

**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, December 18, 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, November 20, 2019 Regular Meeting
  - C. Financial Reports
    - i. November, DDA Revenue and Expenditure Report FY 2019-2020
    - ii. November, DDA Itemized Expenditure Report FY 2019-2020
6. **New Business**
  - A. Budget Review Committee Discussion – Vince Pastue, City Manager (20 minutes)
  - B. Replacement Seasonal Decoration (5 minutes) **Action Requested**
7. **Other Business**
  - A. Downtown Reinvestment Grant Program Application – 102 W Front (10 minutes) **Action Requested**
  - B. Rescind Façade Reinvestment Grant – 13 West Front (5 minutes) **Action Requested**
  - C. Final Review of Draft Work Plan (5 minutes)
  - D. Reconsideration of Downtown Lighting Project (5 minutes) **Action Requested**
  - E. Work Plan Updates (5 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, November 20, 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, Les Lukacs, Joe Peruski, Anthony Trujillo, Mackenzie Swanson and Chip Williams  
Excused: Scott Kegerreis, Tiffany Harper, Deb Staelgræve  
Staff: Michelle LaVoy, Clerk-Treasurer  
Annette Knowles, Downtown/Economic Development Coordinator

## **2. Vision Statement** – Read by Tony Trujillo

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

## **4. Public Comments**

Guests: Dustin Leach, Mary Gail Beneteau, David Swartout, Janet Berns

## **5. Consent Agenda**

- A. Approval of Agenda
- B. Approval of Minutes of Wednesday, October 16, 2019 Regular Meeting
- C. Financial Reports:
  - ❖ October, DDA Revenue and Expenditure Report FY2019-2020
  - ❖ October, DDA Itemized Expenditure Report FY 2019-2020

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

## **6. New Business**

### **A. Approve Submittal of Act 57 Annual Report for FY 2018-2019.**

Motion by Williams seconded by Mayor Clark to approve the Act 57 report for FY2018-2019 and distribution to the jurisdictions from which taxes are captured and the State Tax Commission. ***Motion carried unanimously.***

## **B. Façade Incentive Program.**

Motion by Mayor Clark seconded by Williams to approve 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 March 1, 2020; and to include the completion of the easement agreement as a requirement. ***Motion carried unanimously.***

## **C. Downtown Reinvestment Grant Program Application**

Motion by Mayor Clark seconded by Lukacs to take no action on the application for 102 West Front Street and to refer back to the Downtown Reinvestment Grant Committee for review and recommendation as soon as possible. ***Motion carried unanimously.***

Williams departed the meeting.

## **D. Committee Member Appointments**

Motion by Swanson seconded by Mayor Clark to appoint the following members to the Riverwalk Project Team: Mackenzie Swanson (Lead), Lucie Fortin, Azia Hawthorne, Nancy Jackson, with one additional member added later. ***Motion carried unanimously.***

Motion by Mayor Clark seconded by Swanson to appoint the following members to the Downtown Reinvestment Grant Committee: Les Lukacs (Lead), David Swartout, Jake LaRoy, Bill Greenhalgh and Jeff Green. ***Motion carried unanimously.***

## **E. Downtown Lighting Improvement Project**

Motion by Swanson seconded by Peruski to approve a 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.

## **F. Fiscal Year 2020-21 Work Planning – Part III of III**

Knowles reviewed the results of the work-planning process that has been completed to date. The next steps are prioritization of projects and budget preparation. Board members were tasked with identifying projects that are must-do, are nice-to-do or that can wait. The prioritized work plan will be available for review at the December meeting, if held.

## **7. Other Business**

**A. Work Plan Updates** – a written report was submitted.

**8. Communications – None**

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

Mayor commented on how good Downtown looks for the holidays and looking forward to seeing everyone for the tree lighting.

Knowles will not be at the December meeting.

Trujillo stated there is so much going on in the City and we need to keep moving forward.

**10. Adjournment**

Motion to adjourn by Mayor Clark seconded by Lukacs at 9:30 a.m.

***Motion carried unanimously.***

PERIOD ENDING 11/30/2019

GL NUMBER	DESCRIPTION	2019-20 AMENDED BUDGET MAL	YTD BALANCE	ACTIVITY FOR	AVAILABLE
			11/30/2019	11/30/2019	BALANCE
			(ABNORMAL) ASE	(DECREASE) MAL	(ABNORMAL)
Fund 751 - DOWNTOWN DEVELOPMENT AUTHORITY					
Revenues					
Dept 80.100 - GENERAL REVENUE					
751-80.100-665.005	INTEREST ON INVESTMENTS	7,200.00	4,361.60	903.76	2,838.40
Total Dept 80.100 - GENERAL REVENUE		7,200.00	4,361.60	903.76	2,838.40
Dept 80.600 - GENERAL REVENUE					
751-80.600-402.000	REAL PROPERTY TAXES	250,100.00	220,966.43	0.00	29,133.57
751-80.600-410.000	PERSONAL PROPERTY TAXES	(38,000.00)	(28,688.58)	0.00	(9,311.42)
751-80.600-573.000	LCSA APPROPRIATION/PPT EXEMPT RI	19,500.00	17,619.76	0.00	1,880.24
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	0.00	21,402.39
TOTAL REVENUES		238,800.00	214,559.21	903.76	24,240.79
Expenditures					
Dept 65.691 - DOWNTOWN DEVELOPMENT					
751-65.691-703.000	PART TIME SALARIES & WAGES	20,500.00	8,117.31	1,584.80	12,382.69
751-65.691-717.000	SOCIAL SECURITY	1,271.00	507.54	98.26	763.46
751-65.691-717.005	MEDICARE	297.00	118.70	22.98	178.30
751-65.691-718.010	WORKERS' COMP INSURANCE	20.00	8.45	1.56	11.55
751-65.691-727.000	OFFICE SUPPLIES	500.00	153.96	38.49	346.04
751-65.691-730.000	POSTAGE	500.00	1.00	0.00	499.00
751-65.691-750.015	UNIFORMS/CLOTHING	0.00	68.90	0.00	(68.90)
751-65.691-750.075	SEASONAL DECORATIONS-DDA	5,000.00	0.00	0.00	5,000.00
751-65.691-775.231	PARKING SIGNAGE	50,000.00	0.00	0.00	50,000.00
751-65.691-818.010	AUDIT SERVICES	1,500.00	1,390.00	0.00	110.00
751-65.691-818.020	GENERAL CONTRACT SERVICES	15,000.00	6,626.40	6,626.40	8,373.60
751-65.691-818.080	FACADE IMPROVEMENTS	40,000.00	0.00	0.00	40,000.00
751-65.691-860.000	TRAINING & TRAVEL	1,400.00	520.74	30.00	879.26
751-65.691-880.000	COMMUNITY PROMOTION	13,000.00	2,646.34	2,071.34	10,353.66
751-65.691-905.000	PUBLISHING/ADVERTISING	300.00	0.00	0.00	300.00
751-65.691-910.000	INSURANCE PREMIUM	1,159.00	485.00	97.00	674.00
751-65.691-934.751	REPAIR AND MAINTENANCE-DDA	15,000.00	0.00	0.00	15,000.00
751-65.691-943.000	RENTAL-EQUIPMENT	0.00	445.00	0.00	(445.00)
751-65.691-955.000	MISCELLANEOUS EXPENSE	1,000.00	500.00	0.00	500.00
751-65.691-958.000	MEMBERSHIPS & DUES	600.00	200.00	0.00	400.00
751-65.691-964.231	REIMBURSEMENTS-PARKING	40,000.00	0.00	0.00	40,000.00
751-65.691-971.000	LAND	50,000.00	0.00	0.00	50,000.00
751-65.691-999.101	TRANSFER OUT-GENERAL	30,000.00	0.00	0.00	30,000.00
751-65.691-999.301	TRANSFER OUT-DEBT SERVICE	122,200.00	26,096.87	0.00	96,103.13
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	47,886.21	10,570.83	421,360.79
TOTAL EXPENDITURES		469,247.00	47,886.21	10,570.83	421,360.79
Fund 751 - DOWNTOWN DEVELOPMENT AUTHORITY:					
TOTAL REVENUES		238,800.00	214,559.21	903.76	24,240.79
TOTAL EXPENDITURES		469,247.00	47,886.21	10,570.83	421,360.79
NET OF REVENUES & EXPENDITURES		(230,447.00)	166,673.00	(9,667.07)	(397,120.00)
BEG. FUND BALANCE		463,234.14	463,234.14		
END FUND BALANCE		232,787.14	629,907.14		

Date	JNL	Type	Description	Reference #	Debits	Credits	Balance
Fund 751 DOWNTOWN DEVELOPMENT AUTHORITY							
11/01/2019			<b>751-00.000-005.000 COOP LIQUID ASSET SEC SYS</b>		BEG. BALANCE		447,109.31
11/07/2019	GJ	JE	CLASS INVESTMENT AND WITHDRAWALS	22421	192,300.00		639,409.31
11/15/2019	GJ	JE	CLASS INVESTMENT AND WITHDRAWALS	22424		800.00	638,609.31
11/22/2019	GJ	JE	CLASS INVESTMENT AND WITHDRAWALS	22448		5,800.00	632,809.31
11/29/2019	GJ	JE	CLASS INVESTMENT AND WITHDRAWALS	22468		3,900.00	628,909.31
11/30/2019	GJ	JE	MICHIGAN CLASS INTEREST - NOV 2019	22481	919.81		629,829.12
11/30/2019			751-00.000-005.000	END BALANCE	193,219.81	10,500.00	629,829.12
11/01/2019			<b>751-00.000-007.000 AUTOMATED PUBLIC FUNDS</b>		BEG. BALANCE		192,464.90
11/01/2019	GJ		MONTHLY P&L INSURANCE PREMIUM	22398		97.00	192,367.90
11/07/2019	GJ	JE	CLASS INVESTMENT AND WITHDRAWALS	22421		192,300.00	67.90
11/13/2019	GJ	JE	5/3 SERVICE FEES - OCT 2019	22429		16.05	51.85
11/14/2019	PR	CHK	SUMMARY PR 11/14/2019			853.80	(801.95)
11/15/2019	GJ	JE	CLASS INVESTMENT AND WITHDRAWALS	22424	800.00		(1.95)
11/19/2019	CD	CHK	SUMMARY CD 11/19/2019			6,626.40	(6,628.35)
11/19/2019	CD	CHK	SUMMARY CD 11/19/2019			2,139.83	(8,768.18)
11/22/2019	GJ	JE	CLASS INVESTMENT AND WITHDRAWALS	22448	5,800.00		(2,968.18)
11/27/2019	PR	CHK	SUMMARY PR 11/27/2019			853.80	(3,821.98)
11/29/2019	GJ	JE	CLASS INVESTMENT AND WITHDRAWALS	22468	3,900.00		78.02
11/30/2019			751-00.000-007.000	END BALANCE	10,500.00	202,886.88	78.02
11/01/2019			<b>751-00.000-202.000 ACCOUNTS PAYABLE</b>		BEG. BALANCE		0.00
11/18/2019	AP	INV	MITCHELL & MOUAT ARCHITECTS INC	3047		6,626.40	(6,626.40)
			113 E FRONT & 12 W FRONT CASE STUDY I				
11/18/2019	AP	INV	FIFTH THIRD BANK	10/18/2019		26.49	(6,652.89)
			ADOBE SUBSCRIPTION				
11/18/2019	AP	INV	FIFTH THIRD BANK	10/16/2019		2,035.00	(8,687.89)
			WEBSITE UPDATES				
11/18/2019	AP	INV	FIFTH THIRD BANK	10/11/2019		30.00	(8,717.89)
			WOMEN'S LEADERSHIP WORKSHOP				
11/18/2019	AP	INV	FIFTH THIRD BANK	10/07/2019		36.34	(8,754.23)
			DOMAIN RENEWAL				
11/18/2019	AP	INV	FIFTH THIRD BANK	10/01/2019		12.00	(8,766.23)
			EMAIL SUBSCRIPTION				
11/19/2019	CD	CHK	SUMMARY CD 11/19/2019		6,626.40		(2,139.83)
11/19/2019	CD	CHK	SUMMARY CD 11/19/2019		2,139.83		0.00
11/30/2019			751-00.000-202.000	END BALANCE	8,766.23	8,766.23	0.00
11/01/2019			<b>751-65.691-703.000 PART TIME SALARIES &amp; WAGES</b>		BEG. BALANCE		6,532.51
11/14/2019	PR	CHK	SUMMARY PR 11/14/2019		792.40		7,324.91
11/27/2019	PR	CHK	SUMMARY PR 11/27/2019		792.40		8,117.31
11/30/2019			751-65.691-703.000	END BALANCE	1,584.80	0.00	8,117.31
11/01/2019			<b>751-65.691-717.000 SOCIAL SECURITY</b>		BEG. BALANCE		409.28
11/14/2019	PR	CHK	SUMMARY PR 11/14/2019		49.13		458.41
11/27/2019	PR	CHK	SUMMARY PR 11/27/2019		49.13		507.54
11/30/2019			751-65.691-717.000	END BALANCE	98.26	0.00	507.54
11/01/2019			<b>751-65.691-717.005 MEDICARE</b>		BEG. BALANCE		95.72
11/14/2019	PR	CHK	SUMMARY PR 11/14/2019		11.49		107.21
11/27/2019	PR	CHK	SUMMARY PR 11/27/2019		11.49		118.70
11/30/2019			751-65.691-717.005	END BALANCE	22.98	0.00	118.70
11/01/2019			<b>751-65.691-718.010 WORKERS' COMP INSURANCE</b>		BEG. BALANCE		6.89
11/14/2019	PR	CHK	SUMMARY PR 11/14/2019		0.78		7.67
11/27/2019	PR	CHK	SUMMARY PR 11/27/2019		0.78		8.45
11/30/2019			751-65.691-718.010	END BALANCE	1.56	0.00	8.45
11/01/2019			<b>751-65.691-727.000 OFFICE SUPPLIES</b>		BEG. BALANCE		115.47
11/18/2019	AP	INV	FIFTH THIRD BANK	10/18/2019	26.49		141.96
			ADOBE SUBSCRIPTION				
11/18/2019	AP	INV	FIFTH THIRD BANK	10/01/2019	12.00		153.96
			EMAIL SUBSCRIPTION				
11/30/2019			751-65.691-727.000	END BALANCE	38.49	0.00	153.96
11/01/2019			<b>751-65.691-818.020 GENERAL CONTRACT SERVICES</b>		BEG. BALANCE		0.00
11/18/2019	AP	INV	MITCHELL & MOUAT ARCHITECTS INC	3047	6,626.40		6,626.40
			113 E FRONT & 12 W FRONT CASE STUDY I				
11/30/2019			751-65.691-818.020	END BALANCE	6,626.40	0.00	6,626.40
11/01/2019			<b>751-65.691-860.000 TRAINING &amp; TRAVEL</b>		BEG. BALANCE		490.74
11/18/2019	AP	INV	FIFTH THIRD BANK	10/11/2019	30.00		520.74
			WOMEN'S LEADERSHIP WORKSHOP				
11/30/2019			751-65.691-860.000	END BALANCE	30.00	0.00	520.74
11/01/2019			<b>751-65.691-880.000 COMMUNITY PROMOTION</b>		BEG. BALANCE		575.00
11/18/2019	AP	INV	FIFTH THIRD BANK	10/16/2019	2,035.00		2,610.00
			WEBSITE UPDATES				
11/18/2019	AP	INV	FIFTH THIRD BANK	10/07/2019	36.34		2,646.34
			DOMAIN RENEWAL				
11/30/2019			751-65.691-880.000	END BALANCE	2,071.34	0.00	2,646.34

