



**CITY OF WILLIAMSTON**  
**Downtown Development Authority**

Regular Meeting Agenda

Tuesday, February 21, 2023, at 7:00 p.m.

To be held in the City Hall Council Chambers:

161 E. Grand River Ave. Williamston, MI 48895

Phone (517) 655-2774

[www.williamston-mi.us](http://www.williamston-mi.us)

1. Call To Order
2. Pledge of Allegiance
3. Roll Call
4. Approval of Agenda
5. Public Response
6. DDA Regular & Informational Meeting Minutes of December 20, 2022
7. Accounts Payable- None
8. Downtown Development Director Report
9. Treasurer- Budget Printout
10. Action Items
  - a. Façade Grant Submission
  - b.
11. Discussion Items
  - a. 2023-24 Fiscal Year
  - b.
12. Correspondence Received/Information Only
  - a.
13. Outstanding Issues- **No Action or Discussion**
  - a. DDA Commercial
  - b.
14. Public Response
15. DDA Member Comments
16. Adjournment

**Individuals with disabilities requiring special assistance who are planning to attend a DDA meeting should contact the City Clerk by writing or calling in advance of the date of the meeting that will be attended.**

**THE NEXT REGULAR MEETING OF THE WILLIAMSTON DDA WILL BE HELD ON MARCH 21, 2023 IN THE CITY HALL COUNCIL CHAMBERS.**

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**CITY OF WILLIAMSTON  
DOWNTOWN DEVELOPMENT AUTHORITY  
DECEMBER 20, 2022  
INFORMATIONAL MEETING MINUTES**

**1. Call To Order:**

The meeting was called to order at 6:58 p.m. in the Williamston City Hall Council Chambers by Vice Chair Emily Sutton-Smith.

**2. Roll Call:**

Vice Chair Emily Sutton-Smith, Authority Members Jessica Modert, Madison Droscha, Brooke Donnelly-Grzelak, and Tammy Gilroy. Absent: Don Bixler, William Long, and Narda Murphy.

Also Present: City Clerk Holly Thompson.

Motion by **Gilroy**, second by **Donnelly-Grzelak**, to excuse Bixler, Long, and Murphy.

**Motion passed by voice vote.**

**3. Informational Report and Hearing of the Downtown Development Authority Pursuant to Public Act 57 of 2018:**

Manager Hanifan provided a written synopsis of the Downtown Development Authority activities for review.

**4. Opportunity for Taxing Jurisdictions to Ask Questions/Comment:**

No taxing jurisdictions present.

**5. Public Response:**

Vice Chair Sutton-Smith called for public comments at this time and there were none.

**6. Adjournment:**

Motion by **Gilroy**, second by **Modert**, to adjourn the meeting. **Motion passed by voice vote.**

**\*Meeting adjourned at 7:00 p.m.**

**Respectfully Submitted by:**

\_\_\_\_\_  
**Holly M. Thompson, City Clerk**

**Date Approved:** \_\_\_\_\_

CITY OF WILLIAMSTON  
DOWNTOWN DEVELOPMENT AUTHORITY  
DECEMBER 20, 2022  
REGULAR MEETING MINUTES

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**1. Call To Order:**

The meeting was called to order at 7:00 p.m. in the Williamston City Hall Council Chambers by Vice Chair Sutton-Smith and the Pledge of Allegiance was recited.

**3. Roll Call:**

Vice Chair Emily Sutton-Smith, Authority Members Madison Droscha, Tammy Gilroy, Brooke Donnelly-Grzelak, and Jessica Modert. Absent: Narda Murphy, Don Bixler, and William Long.

Also Present: City Clerk Holly Thompson.

Motion by **Gilroy**, second by **Modert**, to excuse Long, Murphy, and Bixler. **Motion passed by voice vote.**

**4. Approval of Agenda:**

Motion by **Gilroy**, second by **Donnelly-Grzelak**, to approve the DDA agenda as presented. **Motion passed by voice vote.**

**5. Public Response:**

Vice Chair Sutton-Smith called for public comments at this time and there were none.

**6. DDA Regular & Informational Meeting Minutes of November 15, 2022:**

Motion by **Gilroy**, second by **Donnelly-Grzelak**, to approve the DDA regular and informational meeting minutes of November 15, 2022 as presented. **Motion passed by voice vote.**

**7. Accounts Payable:**

None.

