSURE TO WEATHER SHALL BE FLASHED AND/OR CAULKED AS PER CODE AND/OR INDUSTRY-RECOGNIZED PROPER CONSTRUCTION TECHNIQUES.
- ALL FLASHING SHALL BE TURNED OUT AT LOWER EDGE TO DIRECT WATER OUT OF STRUCTURE.
- WRAP ALL WINDOW, DOOR, VENT, ETC. OPENINGS WITH 6 MIL POLY PRIOR TO INSTALLATION UNLESS DIRECTED OTHERWISE BY BUILDING INSPECTOR OR CLADDING MANUFACTURERS INSTRUCTIONS.
- IF SIDING OR CEDAR SHINGLES ARE USED, WRAP ALL CORNERS WITH 6 MIL POLY EXTENDING 12" HORIZONTALLY BEYOND VERTICAL JOINTS AND TURNED OUT OVER CLADDING OR FLASHING AT BOTTOM OF JOINT.



JAMES S. JACOBS ARCHITECTS, PLLC  
25 WASHINGTON STREET  
MONROE, MICHIGAN 48161  
TEL: (734) 241-7933  
FAX: (734) 241-1181  
EMAIL: jsm@jacobsearch.com

INTERIOR RENOVATIONS  
FOR:

JOE & ANN PERUSKI  
100-104 WEST FRONT STREET  
MONROE, MICHIGAN 48161

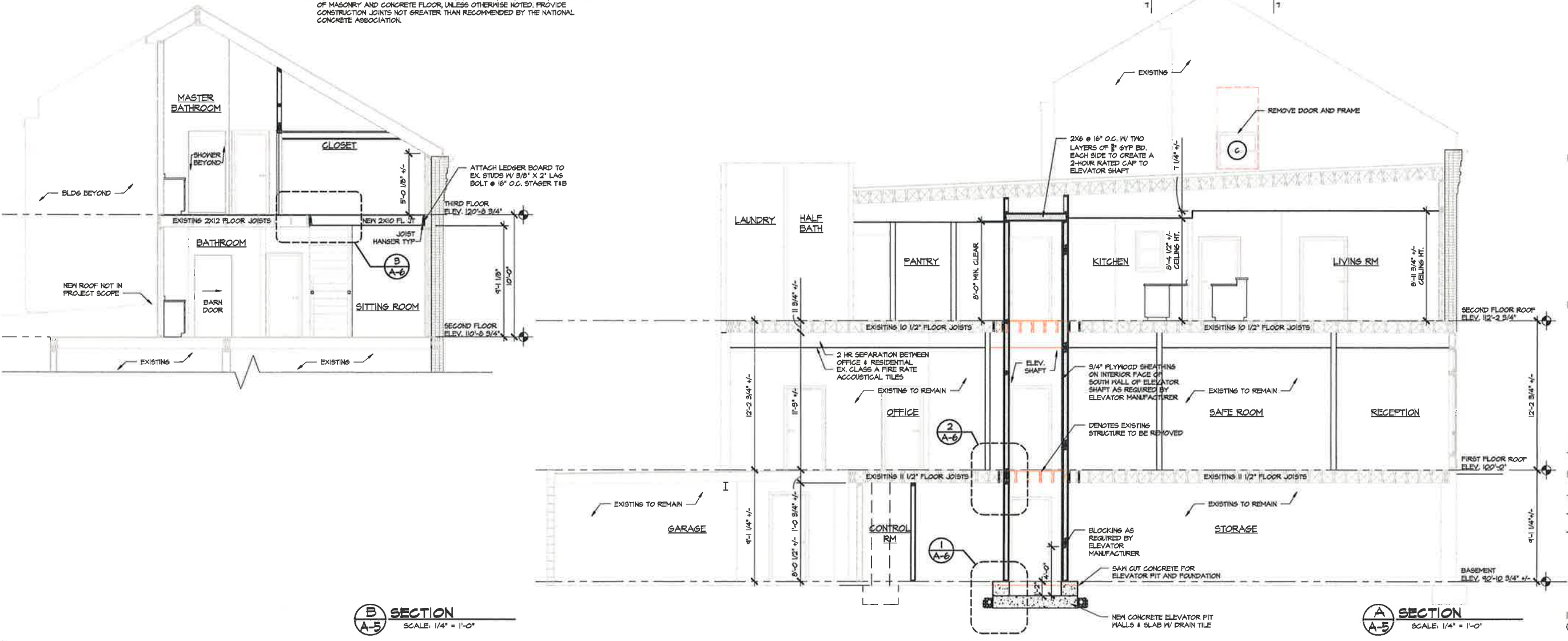
PROPERTY OWNER CONTACT:  
JOE & ANN PERUSKI  
104 WEST FRONT STREET  
MONROE, MICHIGAN 48161  
TELEPHONE: (734) 777-4285