TRANSACTIONS FROM 11/01/2019 TO 11/30/2019

Date	JNL	Type	Description	Reference #	Debits	Credits	Balance
11/01/2019			<b>751-65.691-910.000 INSURANCE PREMIUM</b>		BEG. BALANCE		388.00
11/01/2019	GJ		MONTHLY P&L INSURANCE PREMIUM	22398	97.00		485.00
11/30/2019			751-65.691-910.000	END BALANCE	97.00	0.00	485.00
11/01/2019			<b>751-80.100-665.005 INTEREST ON INVESTMENTS</b>		BEG. BALANCE		(3,457.84)
11/13/2019	GJ	JE	5/3 SERVICE FEES - OCT 2019	22429	16.05		(3,441.79)
11/30/2019	GJ	JE	MICHIGAN CLASS INTEREST - NOV 2019	22481		919.81	(4,361.60)
11/30/2019			751-80.100-665.005	END BALANCE	16.05	919.81	(4,361.60)
GRAND TOTALS:					223,072.92	223,072.92	644,729.98



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		
11/14/2019		\$792.40		
11/27/2019		\$792.40		
				<b>\$12,382.69</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		
11/14/2019		\$49.13		
11/27/2019		\$49.13		
				<b>\$763.46</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		
11/14/2019		\$11.49		

Monroe Downtown Development Authority  
2019-2020 Fiscal Year Expenditure Report

11/27/2019		\$11.49		
				<b>\$178.30</b>
<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		
11/14/2019		\$0.78		
11/27/2019		\$0.78		
				<b>\$11.55</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		
Adobe Subscription		\$26.49		
Email Subscription		\$12.00		
				<b>\$346.04</b>
<b>Postage</b>	<b>Budget</b>	<b>Expenditures</b>		<b>Balance</b>
	\$500.00			
August		\$1.00		

Monroe Downtown Development Authority  
2019-2020 Fiscal Year Expenditure Report

				\$499.00
<b>Uniforms/Clothing</b>	<b>Budget</b>	<b>Expenditures</b>		<b>Balance</b>
	\$0.00			
City of Monroe Apparel		\$68.90		
				-\$68.90
<b>Seasonal Decorations - 750.075</b>	<b>Budget</b>	<b>Expenditures</b>		<b>Balance</b>
	\$5,000.00			
				\$5,000.00
<b>Parking/Signage</b>	<b>Budget</b>	<b>Expenditures</b>		<b>Balance</b>
	\$50,000.00			
				\$50,000.00
<b>Audit Services</b>	<b>Budget</b>	<b>Expenditures</b>		<b>Balance</b>
	\$1,500.00			
Plante & Moran thru 9/30/2019		\$1,390.00		
				\$110.00
<b>General Contract Services - 818.020</b>	<b>Budget</b>	<b>Expenditures</b>		<b>Balance</b>
	\$15,000.00			
Mitchel & Mouat Arch - 113 E Front/12 W Front		\$6,626.40		
				\$8,373.60

Monroe Downtown Development Authority  
2019-2020 Fiscal Year Expenditure Report

<b>Façade Improvements - 818.080</b>	<b>Budget</b>	<b>Expenditures</b>		<b>Balance</b>
	\$40,000.00			
				<b>\$40,000.00</b>
<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		
Women's Leadership Workshop		\$30.00		
				<b>\$879.26</b>
<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		
Website updates		\$2,035.00		
Domain renewal		\$36.34		
				<b>\$10,353.66</b>
<b>Publishing/Advertising 905.000</b>	<b>Budget</b>	<b>Expenditures</b>		<b>Balance</b>
	\$300.00			
				<b>\$300.00</b>
<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		

Monroe Downtown Development Authority  
2019-2020 Fiscal Year Expenditure Report

October		\$97.00		
November		\$97.00		
				\$674.00
<b>Repair &amp; Maintenance 934.751</b>	<b>Budget</b>	<b>Expenditures</b>		<b>Balance</b>
	\$15,000.00			
				\$15,000.00
<b>Rental - Equipment</b>	<b>Budget</b>	<b>Expenditures</b>		<b>Balance</b>
	\$0.00			
Computer rental through 6-30-2020		\$445.00		
				-\$445.00
<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		
				\$500.00
<b>Dues &amp; Subscriptions - 958.000</b>	<b>Budget</b>	<b>Expenditures</b>		<b>Balance</b>
	\$600.00			
MI Downtown Membership - Knowles		\$200.00		
				\$400.00
<b>Reimbursements - Parking</b>	<b>Budget</b>	<b>Expenditures</b>		<b>Balance</b>
	\$40,000.00			

Monroe Downtown Development Authority  
2019-2020 Fiscal Year Expenditure Report

				\$40,000.00
<b>Land</b>	<b>Budget</b>	<b>Expenditures</b>		<b>Balance</b>
	\$50,000.00			
				\$50,000.00
<b>Transfer Out General</b>	<b>Budget</b>	<b>Expenditures</b>		<b>Balance</b>
	\$30,000.00			
				\$30,000.00
<b>Transfer Out Debt Services</b>	<b>Budget</b>	<b>Expenditures</b>		<b>Balance</b>
	\$122,200.00			
Bond payment		\$26,096.87		
				\$96,103.13
<b>Transfer Out - Capital Project</b>	<b>Budget</b>	<b>Expenditures</b>		<b>Balance</b>
	\$60,000.00			
				\$60,000.00
<b>Total</b>	<b>\$469,247.00</b>	<b>\$47,886.21</b>		

## Memo

Date: Thursday, December 12, 2019

To: DDA Board of Directors

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

**Re: REPLACEMENT SEASONAL DECORATION**

### BACKGROUND

One of the soldier lamp post decorations was hit by a truck and is damaged beyond repair. Paula Stanifer contacted Bronner's and they have provided a quote for a replacement/new soldier as attached. Please note, this price is good for their after Christmas sale; as such, if approved, an order will not be placed until after January 1, 2020.

As noted in the email, the freight is the minimum freight charge.

This purchase was not included in the budget, but the board should consider replacements when needed. This is the first damage to occur in over 5 years of these new decorations. The proper account to draw from would be Seasonal Decorations; we will adjust the budget for this expenditure with an amendment if that becomes necessary as the fiscal year progresses.

### ACTION

Approve the purchase of one toy soldier lamp post decoration from Bronner's at a cost not to exceed \$800, funds to be derived from Account #751-65.691.750.075, Seasonal Decorations - DDA.



# BRONNER'S COMMERCIAL DISPLAY

25 Christmas Lane • P.O. Box 176  
Frankenmuth, MI 48734-0176 U.S.A.

PHONE 800-544-6635  
FAX 989-652-8678

www.bronnerscommercial.com

## SALES AGREEMENT

Bill To:

CITY OF MONROE DDA  
PAULA STANIFER  
120 EAST FIRST STREET  
MONROE MI 48161-9986

Ship To:

CITY OF MONROE DDA  
  
BILL WALTERS  
222 JONES AVE  
MONROE MI 48161-9986

Issue Date: 11/22/2019  
Req.Del.Date:11/22/2019

Customer#:2430700JC  
Quote # :078870  
Cust. Po#:

Salesperson:BRIAN GOFF  
Ordered By:PAULA  
Terms: NET 30 DAYS

Page 1 of 1

SKU	Order	Product Description	Price	Price each	Discount	Total
1185521	1	TOY SOLDIER POLE MT SIL 3'X8'	815.50	611.63	25.00%	611.63

Custom: AFTER CHRISTMAS SALE PRICING, PRICES EFFECTIVE 1/1/20 - 2/28/20

Freight 150.00  
T O T A L 761.63

Thank you for your order !

If you have any questions regarding this order, please call our Commercial Sales Division.

No return without written authorization.

All claims must be made within 10 days after receipt of goods.

Finance charge of 1 1/2 % per month, 18% per annum on overdue accounts.

15 % restocking charge on all returned or cancelled orders.

All shipping costs are the responsibility of the customer.



Item 7A



## Memo

Date: Thursday, December 12, 2019

To: DDA Board of Directors

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

**Re: DOWNTOWN REINVESTMENT GRANT PROGRAM APPLICATION - 102  
WEST FRONT**

### **BACKGROUND**

At the November board meeting, this item was referred back to the Downtown Reinvestment Grant Committee for a recommendation. The Committee met on Monday, December 2, 2019. See attached minutes for the proceedings. The Committee recommends approval at the maximum allowable amount of \$20,000.

### **ACTION**

Concur/do not concur with recommendation to approve grant for 102 West Front in an amount not to exceed \$20,000.



**DOWNTOWN REINVESTMENT GRANT COMMITTEE  
MINUTES**

**Monday, December 2, 2019, 8:15 A.M.  
CITY HALL, FIRST FLOOR CONFERENCE ROOM, 120 E. FIRST ST.**

**1. Call to Order – 8:15am**

**2. Roll Call** – Present: Lukacs (Lead), LaRoy, Greenhalgh, Swartout; Absent: Green; Others Present: Benes, Knowles (staff)

**3. Committee Composition**

The following members were appointed by the DDA at its November meeting: Lukacs, LaRoy, Greenhalgh, Green and Swartout. Jacobs' confirmation of interest was pending; at this juncture, he prefers to wait until the 102 West Front application has been processed as he the architect of record.

**4. Application for 100-104 West Front Street (Commonly known as 102 West Front)**

The application for 102 West Front was discussed. As amended for the November meeting of the committee, the application meets the program requirements. A discussion was held concerning the emphasis of this project on the rear façade; the front will receive minor repairs only as the front façade is essentially intact. The following elements are to be recommended for approval of eligibility: electrical, gutters and downspouts, windows, demolition, sliding doors, guard rails and brick repair. The total eligible expenses are \$74,200. Using the formula, the eligible reimbursement is over the maximum grant. Therefore, the consensus is to recommend approval of the maximum grant of \$20,000. Motion by Lukacs to award, supported by ???. Swartout abstained from the deliberations.