**8. Downtown Development Director Report:**

No report.

**9. Treasurer- Budget Printout:**

A budget printout was submitted for DDA review.

**10. Action Items**

**10a. Consideration of 2023 Meeting Dates & Times:**

Motion by **Gilroy**, second by **Modert**, to approve the 2023 DDA meeting dates and times as presented. Yes; Gilroy, Modert, Sutton-Smith, Donnelly-Grzelak, Droscha. No: None. **Motion passed.**

**11. Discussion Items**

**11a. Joint Work Session at January 2023 Regular DDA Meeting with Chamber of Commerce:**

Manager/Director Hanifan provided a list of items to be discussed at the joint meeting with the Chamber of Commerce in January. The DDA members had nothing to add to the list and agreed with the proposed topics of discussion.

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**14. Public Response:**

Vice Chair Sutton-Smith called for public comments at this time and there were none.

**15. DDA Member Comments:**

Member Gilroy commented the light parade and Ladies Night Out events went really well and seemed to be well attended.

The Board discussed ideas for other events that could be held.

**16. Adjournment:**

Motion by **Gilroy**, second by **Donnelly-Grzelak**, to adjourn the meeting. **Motion passed by voice vote.**

**\*Meeting adjourned at 7:13 p.m.**

Respectfully Submitted by: \_\_\_\_\_  
Holly M. Thompson, City Clerk

Date Approved: \_\_\_\_\_

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Fund 248 Downtown Development Authority

GL Number	Description	Balance
*** Assets ***		
248-000-001.00	Common Checking	(11,178.53)
248-000-002.00	Cash - Savings	164,860.86
248-000-017.01	Investments - MI Class	53,965.45
248-000-120.07	2004 DDA River Refunding	7,646.20
248-000-136.00	Buildings, Additions And Improveme	2,465,256.53
248-000-137.00	Accum Depreciation - Bldg & Improv	(919,306.00)
<b>Total Assets</b>		<b>1,761,244.51</b>
*** Liabilities ***		
248-000-214.00	Due To General Fund	234,082.25
248-000-214.08	Due To Equipment Fund	9,041.80
248-000-300.10	2004 DDA Refunding	25,000.00
248-000-300.17	2011 DDA GO Limited Bonds	135,000.00
<b>Total Liabilities</b>		<b>403,124.05</b>
*** Fund Balance ***		
248-000-390.00	Fund Balance	1,389,357.62
<b>Total Fund Balance</b>		<b>1,389,357.62</b>
<b>Beginning Fund Balance</b>		<b>1,389,357.62</b>
<b>Net of Revenues VS Expenditures</b>		<b>(31,237.16)</b>
<b>Ending Fund Balance</b>		<b>1,358,120.46</b>
<b>Total Liabilities And Fund Balance</b>		<b>1,761,244.51</b>