BUILDING  
SECTIONS  
& NOTES

09-10-19	PERMIT
08-30-19	OWNER REVIEW
08-14-19	ELEVATION COORDINATION
DATE:	ISSUED FOR:
DRAWN	CVD
REVIEW'D	JSJ
201927	

A-5

5 OF 6  
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INTERIOR RENOVATIONS  
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100-104 WEST FRONT STREET  
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PROPERTY OWNER CONTACT:  
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MONROE, MICHIGAN 48161  
TELEPHONE: (734) 777-4285

BUILDING  
SECTIONS,  
DETAILS,  
& WINDOW  
SCHEDULE

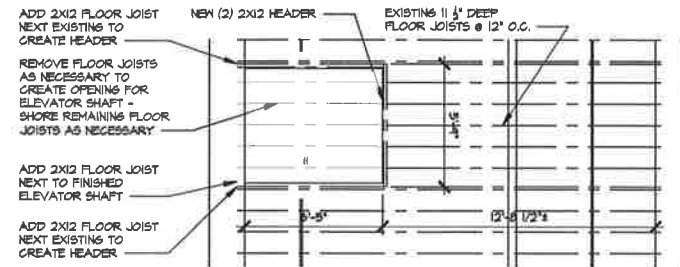
09-10-19 PERMIT  
08-30-19 OWNER REVIEW  
08-14-19 ELEVATOR COORDINATION  
DATE: ISSUED FOR:  
DRAWN CVD  
REVIEW'D JSJ  
201927

A-6

6 OF 6

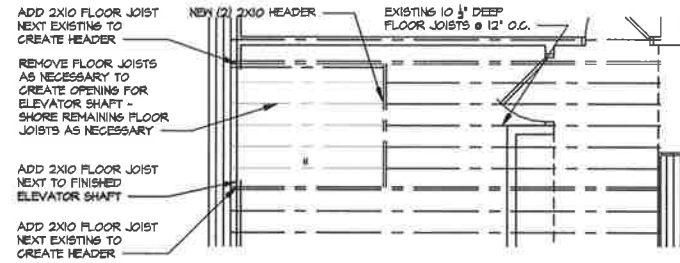
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WINDOW SCHEDULE & DATA					
ROOM NO.	ROOM LABEL	WINDOW MARKER	NOMINAL SIZE	SILL HEIGHT	REMARKS
201	BEDROOM	(A)	8'-10 1/4" x 5'-0 1/4" BAY WINDOW	2'-1 1/2"	EGRESS WINDOW
301	MASTER BEDROOM	(A)	8'-10 1/4" x 5'-0 1/4" BAY WINDOW	1'-0 1/2"	EGRESS WINDOW
301	MASTER BEDROOM	(B)	2'-10 1/4" x 1'-0 1/4" TRANSOM CASEMENT	6'-8"	
301	MASTER BEDROOM	(B)	2'-10 1/4" x 1'-0 1/4" TRANSOM CASEMENT	6'-8"	
302	MASTER BATHROOM	(C)	5'-0 1/4" x 5'-0 1/4" DOUBLE HUNG	5'-8"	



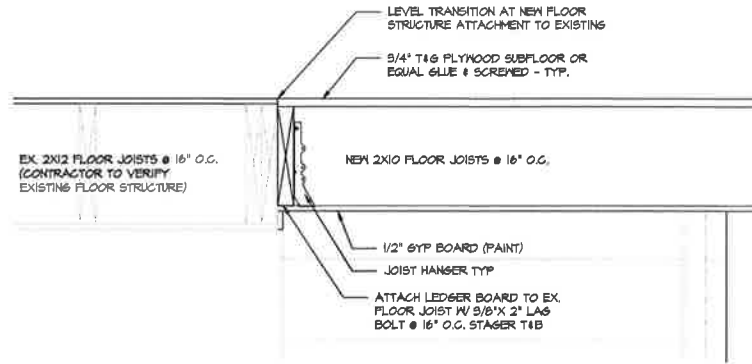
FIRST FLOOR FRAMING @ ELEVATOR SHAFT

SCALE: 1/4" = 1'-0"  
NOTE: CONTRACTOR TO VERIFY EXACT LOCATIONS OF FLOOR JOISTS IN RELATION TO NEW ELEVATOR SHAFT OPENING