**5. Transfer of Façade Grant**

The DDA board approved the transfer of a façade grant, approved under the former program, at 34 West Front Street. The new owner must adhere to the original plan as well as submit the final rendering, and complete waivers of lien and the easement agreement. The board did not adjust the budget for the program; funds will be derived from the 2020-21 budget year.

**6. Program Revision**

The work of the committee in 2020 will be to undertake another revision of the Downtown Reinvestment Program now that the first year of Version 2.0 has proceeded. There are a number of inconsistencies that need to be addressed. It is doubtful that the program will receive funds in 2020-21, so the timeline for completion will be about eighteen months.

**7. Adjournment – 8:47am.**

The next meeting shall be held on TBD.

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 <u>8/8/19</u>	DATE OF PLANS
STREET <u>104 W. FRONT</u>		JOB NAME	
CITY, STATE, AND ZIP CODE <u>MONROE MI 48161</u>		JOB LOCATION <u>104 W FRONT</u>	
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 TRIMTO 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

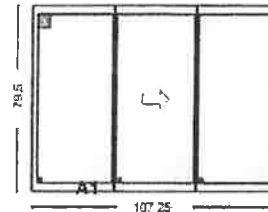
**SHIP TO:**  
M & T Homes

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>Room ID:</b> 108 x 80 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 PUMP 3 GAS LINES FOR ELECTRIC

DEMO FOR E/E/S

OTT FOR E/E/S

BUILD LIGHTING SKE

ELEVATOR - 50000 QUOTE

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

\* GENERATOR (CONNECT TO ELECTRIC) WEST APARTMENT PANEL

DEMO: KITCHENS  
SITE  
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/REMOTE (GAS)

FOR TRIMMER TRIM FOR GAS FIRE

→ REMOVE 3RD FLOOR DOOR TO GARAGE

LOFT DEMO:

FLOOR EXTENSION

WALLS

NEW DOOR FOR WALLS (LOBBY)