User: TOM  
DB: Williamston

PERIOD ENDING 12/31/2022

GL NUMBER	DESCRIPTION	YTD BALANCE 12/31/2021		YTD BALANCE 12/31/2022		2022-23 ORIGINAL BUDGET	AVAILABLE BALANCE		% BDTG USED	
		NORMAL	(ABNORMAL)	NORMAL	(ABNORMAL)		NORMAL	(ABNORMAL)		
Fund 248 - Downtown Development Authority										
Revenues										
Dept 000 - General Revenues										
248-000-401.01	Current Property Taxes	296,004.37		269,046.41		390,000.00	120,953.59		68.99	
248-000-566.00	MEDC Grant	40,000.00		0.00		0.00	0.00		0.00	
248-000-573.00	Local Community Stabilization	0.00		3,603.52		0.00	(3,603.52)		100.00	
248-000-581.00	Ingham County Parks & Trail Grant	0.00		0.00		169,400.00	169,400.00		0.00	
248-000-665.01	Interest Income	18.44		809.52		50.00	(759.52)		1,619.04	
248-000-675.01	Donations	9,237.55		0.00		0.00	0.00		0.00	
Total Dept 000 - General Revenues		345,260.36		273,459.45		559,450.00	285,990.55		48.88	
TOTAL REVENUES		345,260.36		273,459.45		559,450.00	285,990.55		48.88	
Expenditures										
Dept 728 - Comm. & Econ. Dev. Administration										
248-728-702.00	Salaries & Wages	12,431.32		11,445.75		25,250.00	13,804.25		45.33	
248-728-704.00	Wages-Part Time	1,188.81		1,373.79		3,550.00	2,176.21		38.70	
248-728-705.00	FICA	1,044.67		975.12		2,250.00	1,274.88		43.34	
248-728-710.00	Unemployment	0.00		2.00		0.00	8.00		20.00	
248-728-712.00	Payment In Lieu Of Insurance	113.35		0.00		200.00	200.00		0.00	
248-728-718.00	Insurance Premiums	1,898.08		1,441.79		2,600.00	1,158.21		55.45	
248-728-718.01	HSA Contribution	154.60		283.96		500.00	216.04		56.79	
248-728-724.00	Disability Premiums	52.42		63.10		100.00	36.90		63.10	
248-728-725.00	Retirement	2,221.99		2,076.67		4,800.00	2,723.33		43.26	
248-728-726.00	Workers Compensation	0.00		21.47		400.00	378.53		5.37	
248-728-801.01	Legal Services	1,027.20		449.40		5,000.00	4,550.60		8.99	
248-728-802.00	Contractual Services	9,313.75		0.00		7,000.00	7,000.00		0.00	
248-728-803.00	Contract - Audit	1,538.35		1,592.15		1,600.00	7.85		99.51	
248-728-803.01	Fund Administration	10,500.00		0.00		21,000.00	21,000.00		0.00	
248-728-803.06	Niesa - Contract	0.00		0.00		10,000.00	10,000.00		0.00	
248-728-880.00	Community Promotion	3,500.00		3,300.00		6,500.00	3,200.00		50.77	
248-728-880.01	Holiday Decorations/maint.	99.92		419.72		250.00	(169.72)		167.89	
248-728-921.00	Utilities	13,321.20		13,218.66		35,000.00	21,781.34		37.77	
248-728-940.00	Equipment Rental	2,492.65		6,798.19		22,000.00	15,201.81		30.90	
248-728-955.00	Miscellaneous	61.96		74.96		1,000.00	925.04		7.50	
248-728-964.00	Private/commercial Rehab.	0.00		6,281.66		2,500.00	(3,781.66)		251.27	
Total Dept 728 - Comm. & Econ. Dev. Administration		60,960.27		49,818.39		151,510.00	101,691.61		32.88	
Dept 901 - Capital Outlay										
248-901-970.08	Boat Launch & Parking Lot	0.00		248,939.55		290,000.00	41,060.45		85.84	
248-901-970.09	Boardwalk Replacement	102,085.97		933.17		0.00	(933.17)		100.00	
Total Dept 901 - Capital Outlay		102,085.97		249,872.72		290,000.00	40,127.28		86.16	
Dept 906 - Debt Service										
248-906-991.06	1999 Refunding Bond Principal	0.00		0.00		130,000.00	130,000.00		0.00	
248-906-991.11	2004 DDA Refunding Bonds	0.00		0.00		30,000.00	30,000.00		0.00	
248-906-994.06	1999 Refunding Bond Interest	5,411.50		3,630.50		5,480.00	1,849.50		66.25	
248-906-994.11	2004 DDA Refunding Interest	2,125.00		1,375.00		2,000.00	625.00		68.75	
Total Dept 906 - Debt Service		7,536.50		5,005.50		167,480.00	162,474.50		2.99	

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PERIOD ENDING 12/31/2022

GL NUMBER	DESCRIPTION	YTD BALANCE		YTD BALANCE 12/31/2022 NORMAL (ABNORMAL)	2022-23 ORIGINAL BUDGET	AVAILABLE	
		12/31/2021 NORMAL (ABNORMAL)	12/31/2022 NORMAL (ABNORMAL)			BALANCE	% BDT USED

Fund 248 - Downtown Development Authority  
Expenditures

TOTAL EXPENDITURES

170,582.74	304,696.61	608,990.00	304,293.39	50.03
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Fund 248 - Downtown Development Authority:

TOTAL REVENUES

TOTAL EXPENDITURES

NET OF REVENUES & EXPENDITURES

345,260.36	273,459.45	559,450.00	285,990.55	48.88
170,582.74	304,696.61	608,990.00	304,293.39	50.03
174,677.62	(31,237.16)	(49,540.00)	(18,302.84)	63.05