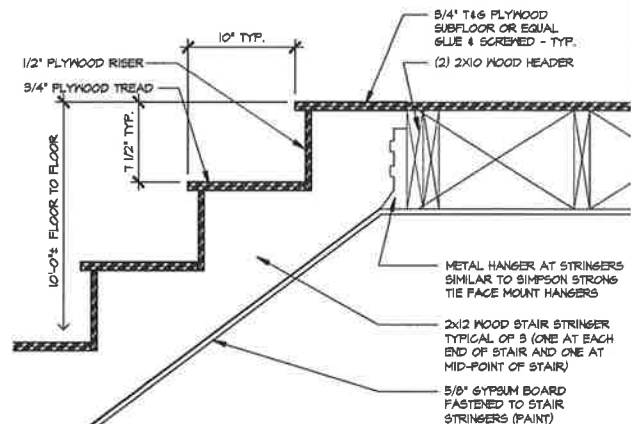
SECOND FLOOR FRAMING @ ELEVATOR SHAFT

SCALE: 1/4" = 1'-0"  
NOTE: CONTRACTOR TO VERIFY EXACT LOCATIONS OF FLOOR JOISTS IN RELATION TO NEW ELEVATOR SHAFT OPENING



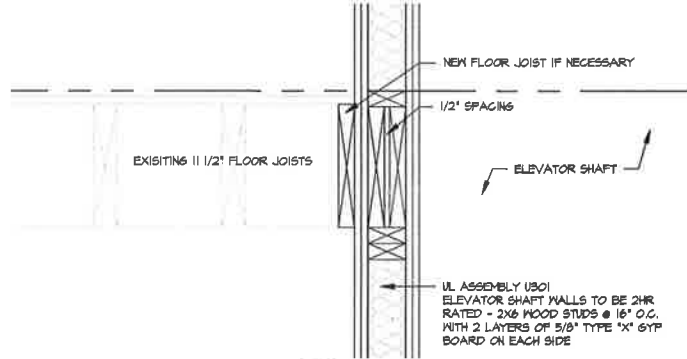
3 NEW FLOOR CONNECTION DETAIL

SCALE: 1 1/2" = 1'-0"



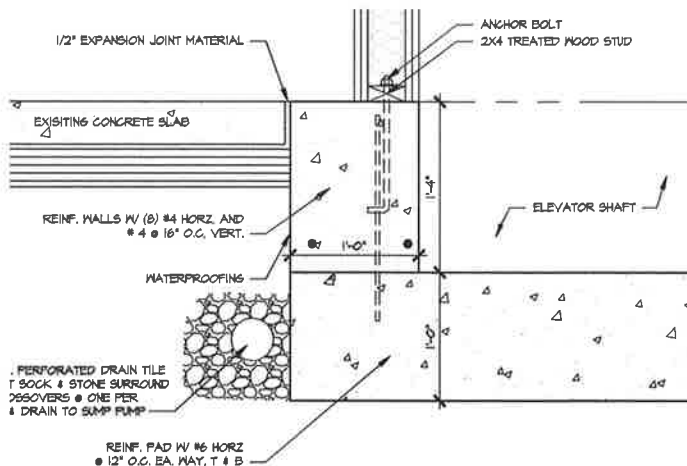
4 STAIR CONNECTION DETAIL

SCALE: 1 1/2" = 1'-0"



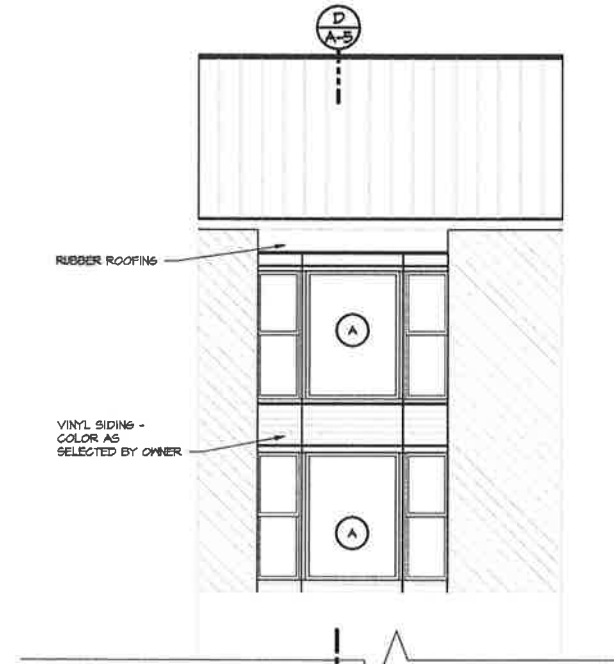
2 ELEVATOR SHAFT DETAIL

SCALE: 1 1/2" = 1'-0"