" STAIRS

NUCK WIRING CHANGES 8000 ALLOW

PAINTING

Allow Time 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 DOOR

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



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,



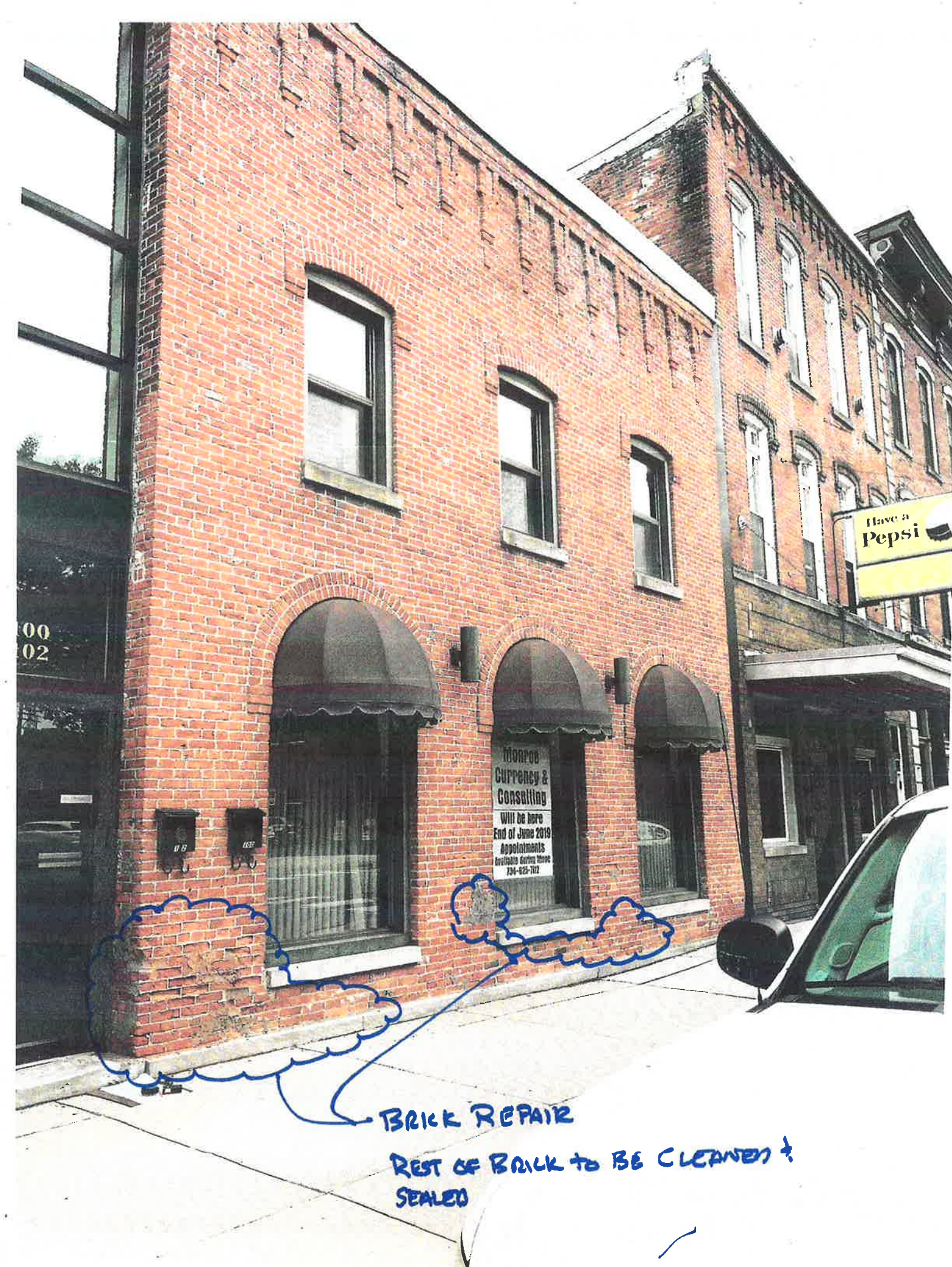
Gary Zachel dba

ABS Construction

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

734-735-4133

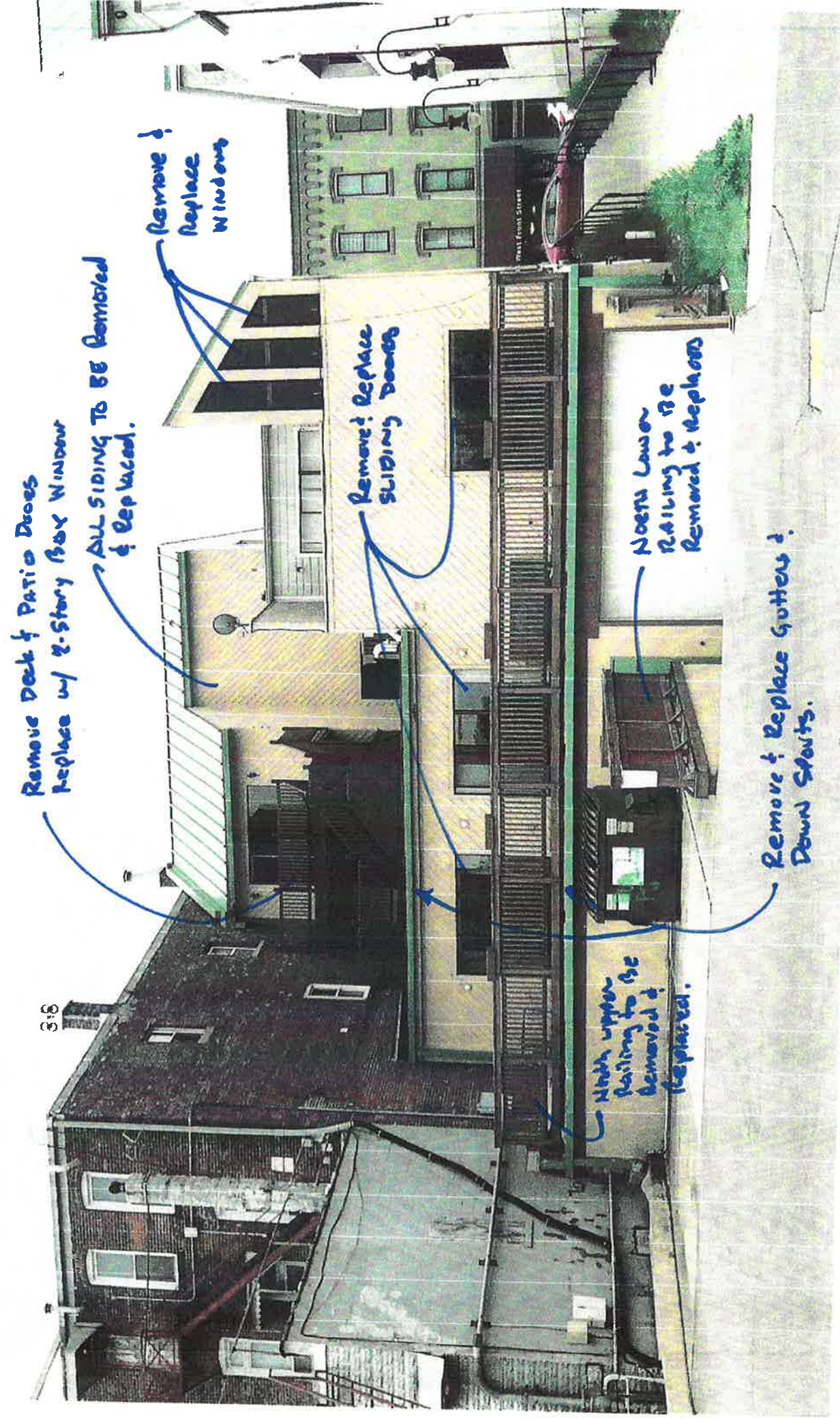




BRICK REPAIR

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

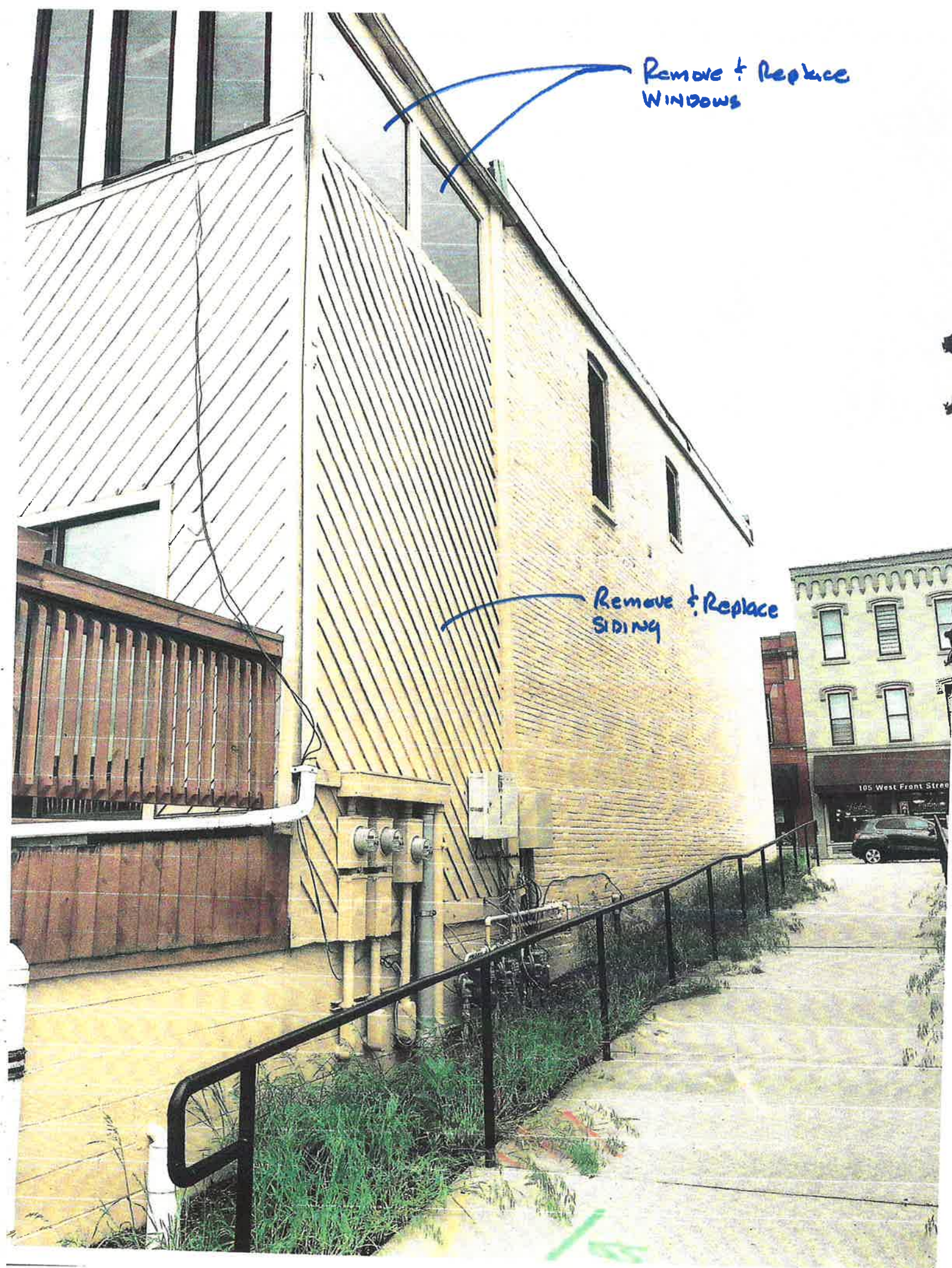
Remove &  
Replace  
Windows

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

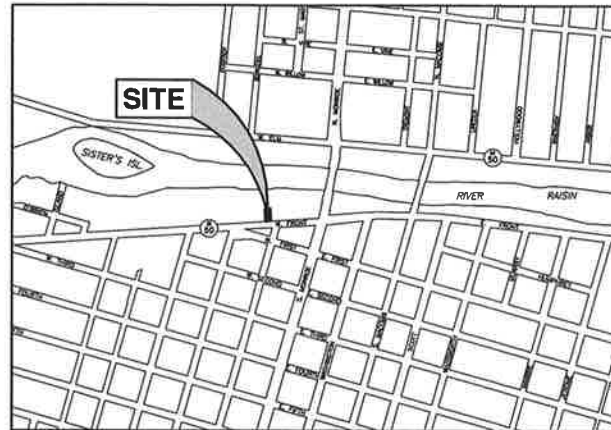


JAMES S. JACOBS ARCHITECTS, PLLC  
25 WASHINGTON STREET  
MONROE, MICHIGAN 48161  
TEL: (734) 241-7933  
FAX: (734) 241-1181  
EMAIL: jsm@jjacobsarch.com

## 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 4 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 = 2614.94 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 718.4) 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 (IN) (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

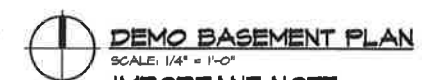


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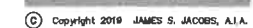
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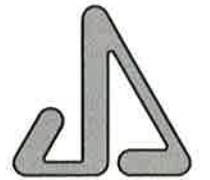
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DIMENSIONS, & WINDOW/DOOR LOCATIONS/SIZES ARE APPROXIMATE AND ARE TO BE VERIFIED IN FIELD.





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## DEMO PLANS

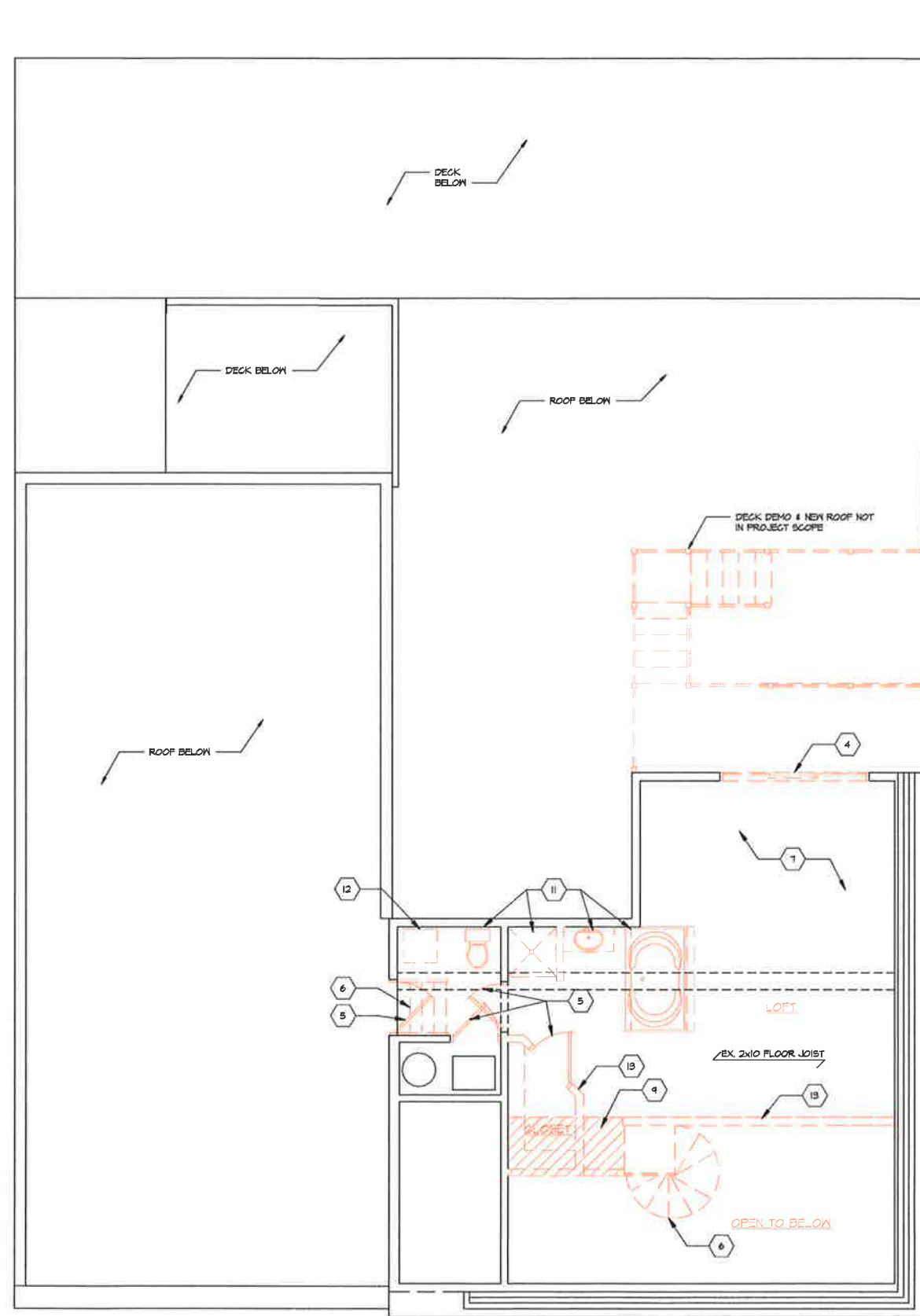
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08-30-19 OWNER REVIEW  
DATE: ISSUED FOR:  
DRAWN JLM, CVD  
REVIEW'D JSJ

201927

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### DEMO THIRD FLOOR PLAN

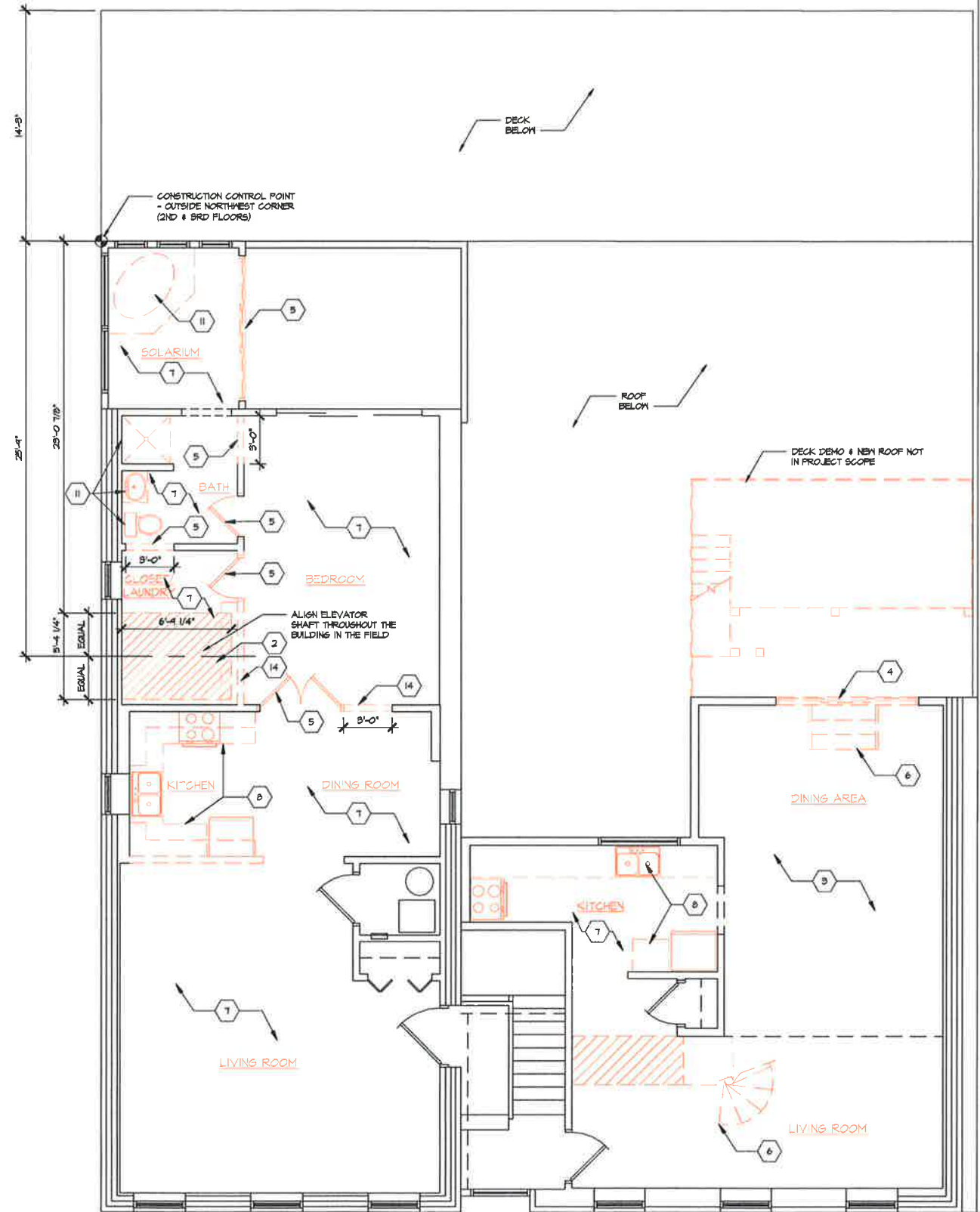
SCALE: 1/4" = 1'-0"