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To: DDA Board  
From: John P. Hanifan, City Manager *JPH*  
Date: Meeting of February 21, 2023  
Subject: Façade Grant Application

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**Requested Action**

Approve the Façade grant application for

Hayward-Pixley estimated \$5,500 total project cost:

**\$2,250 Grant eligible** (50% x \$5,500)

**Per the program guidelines the lesser of 50% or \$100 per linear foot for a one-story building**

**Background**

The DDA updated its program in 2019. There was \$2,250 budgeted for current fiscal year for façade grants. A budget amendment will be necessary to approve the full amounts for each request. There is \$ available in the DDA overall fund balance.

At this time, any additional façade grant requests submitted would not be considered by the DDA until after July 1, 2023, which is the start of the new fiscal year (July 1, 2023 – June 30, 2024)

**Recommendation**

Staff recommends approving the requested motion:

Motion by \_\_\_\_\_ second by \_\_\_\_\_ to approve the Hayward-Pixley's façade grant application for the not to exceed amount of \$2,250.

**Attachments**

The application is attached.



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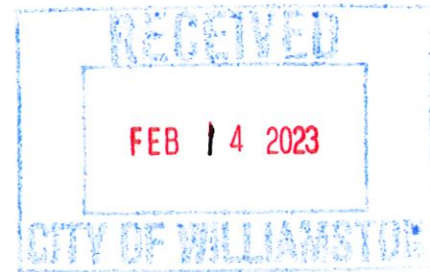
**CITY OF WILLIAMSTON  
DOWNTOWN DEVELOPMENT AUTHORITY**

**2019 RE-STATED FACADE IMPROVEMENT  
PROGRAM**

**Procedures & Guidelines**

**(MARCH 19, 2019)**

**Adopted**



City of Williamston  
Downtown Development Authority

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## **City of Williamston Downtown Development Authority 2019 Re-Styled Facade Improvement Program Description**

In 1995, the City of Williamston Downtown Development Authority (WmDDA) established the present Facade Improvement Program to stimulate appropriate improvements to the exterior of downtown commercial buildings. The program was extensively amended in 2013 by the WmDDA. In 2019, the WmDDA Re-Styled the Facade Improvement Program, again.

The WmDDA finds that the creating and maintenance of an attractive downtown is a public purpose which can be achieved, in part, through improvements to building facades. Downtown Williamston is pivotal to the economic health of the community because its condition, whether perceived or actual, plays such a large part in the impression that people have in the area. Downtown Williamston is the focal point of the community and any neglect will create an image of a deteriorating economic base. As a result, potential businesses may be discouraged from locating in Downtown Williamston and existing property owners may defer maintenance and reinvestment in the real estate.

The intent of the FIP is to strengthen the economic viability of Downtown Williamston by providing financial incentives for improving the exterior appearance of its buildings. The FIP provides an opportunity to preserve the architectural heritage of Downtown Williamston and enhance the unique atmosphere that the area provides to the community. It is important to the aesthetic enhancement of a building is through the preservation of a building's original architectural features.

### ***Program Description***

The WmDDA has created a Facade Improvement Program (hereinafter "FIP") that is intended to stimulate facade design improvements to downtown buildings in a coordinated fashion, stressing overall compatibility with the historical significance and uniqueness of Williamston's downtown structures. The WmDDA will provide funds to purchase an Easement over the improved facade which will be partially reimbursed to the Applicant for the costs incurred to improve buildings consistent with the WmDDA Facade Improvement Guidelines and the Applicant. *The WmDDA Director will communicate to potential Applicants the Guidelines most appropriate for each building in the district based on period and style.*

### ***Eligible Applicants***

Owners, Tenants with Owner's approval, or both, who have structures located within the Downtown Development Authority Tax Increment Finance ("TIF") District may apply for FIP Funds. A map of the WDDA's TIF District is available at the City Hall. Public agencies are also eligible to apply for FIP Funds.

### ***Eligible Buildings***

Any existing commercial, retail or professional building located within the WmDDA TIF District which is owned or used by an eligible Applicant for commercial purposes is considered eligible for FIP Funds. Public agency buildings are also eligible, however, the WmDDA will give priority to commercial/income producing buildings over those owned or used by public agencies.