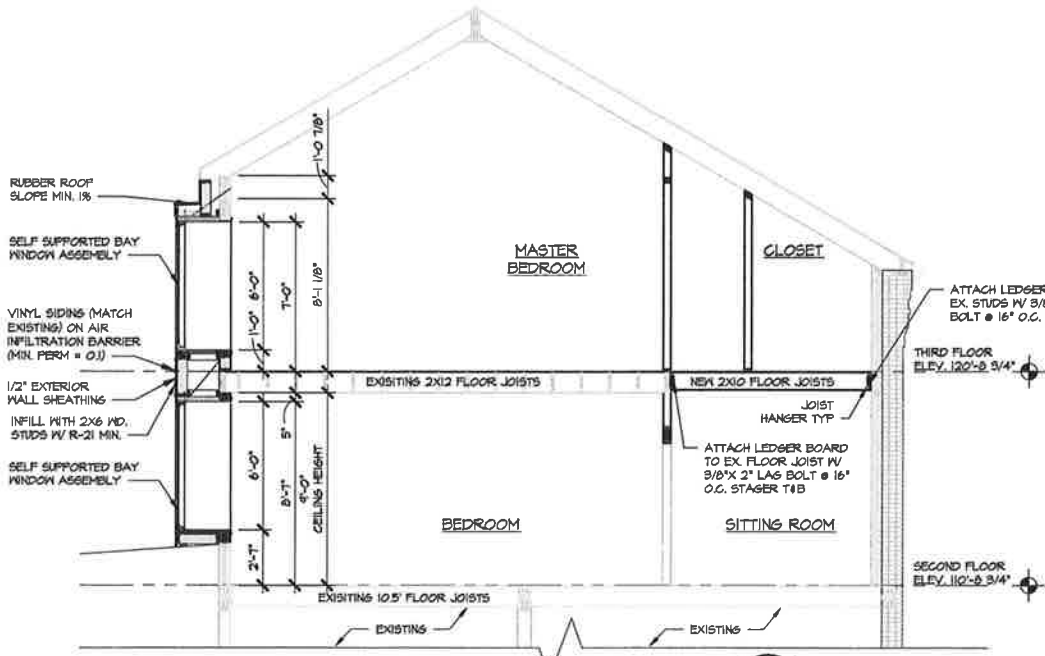
1 ELEVATOR PIT DETAIL

SCALE: 1 1/2" = 1'-0"



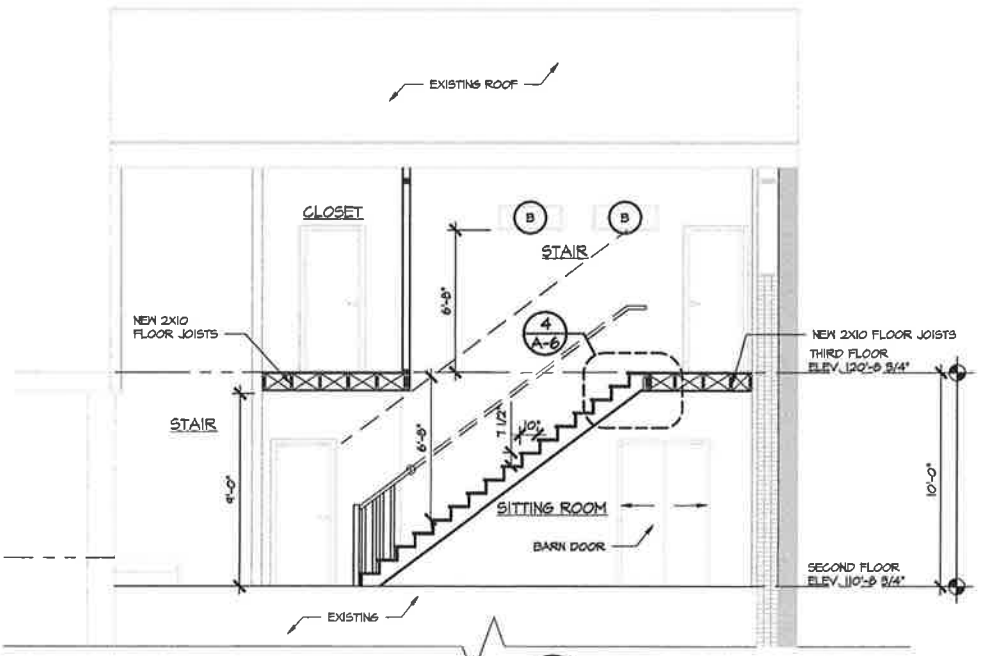
5 ELEVATION

SCALE: 1/4" = 1'-0"