#### 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 |

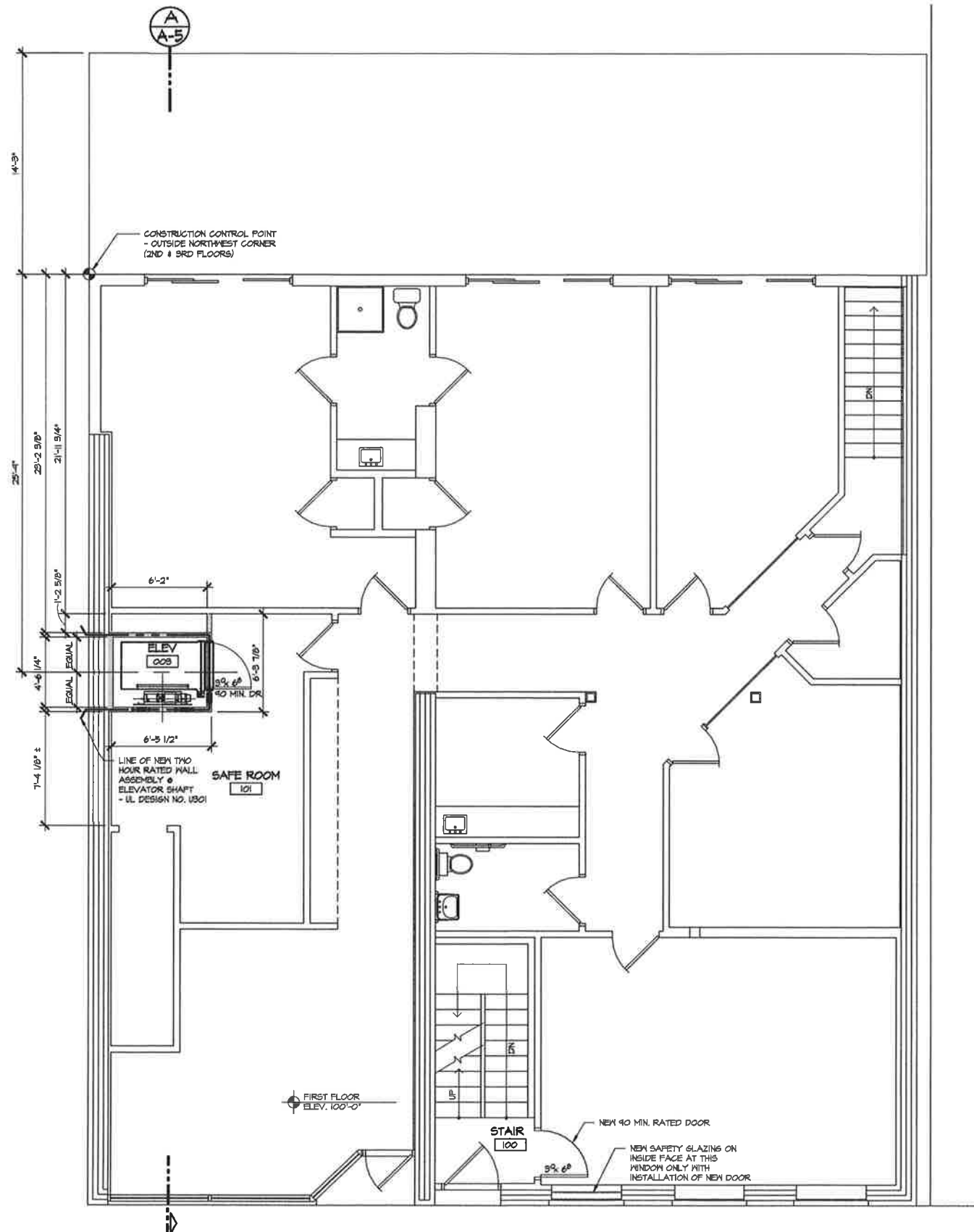


### DEMO SECOND FLOOR PLAN

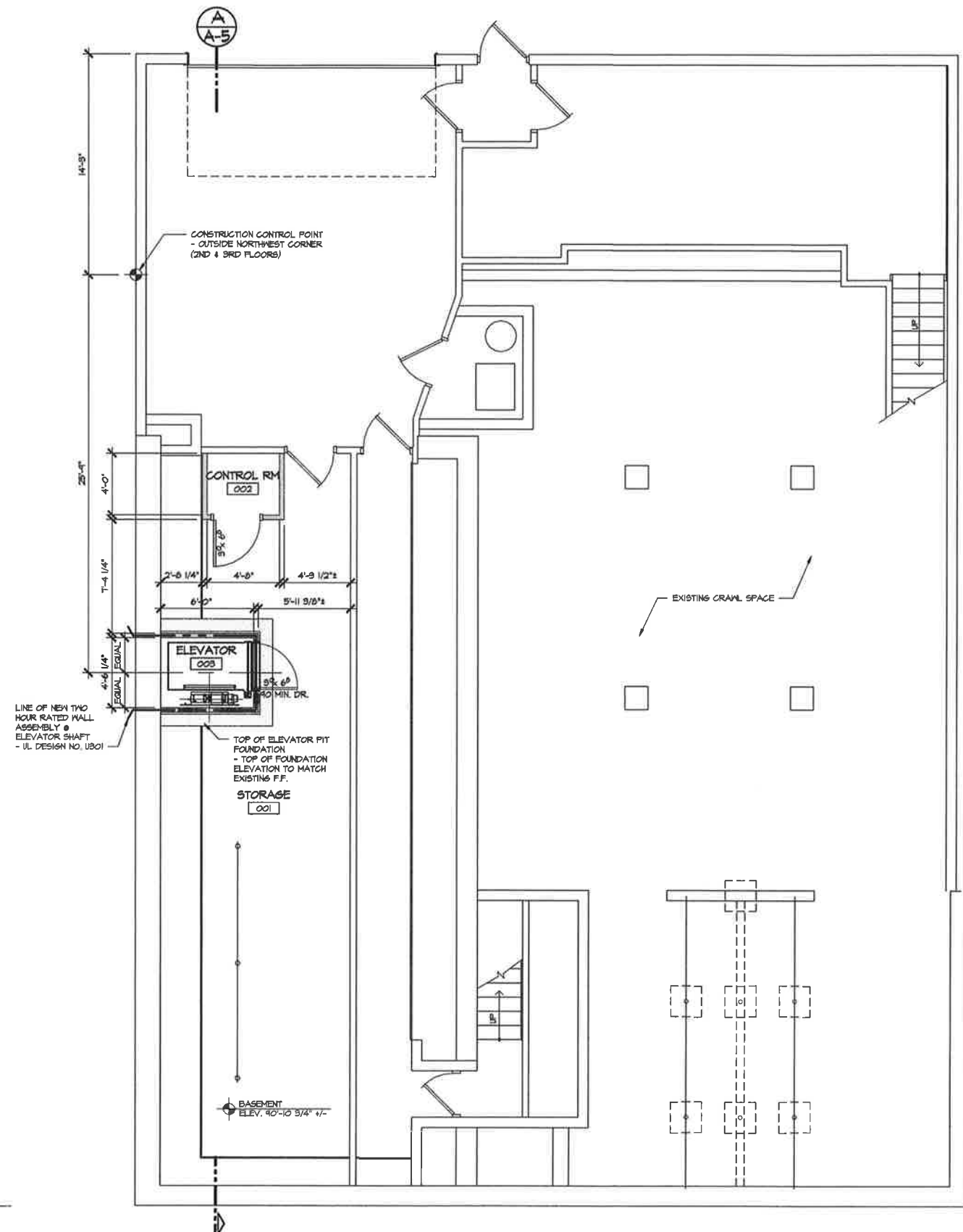
SCALE: 1/4" = 1'-0"

#### IMPORTANT NOTE:

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



**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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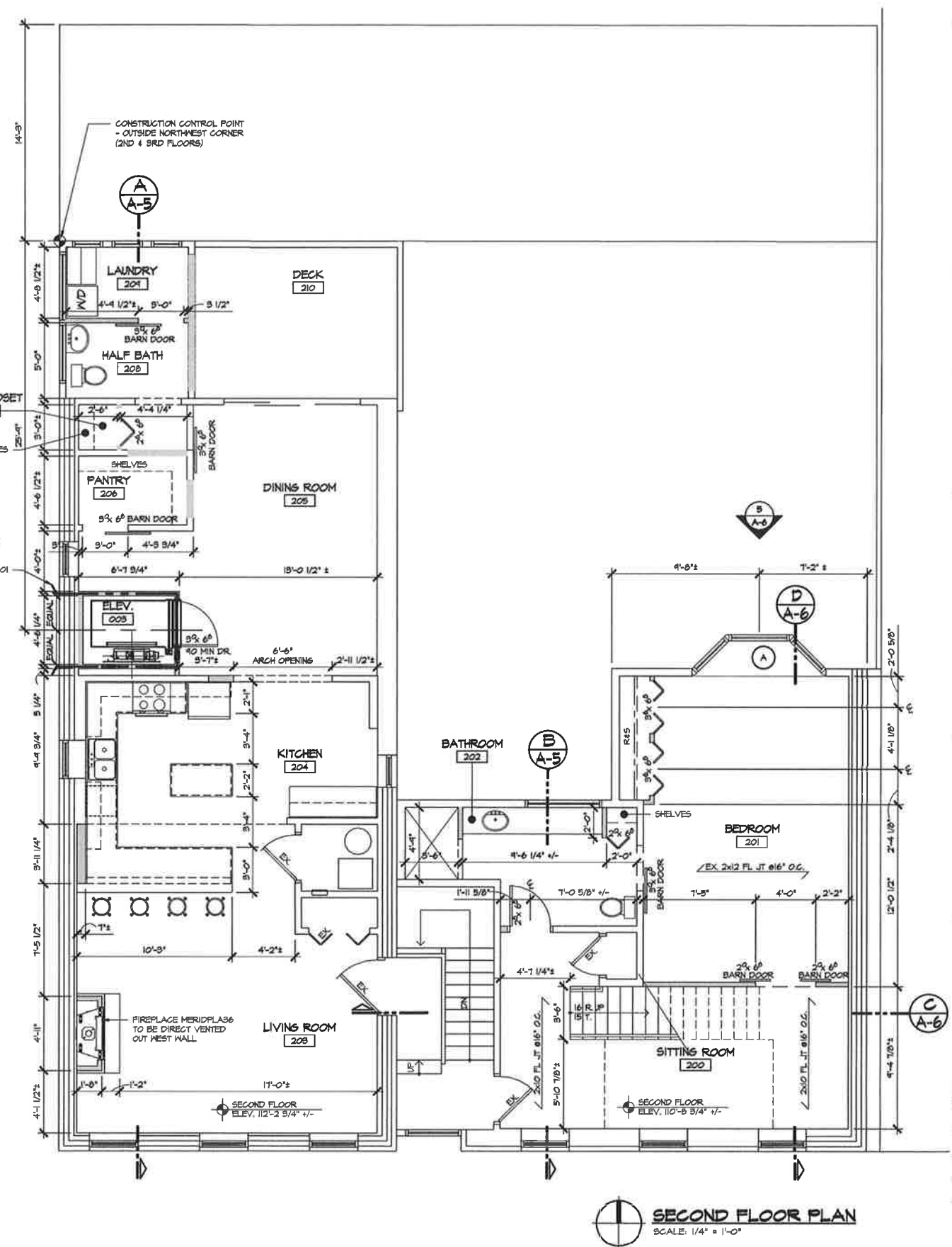
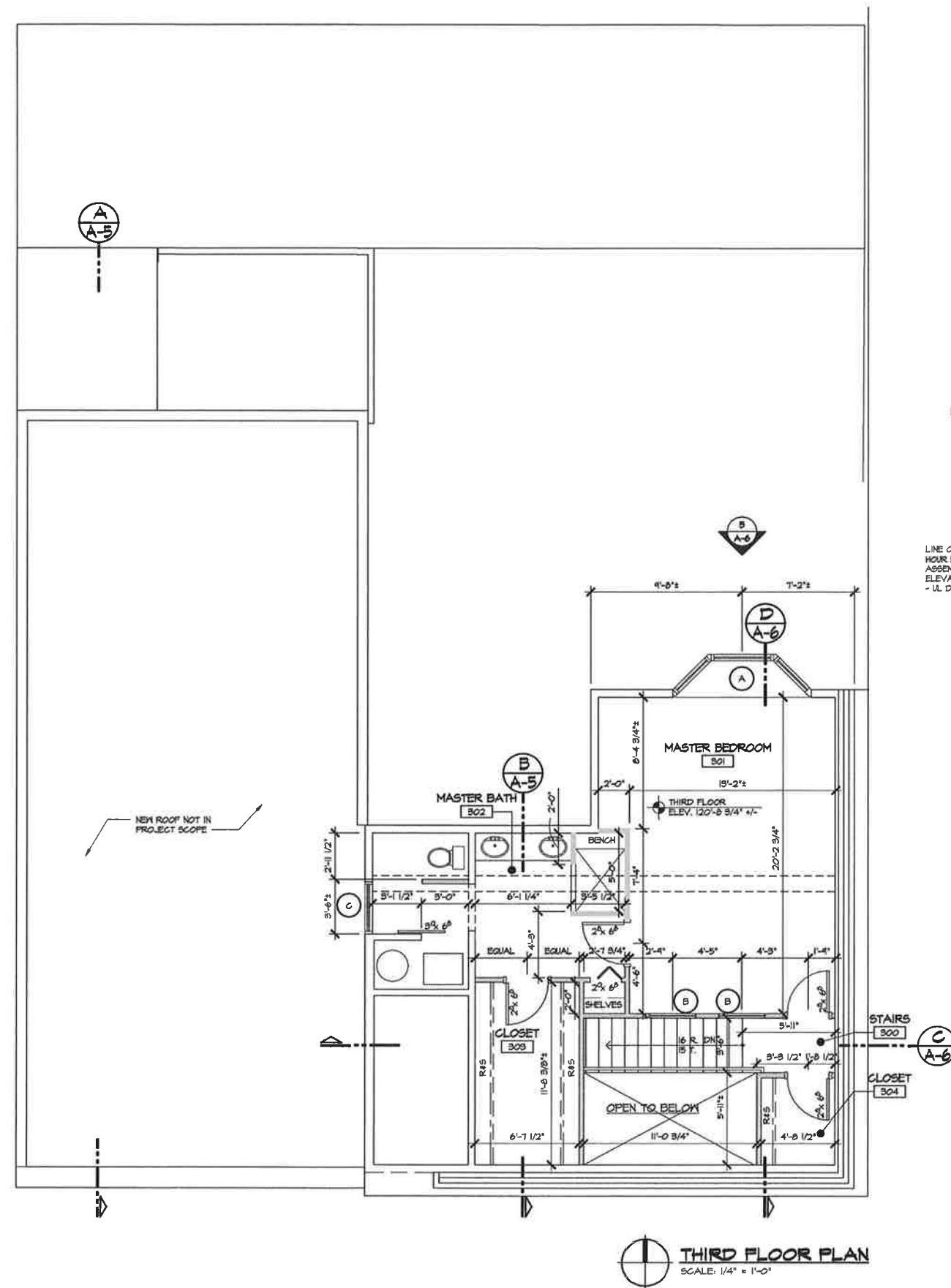
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## FLOOR PLANS

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

201927

**A-4**

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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. CUBES 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 DETAILING OF CONCRETE REINFORCEMENT (ACI 318-80). 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)
- ALL METAL FASTENERS, CONNECTORS INTO OR IN CONTACT WITH PRESSURE TREATED WOOD SHALL BE STAINLESS STEEL (NAILS, SCREWS, ANCHOR BOLTS, LAG BOLTS, METAL HANGERS, ETC.)