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*Easement Purchase Amounts Subject to Fiscal Budget Year*

1. For buildings under common ownership with one use inside, depending on the height of the building as follows:
  - 1.1 If the building is one story, then the lesser of: (a) fifty (50%) percent of the cost of the eligible facade improvements (see paragraph 3.1); or (b) \$100.00 per linear foot as measured in a straight line at the base of the building, without accounting for any bump-outs or bump-ins of less than two (2) feet, to a maximum of \$3,000 per facade side (up to four (4) sides) for a maximum of \$12,000 per building of total eligible expense upon approval of the WmDDA;
  - 1.2 If the building is two stories, then the lesser of: (a) fifty (50%) percent of the cost of the eligible facade improvements (see paragraph 3.1); or (b) \$150.00 per linear foot as measured in a straight line at the base of the building, without accounting for any bump-outs or bump-ins of less than two (2) feet, to a maximum of \$4,500 per facade side (up to four (4) sides) for a maximum of \$18,000 per building of total eligible expense upon approval of the WmDDA;
  - 1.3 If the building is three stories or greater, then the lesser of: (a) fifty (50%) percent of the cost of the eligible facade improvements (see paragraph 3.1); or (b) \$200.00 per linear foot as measured in a straight line at the base of the building, without accounting for any bump-outs or bump-ins of less than two (2) feet, to a maximum of \$6,000 per facade side (up to four (4) sides) for a maximum of \$24,000 per building of total eligible expense upon approval of the WmDDA;
2. The requirement of four sides is not intended to eliminate bump-outs or bump-ins greater than two (2') feet or obtuse angles such as those contained on the buildings at the corner of Grand River Ave., and Grand Ave., all of which shall qualify for an Easement purchase over an improved facade and shall be added to one of the sides of the building for the purpose of calculating facade linear footage.
3. When one building is under one ownership but divided into more than one commercial, retail, mixed use (including 2<sup>nd</sup> floor residential uses), and/or professional tenancy, each separate unit which has an individual storefront facade and an independent ground floor entry shall be eligible to individually participate in the FIP funds.
4. As an incentive for major renovation and/or repairs of the facade of condemned buildings (as determined by the building department of the City of Williamston) or other buildings that have been vacant for at least 180 days, the WmDDA may, on a majority vote, and after careful review of the project scope and other WmDDA obligations, pay more than the maximum fee per facade side established in paragraph 2.3.1, to purchase a FIP Easement and the WmDDA may increase the length of time of the Easement or the conditions/burdens placed upon the Grantor, as a condition of the higher purchase price being paid.
5. The definition of a "facade side," for the purpose of this document shall be a minimum of six (6') feet and a maximum of ten (10') feet in height of exposed facade and at a minimum, a width that is at least as deep as the narrowest portion of the building's depth from the road frontage it pulls its address from. For example, if the building is 3 stories, but the exposed wall on the east side is 7' above the adjoining building's west wall then that side of the building shall qualify as a one story building. Two qualify as a 2 story building, the east wall must have at least sixteen (16') feet of exposed facade above the neighboring west wall and three or more stories must have at least twenty-six (26') feet of exposed facade above the neighboring west wall.

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### ***Eligible Improvements***

The WmDDA and/or its Facade Work Group reserve the right to determine the eligibility of all items in a project's scope of work. This determination shall be conclusive and final.

All improvements must be permanent and fixed in type and/or nature. Improvements must meet all City of Williamston's code requirements including zoning, building, and safety codes and the applicant must obtain any necessary permits. Approval by the WmDDA's of an application for participation in facade improvement program is not a substitute for Site Plan Approval, Zoning Approval, Property Maintenance Code, and/or Building Code Approval.

### ***Facade Improvements***

Facade features eligible to be restored, renovated, or constructed include:

- Signage
- Exterior walls
- Windows
- Doors
- Storefronts
- Painting of exterior surfaces
- Cleaning and/or truck-pointing or brick and stone
- Entrance/Exit improvements (including ADA)
- Awnings\*
- Exterior architectural features
- Exterior lighting\*

\*these items are closely examined through design guidelines and zoning ordinances

Improvements must be started within 60 days of approval and completed within twelve (12) months of commencement.

With all WmDDA Funded projects, restoration is preferable to renovation. Restoration is the attempt to return the facade to its original appearance through the use of authentic materials and the faithful replication of the building to conditions shown in old photos and records. Renovation projects should be sensitive to the historic appearance of the building, but may include modern materials and design elements.