D SECTION

SCALE: 1/4" = 1'-0"



C SECTION

SCALE: 1/4" = 1'-0"

Redevelopment Cost Estimate For:

Peruski Holdings, LLC.  
102 West Front Street  
Monroe, Michigan 48161

Project Element:	Estimated Costs	DDA Eligible Activity	Contractor #1 Estimated Cost	Contractor #2 Estimated Cost
Interior Remodeling	\$ 145,636.00	\$ -	\$ -	\$ -
Mechanical Equipment Upgrades (None Proposed, Ductwork Only)	\$ -	\$ -	\$ -	\$ -
Electrical Upgrades - Backup Generator	\$ 7,500.00	\$ 7,500.00	\$ 7,500.00	\$ 7,500.00
Fire Separation Improvements for Elevator Shaft	\$ 7,313.00	\$ -	\$ 7,313.00	\$ 7,528.00
Lead Abatement (None Required)	\$ -	\$ -	\$ -	\$ -
Asbestos Abatement (None Required)	\$ -	\$ -	\$ -	\$ -
Insulation below roof to meet energy code (Part of Re-roofing requirements)	\$ 4,812.00	\$ 4,812.00	\$ 4,812.00	\$ 5,290.00
Upper Level Roofing (Completed as Emergency - not included as eligible activity)	\$ 15,000.00	\$ -	\$ 15,000.00	\$ 16,000.00
Remaining Roof Replacements	\$ 22,691.00	\$ 22,691.00	\$ 22,691.00	\$ 25,400.00
Remove and Replace North Side Gutters and Down Spouts with Commercial 5" Alum.	\$ 3,777.00	\$ 3,777.00	\$ 3,777.00	\$ 4,176.00
North Façade 2-Story Bay Window Construction	\$ 10,781.00	\$ 10,781.00	\$ 10,781.00	\$ 11,799.00
Remove Siding, provide 1/2"C.I. over sheathing & vinyl siding	\$ 23,651.00	\$ 23,651.00	\$ 23,651.00	\$ 24,367.00
Provide windows in west rear bathroom and second floor west bathroom wall	\$ 9,813.00	\$ 9,813.00	\$ 9,813.00	\$ 10,387.00
Replace sliding doors on North Façade first floor (3 units)	\$ 6,650.00	\$ 6,650.00	\$ 6,650.00	\$ 12,600.00
Remove and Replace North Side Lower Guard Rails Complete	\$ 4,450.00	\$ 4,450.00	\$ 4,450.00	\$ 6,000.00
Remove and Replace North Side Upper Guard Rails Complete	\$ 3,500.00	\$ 3,500.00	\$ 3,500.00	\$ 3,600.00
South Façade Brick Repair	\$ 4,165.00	\$ 4,050.00	\$ 4,165.00	\$ 4,050.00

Overall Investment Sub-Total(s)	\$ 269,739.00	\$ 101,675.00	\$ 124,103.00	\$ 138,697.00
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30% Reinvestment Grant Rebate Request	\$ 30,502.50
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Other Development Costs:

A/E Fees	\$ 15,000.00
Roof Letter for Permit	\$ 250.00
Environmental Testing	\$ 2,095.00
Permit Fees	\$ 3,943.13
Zoning & Planning fees	\$ 500.00

Sub-Total of Development Costs =	\$ 21,788.13
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Overall Development Costs =	\$ 291,527.13
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**DOWNTOWN REINVESTMENT GRANT COMMITTEE  
MINUTES**

**Monday, October 7, 2019, 8:00 A.M.  
CITY HALL, FIRST FLOOR CONFERENCE ROOM, 120 E. FIRST ST.**

**1. Call to Order – 8:00am**

**2. Roll Call – Present:** Lukacs (Lead), Beneteau, Berns, Jacobs, Laroy, Green (for Building), Knowles (staff, arrived 8:10am), Greenhalgh (arrived 9:00am)

**3. Application for 100-104 West Front Street**

An application was received from Joe Peruski for improvements to 104 West Front Street. (Note: the legal address for the property is 102 West Front, per assessing records). The property will undergo extensive interior and exterior modifications; the exterior modifications largely concentrated on the rear façade.