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, BRIDGINGS, 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 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

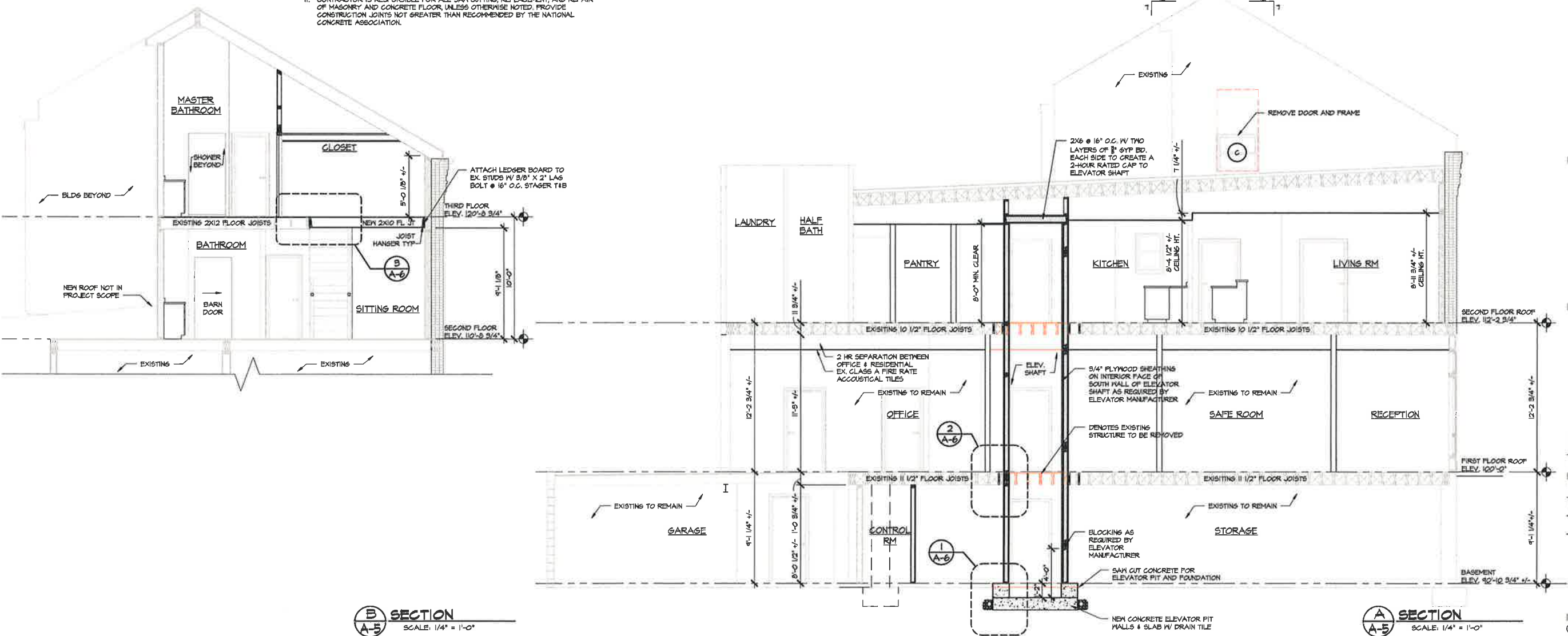
BUILDING  
SECTIONS & NOTES

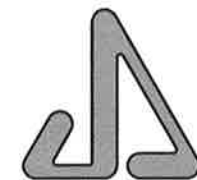
09-10-19	PERMIT
08-30-19	OWNER REVIEW
08-14-19	ELEVATION COORDINATION
DATE:	ISSUED FOR:
DRAWN	CVD
REVIEW'D	JSJ
201927	

A-5

5 OF 6

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INTERIOR RENOVATIONS  
FOR:

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PROPERTY OWNER CONTACT:  
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MONROE, MICHIGAN 48161  
TELEPHONE: (734) 777-4285

BUILDING  
SECTIONS,  
DETAILS,  
& WINDOW  
SCHEDULE

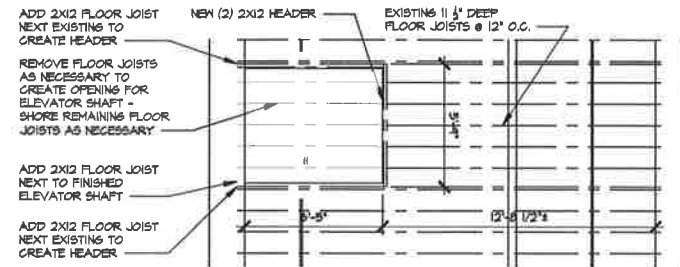
09-10-19 PERMIT  
08-30-19 OWNER REVIEW  
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REVIEW'D JSJ  
201927

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6 OF 6

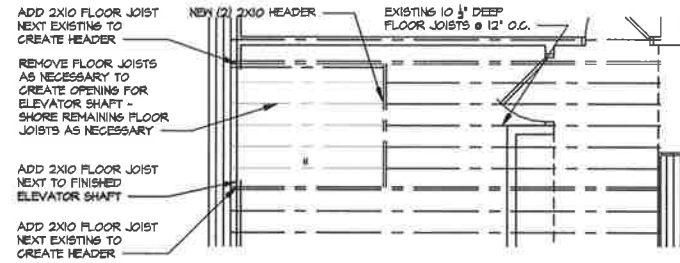
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WINDOW SCHEDULE & DATA					
ROOM NO.	ROOM LABEL	WINDOW MARKER	NOMINAL SIZE	SILL HEIGHT	REMARKS
201	BEDROOM	(A)	8'-10 1/4" x 5'-0 1/4" BAY WINDOW	2'-1 1/2"	EGRESS WINDOW
301	MASTER BEDROOM	(A)	8'-10 1/4" x 5'-0 1/4" BAY WINDOW	1'-0 1/2"	EGRESS WINDOW
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"	



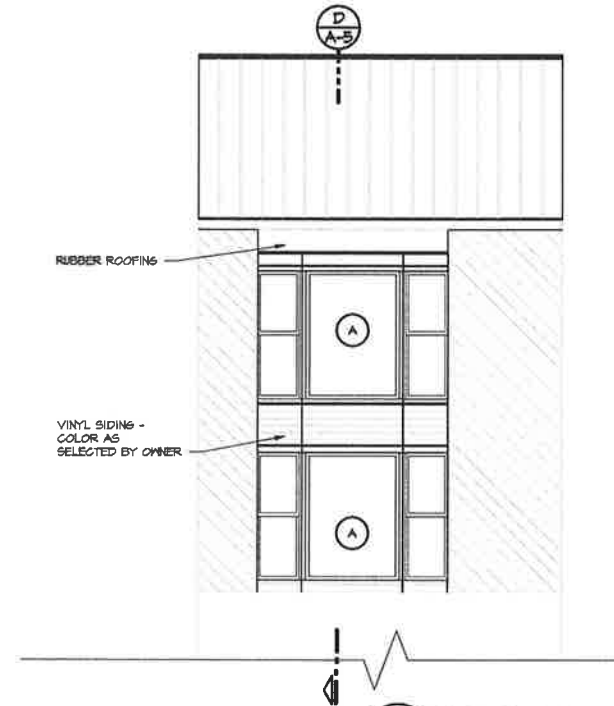
FIRST FLOOR FRAMING @ ELEVATOR SHAFT

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

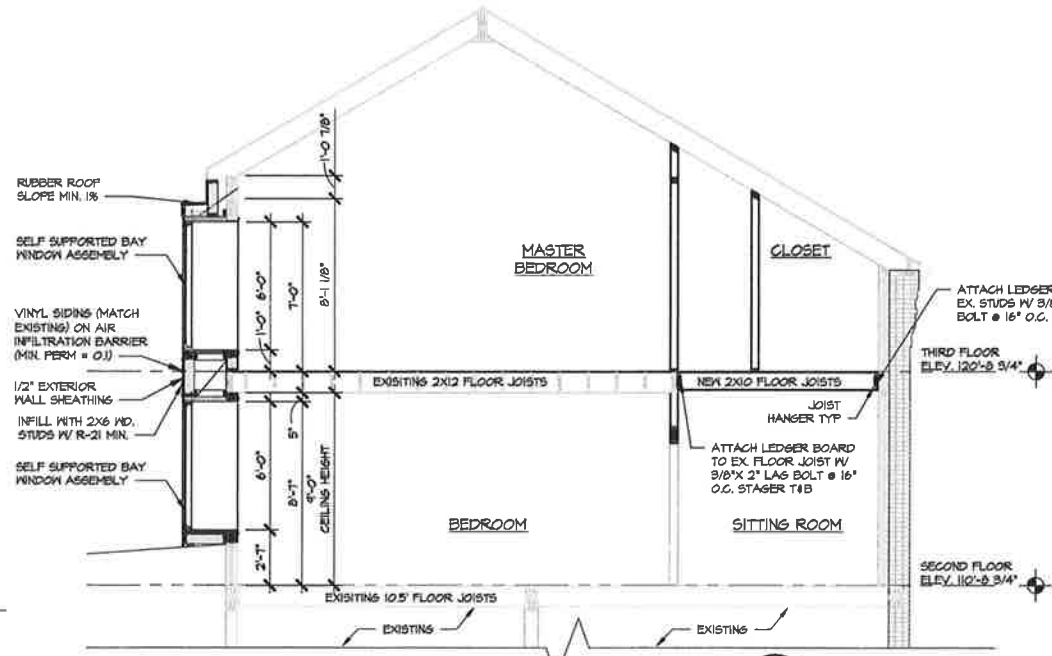


SECOND FLOOR FRAMING @ ELEVATOR SHAFT

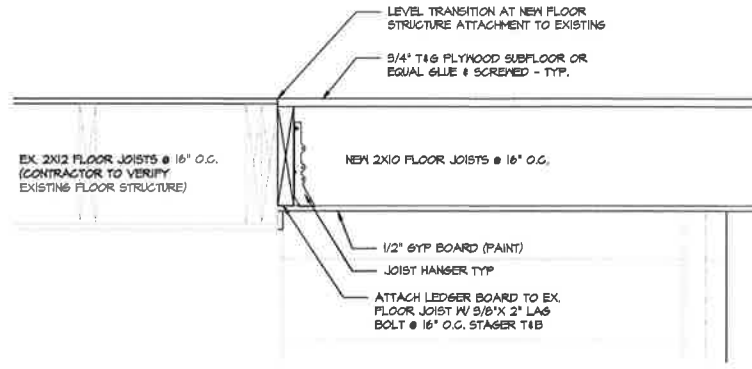
SCALE: 1/4" = 1'-0"  
NOTE: CONTRACTOR TO VERIFY EXACT LOCATIONS OF FLOOR JOISTS IN RELATION TO NEW ELEVATOR SHAFT OPENING



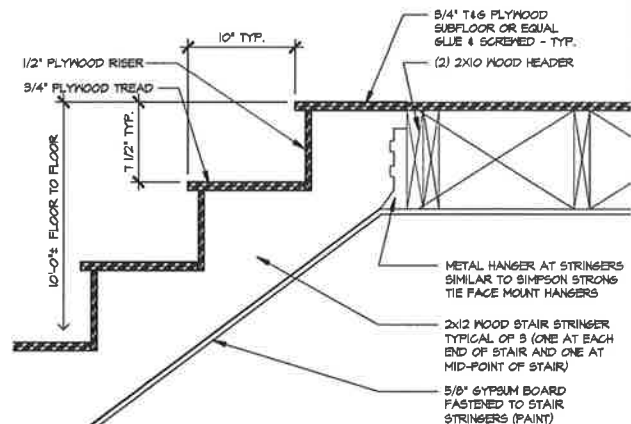
5 ELEVATION  
A-6 SCALE: 1/4" = 1'-0"