*Buildings on the State or National Register must be restored or rehabilitated according to the Secretary of Interior's Standards for Rehabilitation and Guidelines for Rehabilitating Historic Buildings. If your project does not fall under this category, please see the Williamston DDA's design guidelines, if they have adopted any.*

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*Ineligible Job Costs*

The applicant may not use easement purchase funds for any of the following:

- Expenses incurred prior to FIP Application approval
- Property acquisition
- Mortgage, land contract financing, or loan fees
- Site plan, sign or building permit fees
- Appraiser, attorney, architect or interior decorator fees
- Wages paid to applicant or applicant's relatives for work associated with the FIP
- Permanent job tools or those that have a shelf life longer than one year
- Furnishing, trade fixtures, or other items taxed as personal property
- Roofs, landscaping, sidewalks or approaches

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(Approved March 19, 2019)  
**FACADE IMPROVEMENT PROGRAM APPLICATION**  
please print clearly

Application Date: 12/13/2022

Name of Applicant: Hayward-Pixley Insurance

Mailing Address: 101 W. Grand River Ave Williamston, Mi 48895

Telephone Numbers: 517-655-2124

Project Address: 101 W. Grand River Ave

Building Owner (if different): Cowboy Investments LLC

Owner Address: 154 S. Larch Lansing, Mi 48912

Project Information:

- Provide a detailed description and include cost breakdowns by major categories such as architectural fees, engineering fees, signs, awning, repair, carpentry, electrical, plumbing, etc., as an attachment to this Application.
- Include all project bids with complete cost estimates when submitting Application for review.
- Attach at a minimum of one (1) color photocopy image of the existing facade(s) to improve.
- Attach one (1) copy of the project design for exterior improvements for each side.

Proposed project start date: 03/01/2023 Weather permitting

Proposed completion date: one week after start

Estimated total dollar amount of the improvement project: \$ 5500

Project will involve the building's facade sides as follows: *(check all that apply)*

North Side of building:	
Linear Feet 1 <sup>st</sup> floor	<u>25 ft</u>
Linear Feet 2 <sup>nd</sup> floor*	_____
Linear Feet 3 <sup>rd</sup> floor	_____
Proposed Work	<u>Add New Sign and Paint the facade above the windows</u>
and cost for North side	<u>pant the corner Masonry</u>

\*Provided the particular side of the building consists of multiple floors. For those building facade sides that are single story, please indicate, non-applicable (n/a) under the 2<sup>nd</sup> and 3<sup>rd</sup> floor Linear Measurements.

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Number of stories 1  
Estimated Easement  
purchase amount \_\_\_\_\_

South Side of building:

Linear Feet 1<sup>st</sup> floor \_\_\_\_\_  
Linear Feet 2<sup>nd</sup> floor \_\_\_\_\_  
Linear Feet 3<sup>rd</sup> floor \_\_\_\_\_  
Proposed Work  
and cost for South side \_\_\_\_\_

Number of stories \_\_\_\_\_  
Estimated Easement  
purchase amount \_\_\_\_\_

East Side of building:

Linear Feet 1<sup>st</sup> floor 55 ft  
Linear Feet 2<sup>nd</sup> floor \_\_\_\_\_  
Linear Feet 3<sup>rd</sup> floor \_\_\_\_\_  
Proposed Work  
and cost for East side Paint the full length of building

Number of stories 1  
Estimated Easement  
purchase amount \_\_\_\_\_

West Side of building:

Linear Feet 1<sup>st</sup> floor \_\_\_\_\_  
Linear Feet 2<sup>nd</sup> floor \_\_\_\_\_  
Linear Feet 3<sup>rd</sup> floor \_\_\_\_\_  
Proposed Work  
and cost for West side \_\_\_\_\_

Number of stories \_\_\_\_\_  
Estimated Easement  
purchase amount \_\_\_\_\_

The undersigned Applicant(s) affirms that:

1. The information submitted herein is true and accurate to the best of my (our) knowledge.
2. I (we) have read and understand the conditions of the WmDDA Facade Improvement Program and agree to abide by its conditions and guidelines.