Committee members felt the application seemed incomplete; additionally, there was a question about the potential of lost opportunity for eligible expenses that were not included in the application, such as brick repair work on the front façade. Committee members asked if the project had been submitted to the Historic District Commission; per Green, for this project, that step was not necessary.

Applicant was asked to resubmit supporting documentation with all project components for consideration at the next committee meeting. Meeting was set for Monday, November 4, 8:00am (Note: amending time to 8:15am). Application will be included on DDA board agenda for November 20, 2019.

Applicant stated that the application process could be improved if applications were accepted at any time, rather than once annually. The process is a barrier to progress.

**4. Miscellaneous**

A discussion was held concerning the scheduling of meetings. It may be beneficial to schedule a year of meetings and cancel those where/when unnecessary.

A discussion was held concerning the legal requirement to post meetings. (The committee serves as advisory, with no board quorum; posting is not legally required. However, lead may post notices by reaching DDA office).

**5. Adjournment – 9:21am.**

The next meeting shall be held on Monday, November 4, 2019 at 8:15am.





***DOWNTOWN REINVESTMENT GRANT COMMITTEE  
MINUTES***

**Monday, November 4, 2019, 8:20 A.M.  
CITY HALL, FIRST FLOOR CONFERENCE ROOM, 120 E. FIRST ST.**

**1. Call to Order** – 8:20am

**2. Roll Call** – Present: Lukacs (Lead), Beneteau, Berns, Jacobs, Knowles (staff), Greenhalgh; Absent: LaRoy

**3. Committee Composition**

Lukacs discussed the DDA by-laws revision which changes the composition of the committee. Lukacs discussed his intention to nominate new members in accordance with the by-laws for board approval. The intention would be to prioritize members with background and experience in architecture and building, along with representation from the city departments impacted by this program. Lukacs stated that some current members will not be asked to serve any longer. Members Berns and Beneteau departed the meeting as they felt their services were no longer needed.

**4. Application for 100-104 West Front Street**

Applicant supplied additional information as requested the previous month, including blue prints, photographs and an updated cost estimate, with two bids for the work. As an insufficient number of committee members were present and as member Jacobs intends to abstain, the committee discussed the application but cannot make a formal recommendation to the board. There was consensus that the project should be approved at the maximum of \$20,000, removing the roof replacement from the list of eligible activities so that immediate work on the leaking roof could commence accordingly. The inclusion of a generator is a gray area in the program description; given that it will be a permanent utility for the property, it remains as an eligible activity, but needs to be discussed in greater detail as the program is refined further.

In summary, the consensus was to support approval of a grant of \$20,000 for the reinvestment project at 100-104 West Front Street (commonly known as 102 West Front Street).

**5. Adjournment** – 9:15am.

The next meeting shall be held on TBD.

## Memo

Date: Thursday, November 14, 2019

To: DDA Board of Directors

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

Re: COMMITTEE MEMBER APPOINTMENTS

### BACKGROUND

In accordance with the DDA By-Laws, members of each standing committee and project-based work teams must be appointed by the board. The following appointments are submitted for your consideration by the team leads:

Riverwalk Project Team – Mackenzie Swanson (lead), Lucie Fortin, Azia Hawthorne, Nancy Jackson (Altrusa Club) (this team needs one additional member from the board).

Downtown Investment Grant Committee – Les Lukacs (lead), Joe Peruski (board), David Swartout (contractor), Jake LaRoy (property owner), Jim Jacobs (architect), Bill Greenhalgh (building department) and, possibly, Jeff Green (member-at-large).

Members serve as follows: subject to the foregoing, each member of each committee shall continue as such until the next annual meeting of the members of the Monroe DDA Board and until his/her successor is appointed, unless the committee shall be sooner terminated, or unless such member be removed from such committee, or unless such member shall cease to qualify as a member thereof

### ACTION

Appoint committees as submitted.

## Memo

Date: Thursday, November 14, 2019

To: DDA Board of Directors

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

Re: DOWNTOWN LIGHTING IMPROVEMENT PROJECT – YEAR ONE

### BACKGROUND

A project to improve downtown lighting/lamp posts was included in the 2019-2020 work plan and funds in the amount of \$10,000 were allocated in the budget to support the project, which was conceived of as a 3-year phased project, similar to what is being accomplished with tree maintenance in the downtown.