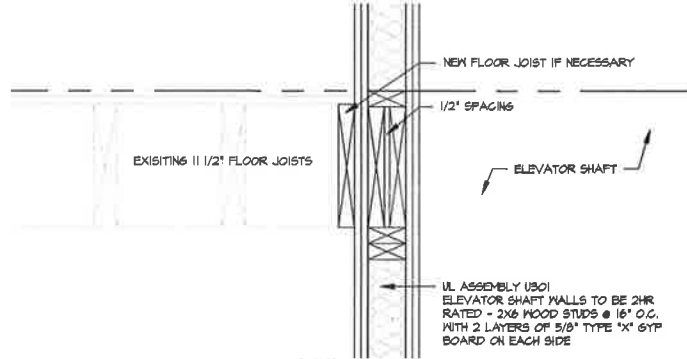
D SECTION  
A-6 SCALE: 1/4" = 1'-0"



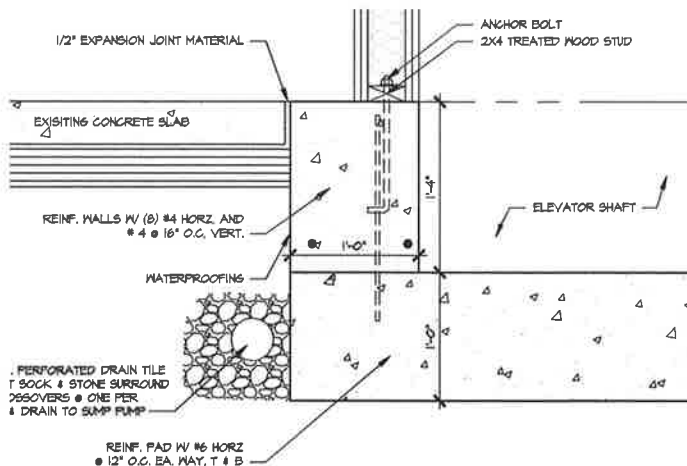
3 NEW FLOOR CONNECTION DETAIL  
A-6 SCALE: 1 1/2" = 1'-0"



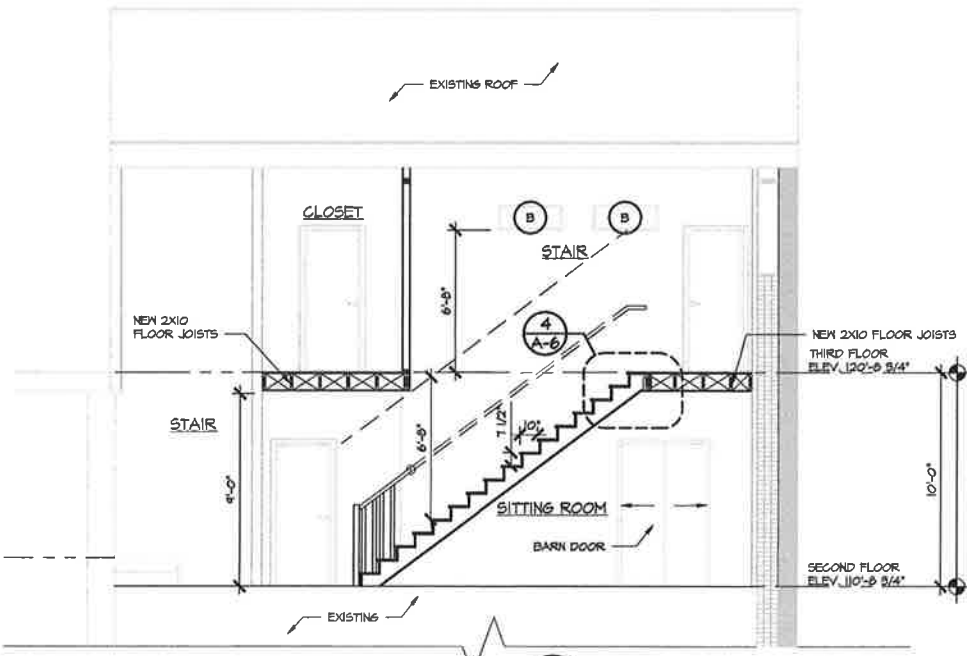
4 STAIR CONNECTION DETAIL  
A-6 SCALE: 1 1/2" = 1'-0"



2 ELEVATOR SHAFT DETAIL  
A-6 SCALE: 1 1/2" = 1'-0"



1 ELEVATOR PIT DETAIL  
A-6 SCALE: 1 1/2" = 1'-0"



C SECTION  
A-6 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
30% Reinvestment Grant Rebate Request		\$ 30,502.50		

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

Overall Development Costs = \$ 291,527.13



## Memo

Date: Thursday, December 12, 2019

To: DDA Board of Directors

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

**Re: RESCIND FAÇADE REINVESTMENT GRANT - 13 WEST FRONT**

### BACKGROUND

The Board previously approved and extended an application under the former Façade Reinvestment Grant for improvements at 13 West Front Street. The period of extension expired on November 19, 2019; the applicant does not intend to move forward with the improvements any longer. The board should consider rescinding the approval rather than allowing the extension to lapse, so that there is no question of future eligibility. Funds for the defunct project were allocated in the previous fiscal year, so there is no budget impact.

### ACTION

Rescind the grant in the amount of \$10,000 under the former Façade Reinvestment Program for improvements to 13 West Front Street.

2018-2019 DOWNTOWN REINVESTMENT GRANT PROGRAM  
APPLICATION

Deadline: Friday, October 19, 2018

Building Owner's Name (Applicant): Vasil Nuhaj & Salih Mehmeti

Project Address: 13 WEST FRON ST.

Mailing Address: 2770 N. Dixie Hwy, Monroe, MI 48162

Phone Number: 734-444-8674 E-mail: salih.mehmeti@hotmail.com

Existing Use of Building: Nothing. The building is empty (obsolete)

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

Prospective sandwich shop & apartments

Type of Work: (Check all that apply)

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

Façade & Building Renovation ☒

Awnings \_\_\_\_\_

Project Description: (Please be specific) Removing non-historic/added facades, repainting brick or replacing mortar joints, replacing/restoring cornices, removing paint from brick, repairing/ replacing windows, restoring windows and painting.  
- Renovation of the outside building to bring it back to it's historical appearance in compliance with the city.

\*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 new business will bring an increase in consumer traffic and vitality in downtown Monroe. ~~It~~ It will bring more revenue and will generate more sales tax revenue. Also, project rehabilitation will reflect historic accuracy.

**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:** \$10,000

**Proposed Project Start Date:** ASAP

**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):

Salih Mehmet

DATE: 10/14/2018

VASIL NUHAZ

DATE: 10/14/2018

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

OFFICE USE ONLY

Submittal Date: 10/15/2018 410 estimates pps were submitted later

Committee Action: quote rec'd 10/18/2018

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

Ohio Building Restoration, Inc.  
830 Mill, Street  
Toledo, Ohio 43609

*37 S. Monroe Street Proposal*  
*Façade*

Date: 10/17/2018

37 S. Monroe Street  
Monroe Michigan

Ohio Building Restoration Inc. will provide the labor, material, and equipment to complete the repairs mentioned below. The building façade is covered along the bottom two floors with various construction materials, so the extent of the total repair cannot be completely determined fully at this time. Below I have provided an allowance for the masonry portion of the proposal, and once the covering is removed a bill can be provided or this work can be completed on a time and material basis. We will attempt to just repair and clean the masonry on this elevation but once the covering is removed it may need to be painted. We will discuss this also once the coving is removed.

Façade wall covering.....\$5,415.00

Man lift will be used to reach the work, the wall covering and anchors will be cut from the building, and the material will be removed from the site.

Four lintel replacement over third floor windows.....\$4,531.00

Remove three to four courses of brick above each window. Replace the lintel, prime/paint the lintel, rubber flashing will be installed, and relay the salvaged brick to match the existing. The masonry will be installed as plum as possible. The new lintels will make this area strong again but by only removing the veneer we may not be able to totally remove the bulge.

Masonry repairs and tuck-pointing.....\$8,650.00

Cut out loose or missing mortar, repair or replace brick, and tuck-point with matching mortar as close as possible.

This cost is budgeted at this time. The cost above included 80 man hours, lift, and miscellaneous material.

Power washing.....\$2,072.00

Light chemical clean the façade utilizing our hot water pressure unit.

Ohio Building Restoration, Inc.  
830 Mill, Street  
Toledo, Ohio 43609

*37 S. Monroe Street Proposal*  
*Façade*

Date: 10/17/2018

37 S. Monroe Street  
Monroe Michigan

Frame and Sash Painting.....\$1,500 per window and sash. 8 windows.....\$12,000

Scrape, sand, prime, and apply two coats of finish to the window frames.

I have included above \$150 per window to remove the paint from the glass. Once one window has been cleaned it will have to be determined whether or not to replace the glass or keep cleaning.

Wood repair will be completed on a time and material basis.....\$3,956.00

24 hour plus \$500 for material included in the above allowance.

**Total cost from items mentioned on page one and two.....\$36,624.00**

No cost or work included at the first floor store front.

*We propose* hereby to furnish material, equipment, and labor – complete in accordance with above specifications.

All material is guaranteed to be as specified. All work to 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 estimate. O.B.R. workers are fully covered by Workmen's Compensation Insurance.

Authorized Brian Taylor  
Signature \_\_\_\_\_

Note: This proposal may be withdrawn if not accepted within 30 days.  
The net due 15 days upon completion.

*Acceptance of Proposal*—The above prices, specifications and conditions are satisfactory and are hereby accepted. You are authorized to do the work as specified. Payment will be made as described above.

Date of Acceptance: \_\_\_\_\_

Signature: \_\_\_\_\_

Brian Taylor  
Project Manager / Estimator  
Ohio Building Restoration, Inc.  
Email: btaylor.obr@att.net  
Cell: 419.290.7637 Phone: 419.244.7372 Fax: 419.244.0627

Ohio Building Restoration, Inc.  
830 Mill, Street  
Toledo, Ohio 43609

<sup>13</sup>  
~~34~~ West Front Street Proposal  
Façade

Date: 10/17/2018

34 West Front Street  
Monroe Michigan

Ohio Building Restoration Inc. will provide the labor, material, and equipment to complete the repairs mentioned below. The building façade is covered along the bottom two floors with various construction materials, so the extent of the total repair cannot be completely determined fully at this time. Below I have provided an allowance for the masonry portion of the proposal, and once the covering is removed a bill can be provided or this work can be completed on a time and material basis. The façade on the store front will be power washed to remove the loose paint, primed, and two coats of finish applied.

Façade wall covering removal.....\$5,415.00

Man lift will be used to reach the work, the wall covering and anchors will be cut from the building, and the material will be removed from the site.

Masonry repairs, stone sills, brick work over windows, and tuck-pointing.....\$8,800.00

Cut out loose or missing mortar, remove broken brick and replace the brick over the windows, tuck-point the prepared mortar joints as need for new paint, and replace the lower three sills .

This cost is budgeted at this time. The cost above included 80 man hours, lift, and miscellaneous material.

Power wash, scrape, prime, and apply two coats of finish to the masonry.....\$5,932.00

Power wash and scrape the loose paint. Contain all loose paint chips and properly remove from the site.

Prime all bare masonry and apply two full coats of Sherwin Williams Super paint.

Our painters are trained for lead removal and will be blood tested to remove the loose paint chips.

Assuming that lead is in the paint.

Page 2 of 2

Ohio Building Restoration, Inc.  
830 Mill, Street  
Toledo, Ohio 43609

13  
34 West Front Street Proposal  
Façade

Date: 10/17/2018

34 W. Front Street  
Monroe Michigan

Frame and Sash Painting.....\$1,200 per window 6 windows.....\$7,200.00

Scrape, sand, prime, and apply two coats of finish to the window frames.

I have included above \$150 per widow to remove the paint from the glass. Once one window has been cleaned it will have to be determined whether or not to replace the glass or keep removing the paint.

Wood repair will be completed on a time and material basis.....\$3,956.00

24 hour plus \$500 for material included in the above allowance.

**Total cost from items mentioned on page one and two.....\$31,303.00**

No cost or work was included at the first floor store front.

*We propose* hereby to furnish material, equipment, and labor – complete in accordance with above specifications.

All material is guaranteed to be as specified. All work to 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 estimate. O.B.R. workers are fully covered by Workmen's Compensation Insurance.

Authorized Brian Taylor  
Signature \_\_\_\_\_

Note: This proposal may be withdrawn if not accepted within 30 days.  
The net due 15 days upon completion.

*Acceptance of Proposal*—The above prices, specifications and conditions are satisfactory and are hereby accepted. You are authorized to do the work as specified. Payment will be made as described above.