Signature of Applicant(s)

*William Kingsley*

Date: 12/13/2022

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Signature of Property Owner(s) (if different from above)

*Lyle Klosterman*

Date: 12/13/2022

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



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City of Williamston  
Downtown Development Authority  
**Facade Improvement Program**  
**Application Procedures Checklist**  
(Approved March 19, 2019)

Easement purchase Process:

Contact City City Hall, 161 East Grand River Ave, Williamston, Michigan 48895 for the Facade Improvement Program Application Packet and Guidelines between 8:00 a.m. and 5:00 p.m., Monday through Friday

Completely read Program Description, Application, Guidelines and Checklist provided by the WmDDA

\_\_\_\_\_ Contact the WmDDA Director at (517) 655-2774 ext. 5 or visit the City Hall to pick up any permits you may need to evaluate your Facade Improvement process, i.e., sign permits, building permits, electrical, mechanical, zoning, etc.

\_\_\_\_\_ Attach copies of all permits for the Project to the FIP Application for Board review

\_\_\_\_\_ WmDDA Director has signed off on the Project (if applicable): *initials* \_\_\_\_\_

\_\_\_\_\_ Fill out the Application and return it to the WmDDA Director at the City Hall with all requested supporting material. No Application will be reviewed at the WDDA meeting without having first contacted the WmDDA Director to evaluate completion of all paperwork. Submissions due no later than the 1<sup>st</sup> Monday of the month for consideration at the next scheduled WmDDA meeting, which is generally the 3<sup>rd</sup> Tuesday of the month.

\_\_\_\_\_ WmDDA Director to confirm all real and personal property taxes to any unit of government and utilities owed to the City are paid in full before proceeding with the Application.

\_\_\_\_\_ If the WmDDA Director approves the Application, then he/she shall call on the Facade Work Group, comprised of members of the WmDDA Board, to assist in evaluating the FIP Application and supporting material, a meeting will be scheduled prior to the regularly held WmDDA meeting. The Facade Work Group shall issue a report and recommendation regarding the Application prior to the WmDDA meeting where the Application is to be considered for funding.

\_\_\_\_\_ WmDDA Director reviews all Application material and then forwards the recommendations on to the WmDDA at the following WmDDA meeting held on the 3<sup>rd</sup> Tuesday of the month at 7:00 p.m. in Council Chambers at the City Hall. Applicants are encouraged to attend the meeting to answer any additional questions that may arise.

\_\_\_\_\_ The WmDDA reviews Project submitted and approves or denies funding.

\_\_\_\_\_ Applicant receives a letter committing funds or conditions for receipt of funding, if approved.

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\_\_\_\_\_ Applicant must commence Project within 60 days of receiving Easement purchase approval and complete project within 12 months. If this time line cannot be met, Applicant must return to the WmDDA, in verbal or written format, and request re-evaluation and extension.

\_\_\_\_\_ **Any modification** (unplanned, unforeseen, or otherwise) to the approved Application must be authorized by the WmDDA Director who may refer a decision to the WmDDA Board.

\_\_\_\_\_ Once the Applicant has completed the Facade Improvement and has collected all of his/her receipts, they must be presented to the WmDDA Director, and/or his or her designee, by the first (1st) Monday of the month to be included in the monthly WmDDA meeting for review. WmDDA reviews paid receipts at the scheduled meeting and votes on the amount to be awarded for the Easement purchase.

\_\_\_\_\_ Applicant must submit a title search, accomplishing the requirements of Paragraph 1.2 of the 2019 Re-Stated Facade Program Resolution, by an approved title company to confirm there are no outstanding tax liens on the building after completion of the work and before payment, at Applicant's sole cost. The WmDDA pre-approves EIT Title in Brighton, Michigan for same but the WmDDA Attorney is authorized to approve other title companies on an ad hoc basis.

\_\_\_\_\_ Following Applicant's execution and delivery of the Facade Easement Agreement, the City Treasurer will issue a check to the Applicant from the WmDDA account within 30 days. Prior to issuing the check, the WmDDA Director shall, again, confirming that all real and personal property tax or utility tax bills are paid current.

**NOTE: Project will not be considered for funding if:**

- **Application process is not complete prior to the beginning of construction**
- **All documentation requested in the application is not provided**
- **Final financial report is not complete with required documentation**
- **The property's taxes and other City accounts are not current.**
- **Title Search shows a prior lien that requires payment, such as a tax lien.**