I have met with Patrick Lewis and David Tubbs from the DPW regarding the project to develop a strategy for completion. There are approximately 180 lamp posts in the downtown; the goal was to replace aging and yellowed globes and to upgrade the lamps to LED through a conversion kit. The total cost per lamp post currently would be approximately \$250.00. (see included cost estimate from supplier for globes; the LED conversion kits are procured from a different supplier).

Given the phasing and limited budget, the projection would be to replace about forty (40) globes each year, starting with South Monroe Street in year one, East Front and Washington in year two and West First and West Front in year three. Should there be leftovers after the initial phasing, a fourth year may be necessary. The DPW has verbally committed to partnering with the DDA on this project by supplying the labor and equipment to do the job; the only cost to the DDA would be materials and supplies. The DPW crew has completed similar LED conversions on selected lamp posts and is confident in its ability to complete the project.

The next steps are: board concurrence with the three-year plan and authorization to order necessary materials and supplies for year one. The largest expenditure will be the polycarbonate globe replacement; the cost estimate to purchase 40 globes is \$7,400 plus freight.

### ACTION

Approve 3-year plan to upgrade downtown lighting, and to authorize the purchase of LED conversion kits from a reputable supplier at a cost of approximately \$50 per lamp post and globes from GrayBar at a cost not to exceed \$8,000, funds for both expenditures to be derived from Account 751-65.691-934.751, Repair and Maintenance.



Quote: CLC19-69258-4

Quote

**Project** CITY OF MONROE - Sternberg  
Replacement Globes - Revised Bid 11/  
4/19

**Location** Monroe MI

**Quote** CLC19-69258-4

**From: RICK QUIMBY**

GRAYBAR ELECTRIC TOO

1333 EAST MANHATTAN BOULEVARD

TOLEDO OH 43608-1523

Phone: 4197291641

Fax: (419) 729-9657

EMail: RICK.QUIMBY@GRAYBAR.COM

**For**

**Bid Date** 6-Nov-19

**Expires** Feb 2, 2020

Type	QTY	MFG	Part	Price	UQ	ExtPrice
8"NECK	40	STE	A850F: POLYCARBONATE ACORN 8" NECK WITH FINIAL HOLE(FINIAL NOT INCLUDED) <b>Line Note:</b> Factory is assuming we only need the globes and no finials for replacement parts only. Please verify size and it might be a good idea to order a few of these first before the 180pcs.	\$185.00		\$7,400.00
9"NECK		STE	A850F9:POLYCARBONATE ACORN-9" OD NECK, 8.25" ID WITH FINIAL HOLE(FINIAL NOT INCLUDED) <b>Line Note:</b> Factory is assuming we only need the globes and no finials for replacement parts only. Please verify size and it might be a good idea to order a few of these first before the 180pcs.	\$185.00		
FINIAL		STE	GFF/STD FINISH.(VERIFY COLOR) <b>Line Note:</b> Based on last order years ago the finial was a custom Loam Brown color which will require a set up fee see below.	\$90.00		
SET UP		STE	CUSTOM COLOR SET UP FEE FOR PAINTING THE FINIAL LOAM BROWN IF REQ,	\$750.00		

Note ABOVE IS BASED ON INFORMATION FACTORY FOUND IN THEIR SYSTEM FROM THEIR ORDER# 38812  
 Note DATED 4/13/2001. SEE ATTACHED FACTORY DRAWING OF FIXTURES AND POLES  
 Note SHIPPED TO THE CITY BACK IN 2001 AND THERE WAS ONLY 32 PCS INVOLVED.  
 Note WE HIGHLY RECOMMEND ORDERING SAMPLES TO ENSURE FIT BEFORE THE BULK ORDERS ARE PLACED

**Terms and conditions of sale: Graybar Electric's Standard Terms and Conditions of Sale Apply**

**Mfg Terms:**

STE Sternberg Lighting  
PLUS FREIGHT UNLESS OTHERWISE NOTED.

Allowance  
Freight  
**Plus Freight**

Order  
Minimum  
\$50.00



# Work Plan Brainstorm Results

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FISCAL YEAR 2020-2021

WITH ESTIMATED FUNDING THRESHOLD INCLUDED

# Goal: Facilitate Redevelopment

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Redevelop riverfront parking lot(s) – market analysis, RFP process and legal fees \$30,000

Infill development – RFP process and legal fees \$10,000

Streetscape projects – potential to leverage city-planned projects on Washington (1<sup>st</sup> to 3<sup>rd</sup>), Macomb (1<sup>st</sup> to 4<sup>th</sup>) and/or Second (Washington to Macomb) – allowance of \$25,000 per project

Uncompleted from 2019-20 – project from Riverwalk Plan \$25,000, alleyway improvements \$20,000

- Heart of Monroe as starting point?