Date of Acceptance: \_\_\_\_\_

Signature: \_\_\_\_\_

Brian Taylor  
Project Manager / Estimator  
Ohio Building Restoration, Inc.  
Email: btaylor.obr@att.net  
Cell: 419.290.7637 Phone: 419.244.7372 Fax: 419.244.0627



## **Memo**

Date: Thursday, December 12, 2019

To: DDA Board of Directors

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

**Re: FINAL REVIEW OF DRAFT WORK PLAN**

### **BACKGROUND**

Attached is the completed draft work plan based on continued discussions occurring at the September – November board meetings.

I amended the format for improved clarity; you will see a list of goals, separate from the project list. Each project includes a champion if a board member has expressed interest, a priority as suggested by board members in the exercise conducted in November, the goal(s) that apply to the project and an estimated budget. I also converted the final exercise of what “not to do” into a list of positive Mind Sets to guide the boards work philosophy.

At this juncture, the board should comment upon if the draft work plan is thorough and accurate; preparation of the corresponding budget is the next step.

### **ACTION**

Provide comment; no official action is needed at this point in time.

**MONROE DDA  
2020-2021 WORK PLAN**

- Goal 1: Preserve and enhance downtown by facilitating development**  
**Goal 2: Establish an environment that promotes residential growth**  
**Goal 3: Market the downtown to encourage people to frequent local businesses and events**  
**Goal 4: Support downtown businesses and property owners through financial incentives, advocacy and awareness**  
**Goal 5: Inform and educate building owners and public of the actions and accomplishments of the DDA and businesses**  
**Goal 6: Serve as an intermediary between the organizations that connect to downtown and link to other community**  
**Goal 7: Implement strategies to improve parking management and infrastructure**

PROJECT	CHAMPION	PRIORITY	GOALS MET	BUDGET
Enhance the Riverwalk	Swanson	High	1	\$ 25,000.00
Riverfront parking lot redevelopment – market analysis/RFP/legal	Staff	High	2	\$ 30,000.00
Downtown Lighting Enhancement – Year Two	Staff	High		\$ 10,000.00
Schedule quarterly stakeholder/partner meetings	Staelgraeve	Med/High	6	\$ 800.00
Implement recommendations in Downtown Master Plan that calm streets. <div>a. One way conversion on Cass/Harrison</div> <div>c. Traffic analysis for First/Front and Monroe Streets</div> <div>b. One way conversions on First/Front</div>	City	Med/High	1	\$ 50,000.00
Annual Marketing Plan	Staff	Medium	3	\$ 10,000.00
Annual Communications Plan, focus on master plan implementation	Staff	Low/Med	3	\$ 3,000.00
Implement recommendations in Downtown Master Plan to activate storefronts. <div>a. Activate blank facades with arts-focused treatments and installations</div> <div>b. Promote sidewalk shopping and outdoor seating with streamlined approval process</div> <div>c. Animate empty spaces thorough pop up events, food trucks and temporary art installations</div> <div>e. Enhance the Farmers Market experience</div>	Harper/Williams	Low	4	\$ 10,000.00
Streetscape Projects – Washington/Macomb/Second	Lukacs	Low	1	\$ 75,000.00
Help drive alleyway improvements	Staff	Low	1,4	\$ 20,000.00

## **MONROE DDA 2020-2021 WORK PLAN**

Tree Maintenance – Year 3	Staff	Low		\$	5,000.00
Infill development – RFP/legal	Staff		1,2	\$	10,000.00
Rewrite Downtown Reinvestment Grant Program, targeted approach when done	Lukacs		4	\$	–
Informed Buyers Education			2		
Create employee and residential permits as recommended in Downtown Master Plan	Peruski	High	7	\$	50,000.00
Cover meters/make parking fee on street and in visitor lots until demand rises		High	7		
Establish first-time forgiveness program; escalating fines		High	7		
Establish loading zones in on-street spaces for commercial deliveries in key retail zones during off-peak hours		Low	7		
Create visitor-priority parking lots that prohibit parking before 10am			7		
Establish new, simplified regulations for on-street parking			7		
TOTAL				\$	298,800.00

## Memo

Date: Thursday, December 12, 2019

To: DDA Board of Directors

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

**Re: RECONSIDERATION OF DOWNTOWN LIGHTING PROJECT**

### BACKGROUND

Board Chairman Trujillo would like to board to reconsider the phased approach to the lighting project. Instead of the phased purchase of materials, he would like to purchase all items at one time, allowing the Department of Public Services to proceed with installations/conversions at a schedule that is most opportune; DPS has indicated that there is sufficient storage space for the complete purchase.

The cost to purchase the globes and a small supply of replacement finials would be about \$34,000, plus freight. The cost for LED bulbs would be about \$9,400. The total project cost then would be about \$45,000. A budget amendment may be necessary to complete this purchase; we will monitor expenditures and request an amendment later if expenditures for the fiscal year are tracking to exceed the threshold approved by city council.

### ACTION

Rescind resolution approved at November meeting regarding downtown lighting and approve purchase of all materials at a cost not to exceed \$45,000, funds to be derived from Repairs and Maintenance – DDA, #751-65.691-934-751.

Any necessary budget amendment will be added to a board agenda at the appropriate time.



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Home > [LED HID Retrofit Bulbs](#) > [Corn Cob LED Retrofit](#) > [2200-5000 Lumens \(100-150W HID Equal\)](#) > [Mogul Base \(E39/EX39\)](#) > [4000K Cool White](#) > 36 Watt 5000 Lumen EX39 Mogul Base 120-277V LED Corn Cob Retrofit Light Bulb 4000K

Eiko

## 36 Watt 5000 Lumen EX39 Mogul Base 120-277V LED Corn Cob Retrofit Light Bulb 4000K



Our price (Before qty discounts\*): \$55.38

Buy more and maximize your green!

Quantity	Amount
1 to 3	\$55.38
4 to 6	\$53.53
7 or more	\$52.21

Larger Quantity? [Request A Quote](#)Quantity: 

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Item Number: 10239

Manufacturer: Eiko  
 Manufacturer Part No: LED36WPT40KMOG-G8 - Eik

Operating Voltage: [120-277 Universal Voltage](#)LED for HID Replacement: [150W HID](#)

UPC: 031293102393

Technology: [LED](#)Application: [By-Pass LED](#)Fixture Type: [LED Retrofit](#)

Watts: 36

Lumens: 5000

Shape: [Corn Cob LED Retrofit](#)Color Temp: [4000K](#)CRI (Color Rendering Index): [80](#)Benefit: [Enclosed Fixture Rated](#), [Omni Directional](#), [DLC QPL Listed](#), [Damp Location Rated](#)Base Type: [Mogul EX39](#)Common Name of Color: [Cool White](#)Dimmable: [No](#)Beam Angle Range: [130-360](#)

### Product Specifications - Quick Reference

Input Voltage:	120-277 Volt AC	Dimensions:	3.34" Diameter x 7.95" Long
Dimmable:	NOT Dimmable	Bulb Base:	EX39 Mogul Base
LED Color:	4000K Cool White	Rated Life Span:	Up To 50,000 Hours
Initial Lumens:	5,000 Lumens	Beam Angle:	360 Degrees, Omnidirectional
Lumens per Watt:	138 Lumens/Watt	Rated Locations:	Dry or Damp



Available in either an E26 medium or EX39 mogul screw base, Eiko's LiteSpanLED HID Replacement Lamps are a convenient and energy-efficient solution for replacing traditional compact fluorescent, high-pressure sodium and metal halide sources in enclosed lighting fixtures. The 27 and 36 watt models are designed with a smaller size and shape for easy installation in bollards and globes, while the larger 45, and 54 watt versions are ideal for acorn fixtures and outdoor security lighting where a higher lumen output is required. For an even higher light output, they also offer this product in 80W, 100W and 120W.

This item is the Eiko LiteSpanLED LED36WPT40KMOG-G8 (10239), the replacement for the LED36WPT40KMOG-G7 (09379). These corn cob light bulbs are now smaller than ever but producing equivalent or greater light output! DLC QPL Listed (DLC [Product Code PLWHQCZX2L36](#)), suitable for totally enclosed post tops and other typical HID fixtures, these LED retrofit bulbs (also called out as an LED corn light or corn bulb) offer an omnidirectional 360 degree beam angle. They consume up to 75% less energy than conventional HID systems at just 36 watts of 120 to 277 volt energy and generate 5,000 initial lumens of light output. An excellent energy saving bulb to replace your 150 watt Metal Halide (MH) or High Pressure Sodium (HPS) lamp. The LED36WPT40KMOG-G8 is a non-dimmable LED light bulb. This LED Site, Roadway or Post Top lighting retrofit option

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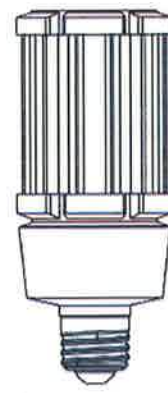
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These LED bulbs may be short in stature, but, they pack a powerful light output that provides instant full brightness. Designed with Solid State Technology which requires no fans or moving parts, these LED retrofit bulbs give outstanding reliability without any noise. They have an **EX39 exclusionary mogul base** that easily integrates energy saving LED technology into even your tightest site lighting, roadway or post top lighting format. Adding to their retrofit flexibility, they can be operated in either the base up, base down or horizontal position. The physical dimensions of the Eiko 4000K Cool White LED retrofit are just 7.95" **MOL** by 3.34" in diameter. These LED retrofit bulbs carry a **5 Year Warranty**.

The Eiko 10239, 36 watt LED lamp, which is UL Listed for either Dry or Damp locations (IP64 Rated), has been designed to retrofit existing HID installations, thereby reducing maintenance and energy expenditures in residential, commercial, retail displays, hotel, motel and resort applications and as an energy saving light source for new fixtures and installations. Please NOTE: When retrofitting LED to an HID fixture, the ballast must be by-passed or removed from the fixture. Additionally, by-passing the ballast will insure no RFI interference.



E26 7.95"  
EX39 8.7"

3.34"

\* Quantity discounts every day on all products!

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**Related Products**

**Eiko**  
**36 Watt 5000 Lumen E26 Medium Base 120-277V**  
**LED Corn Cob Retrofit Light Bulb 4000K**

**In stock**

Our price (Before qty discounts\*): **\$52.29**

Quantity:

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Eiko LED36WPT40KMED-G8 (10238) - 36 Watt 100-277V - LiteSpan LED HID Replacement Lamps - E26 Medium Base - 4000K - 360 Degree Beam - 5000 Lumen - LED Retrofit Corn Light Bulbs For HID Fixtures - LED Replacement for Up To 150W HPS or Metal Halide Bulbs



**Eiko**  
**36 Watt 5200 Lumen EX39 Mogul Base 120-277V**  
**LED Corn Cob Retrofit Light Bulb 5000K**

**In stock**

Our price (Before qty discounts\*): **\$55.38**

Quantity:

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Eiko LED36WPT50KMOG-G8 (10241) - 36 Watt 120-277V - DLC Listed LED HID Replacement Lamps - EX39 Mogul Base - 5000K - 360 Degree Beam - 5200 Lumen - LED Retrofit Corn Light Bulbs For HID Fixtures - LED Replacement for 100-125W HPS or Metal Halide Bulbs



**Eiko**  
**45 Watt 6300 Lumen EX39 Mogul Base 120-277V**  
**LED Corn Cob Retrofit Light Bulb 4000K**

**In stock**

Our price (Before qty discounts\*): **\$63.07**

Quantity:

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Eiko LED45WPT40KMOG-G8 (10245) - 45 Watt - 120-277V - LiteSpan LED HID Replacement Lamps - EX39 Mogul Base - 4000K - Cool White - 6300 Lumen - LED Retrofit Corn Light Bulbs - LED Replacement for 175W HPS or Metal Halide Bulbs - Replacement for

**Eiko**  
**80 Watt 10560 Lumen EX39 Mogul Base 120-277V**  
**LED Corn Cob Retrofit Light Bulb 5000K**

**In stock**

Our price (Before qty discounts\*): **\$129.87**

Quantity:

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Eiko LED80WPT50KMOG-G8 (10261) - 80 Watt - 120-277V - LiteSpan LED HID Replacement Lamp - EX39 Mogul Base - 5000K - Daylight - 10560 Lumen - LED Retrofit Corn Light Bulbs - LED Replacement for 320W HPS or Metal Halide Bulbs - Replacement for

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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

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

December, 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	Annual TIF report submitted to State and taxing jurisdictions
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		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 met, considering projects
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	
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**

December, 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 |   |

**Carry Over from 2018-2019**

Tree and Lamp Post Maintenance (Year 2 of 3)	Staff	Tree project phase 2 to plan in new year
Upper Floor Conversion Technical Services	Lukacs	In cost estimation phase
Streetscape Design Guidelines	Lukacs	Project complete
Downtown Reinvestment Program	Lukacs	1 applicant for 2019-2020; on agenda