Year 3 of tree maintenance – \$5,000

Year 2 of lighting maintenance/upgrade – \$10,000

# Goal: Park Mgmt/Imp

---

Carryover from 2019-2020 - \$50,000 allowance for signage, communication, etc.

- Employee permits
- Visitor lots
- Cover up meters and make complimentary
- First-time forgiveness and escalating fines
- Simplify regs
- Loading zones

# Goal: Support thru Financial, Advocacy, Awareness

---

Carryover uncompleted projects from 2019-2020: traffic calming, activate storefronts, enhance Farmers Market experience - \$50,000 for traffic study, \$10,000 suggested for activation of storefronts

More targeted approach to DRiP/combine with technical services - \$0 budget during rewrite, funding to be restored in FY21-22

“Informed buyers” - how do we get info to prospects so they enter into contracts to purchase with open eyes? Real estate agents?



# Goal: Facilitator/Connector of Orgs

---

Stakeholder meetings – allowance of \$200 each

# Goal: Inform about org accomplishments

---

Communications Plan – up to \$3,000, per draft plan

- Promote progress on implementing downtown master plan

# Goal: Promote the downtown

---

Marketing plan – up to \$10,000, per draft plan

**MONROE DDA  
2019-2020 WORK PLAN UPDATE**

November, 2019

PROJECT	CHAMPION(S)	NOTES
<b>Goal: Inform and educate building owners and public of the actions and accomplishments of the DDA and businesses</b>		
1. Annual Communications Plan	Staff	DDA Info Session on 12/5 completes 2019 Act 57 compliance
2. Address negative social media posts through issue-oriented public education		
<b>Goal: Support downtown businesses and property owners with financial incentives, advocacy and awareness</b>		
1. Implement recommendations in Downtown Master Plan that calm streets.	City Staff	
a. One way conversion on Cass/Harrison		7th/8th done, Cass/Harrison under discussion
b. One way conversions on First/Front		
2. Implement recommendations in Downtown Master Plan to activate storefronts.	Sacco/Williams	Committee forming; first step is reversing mural prohibition
a. Activate blank facades with arts-focused treatments and installations		
b. Promote sidewalk shopping and outdoor seating with streamlined approval process		
c. Animate empty spaces through pop up events, food trucks and temporary art installations		
d. Establish building design standards/form-based code	City Staff	Form-based code going to CPC in early 2020
e. Enhance the Farmers Market experience	Sacco	Nothing to report to date
<b>Goal: Preserve and enhance downtown by facilitating development; establish an environment that promotes residential growth</b>		
1. Enhance the Riverwalk (in accordance with Riverwalk plan)	Swanson	Committee forming; to select a project; first meeting November 27
3. Help drive alleyway improvements	City Staff	Delayed until 2020
<b>Goal: Market the downtown to encourage people to frequent local businesses and events</b>		
1. Annual Marketing Plan	Swanson	Ad in CMIM parade guide
2. Develop greater partnership with the MC Convention & Tourism Bureau	Staff	
<b>Goal: Serve as an intermediary between the organizations that connect to downtown and link to other community resources</b>		
1. Schedule quarterly stakeholder/partner meetings	Staelgraeve	No action taken yet
<b>Goal: Implement strategies to improve parking management and infrastructure</b>	Peruski/Team	Discussions underway, expect a recommendation in February

**MONROE DDA**  
**2019-2020 WORK PLAN UPDATE**

November, 2019

1. Create employee and residential permits as recommended in Downtown Master Plan		Under discussion
2. Create visitor-priority parking lots that prohibit parking before 10am		Under discussion
3. Cover meters/make parking free on street and in visitor lots until demand rises		Demonstration project approved, to start about 3/1/20
4. Establish first-time forgiveness program; escalating fines		Under discussion
5. Establish new, simplified regulations for on-street parking		
6. Establish loading zones in on-street spaces for commercial deliveries in key retail zones during off-peak hours		
<b>Carry Over from 2018-2019</b>		
Tree and Lamp Post Maintenance (Year 2 of 3)	Staff	Lamp post plan on agenda; plan year 2 of trees after new year
Upper Floor Conversion Technical Services	Lukacs	Sample floor plans received and provided to owners, cost
Streetscape Design Guidelines	Lukacs	estimating is next step
Downtown Reinvestment Program	Lukacs	Project complete
		1 applicant for 2019-2020; on agenda