

## Downtown Development Authority of City of Madison Heights

### Memorandum

**Date:** September 15, 2023

**To:** Downtown Development Authority Board Members

**From:** Giles Tucker, Community Development Director

**Subject:** Sign & Façade Grant for 947 W 11 Mile Diamond Jim's Carriage House

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#### **Background & Eligibility**

Melany Verniers from Diamond Jim's has applied for a façade and sign grant for the improvement of the "carriage house" building within the parking lot of their jewelry store at 934 W 11 Mile Rd. These two buildings share the same parcel. In May 2021 the DDA approved the façade improvement grant for the Diamond Jim's jewelry store for a total of \$5,000. The proposed project for the carriage house includes a new awning, cultured stone, vinyl siding and a new storm door. The intent is to match this "out-building" with the main store.

After reviewing the "Sign portion" of this project staff has determined that the project meets all the eligibility requirements of the program and its guidelines. The project is proposing a sign area that meets requirements of both our sign ordinance and the sign grant guidelines. While Diamond Jim's received a sign grant in 2005, the program guidelines only require that a business not received two sign grants within a 10-year period. The total cost for installation excluding permitting and taxes has been quoted at \$4,400.

The bulk of the "façade portion" eligible costs for this project include demolition, installation of cultured stone, vinyl trim, replacement of the storm door and electrical work associated with updated exterior lighting:

- Demo	\$700.00
- Cultured Stone	\$1,071.50
- Vinyl Trim & Storm Door	\$7,500.00
- Electrical/Lighting	<u>\$2,495.00</u>
<b>Total:</b>	<b>\$11,766.50</b>

The current FY23-24 budget includes a total of \$5,000 for Sign Grant projects and \$10,000 Façade Grant projects. While these project activities are eligible according to our existing program guidelines, the Façade grant guidelines as written limit the applicant to one façade grant per parcel at a maximum reimbursement of \$5,000. Looking through past façade and sign grant applications a cap of \$5,000 for Façade and \$10,000 for Signage has been consistently adhered to.

**Staff Recommendation**

After reviewing this request, I recommend approving the sign grant portion of this request for a maximum reimbursement of \$2,200, which is 50% of the pre-tax cost of the awning excluding permitting fees. As far as the Façade grant portion of the request, I would defer to the board's judgement. If the board is inclined to award this project with façade grant funds, I would recommend that they not exceed \$5,000. Further, I would ask the DDA board to consider whether the existing cap of \$5,000 for the Façade grant should be increased to \$10,000.

**Madison Heights Southend  
Downtown Development Authority  
Façade/Property Improvement Grant Program Application**

1. Business Name: Diamond Jim's
2. Business Contact Person: Melany Verniers
3. Mailing Address: 934 11 Mile Madison Hgts, MI  
48071
4. Business Phone Number: 586-292-7761
5. Building Address: 946 11 Mile Madison Hgts, MI 48071
6. Building Owner: Melany Verniers
7. Building Owner's Address: Same
8. Building Owner's Phone Number: Same
9. The Following Items Must Be Provided: (check all enclosed items)
- ☐ a) Two Project Cost Estimates \$ \_\_\_\_\_ and  
\$ \_\_\_\_\_ (attached)
- ☒ b) Project Budget and Proposed Timeline
- ☐ c) Project Design and Description with all Specifications (Plans, Dimensions, Colors,  
Materials and Location on Building and/or Property)
- ☐ d) Color Photo of the Building Façade, Property and/or structure that will be affected by project  
(photos submitted in digital format)
- ☐ e) If not the applicant, letter from owner approving the proposed improvements.
- ☐ f) Brief Description and History of Business
10. Grant Type: Category 1 ☐ (Blight Removal) Category 2 ☒ (Dilapidated/Non-Conforming Removal & Replacement) Category 3 ☐ (Other Improvements) Category 4 ☐ (Previous Recipient)
11. Total Grant Amount Requested: \$ 5,000.00 12. Total Investment by Applicant: 17,066.50

The Undersigned Applicant Affirms and Understands That:

- a. The information submitted herein is true and accurate to the best of my knowledge.
- b. I have read and understand the Façade/Property Improvement Grant Program Guidelines and the DDA Business Design Guidelines and agree to abide by these conditions.
- c. I understand that receipt of a Façade/Property Improvement Grant Funding Commitment Letter from the DDA does not constitute application or approval for a City of Madison Heights Building Permit.
- d. I understand that the proposed project cannot begin until the DDA Board and/or staff reviews and acts upon this Façade/Property Improvement Grant Program application.
- e. I understand that any changes made to the approved Project without the approval of the DDA will be cause for the DDA to withdraw it's funding commitment, in whole or part.

Applicant Signatures:

Melany K Verniers

Date 8-31-23

Date \_\_\_\_\_

Submit the completed application with items 9(a), (b), (c), (d), (e), (f), and (g) to:

**Madison Heights Southend DDA, 300 W. Thirteen Mile Rd., Madison Heights, MI 48071**

Please call 248-583-0831 if you have any questions.

Commercial Maintenance & Supply, Inc.

930 West 11 Mile Road  
Madison Heights, MI 48071  
Office # 248-398-7700  
Fax # 248-398-7701

# Estimate

DATE	ESTIMATE NO.
9/5/23	2010

NAME / ADDRESS
Diamond Jim's 934 W 11 Mile Rd Madison Hgts, MI 48071

Building	Sub Area	Geo Location
946 W 11 Mile	Madison Hgts	I-75 - 11 Mile Rd

DESCRIPTION	QTY	COST	TOTAL
Provide all necessary labor and materials to: Renovate and re-face North, East, West, and South elevations. Provide misc labor, clean-up, and supervision throughout renovation project. Provide Scissors lift; Demo existing front awning and existing exterior lighting. Work with the City of Madison Heights and pull all necessary permits and complete all necessary inspections. Provide supervision and sub-contractors(listed on sworn statement) to complete installation of New Vinyl Cultured Stone, New Vinyl Siding, New Aluminum Trim, New Side Storm Door, New lighting, and New Signage. Bid Price FACADE (Please see attached Sworn Statement of Cost for breakdown)	1	17,066.50	17,066.50
Bid Price SIGN (Please see attached Sworn Statement of Cost for breakdown)	1	4,664.00	4,664.00
		<b>TOTAL</b>	\$21,730.50

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

Acceptance of Proposal: The above prices, specifications and conditions are satisfactory and are hereby accepted. You are authorized to do the work as specified.

State of Michigan )  
 ) ss  
County of Oakland )

CMS, Inc. is the (contractor) (subcontractor) for an improvement to the following real property in

946 W 11 Mile Rd Madison Heights, MI 48071

(Insert Legal Description of Property)

The followings is a statement of each Subcontractor and supplier, and laborer for whom payment of wages or fringe benefits and withholdings is due but unpaid, with whom the (contractor) (subcontractor) has (contracted) (subcontracted) for performan

[illegible]

(some columns are not applicable to all persons listed)

The contractor has not procured material from, or subcontracted with, any person other than those set forth and owes no money for the improvement other the sums set forth.

I make this statement as the (contractor) (subcontractor) or as \_\_\_\_\_ of the (contractor) (subcontractor) to represent to the owner or lessee of the property and his or her agents that the property is free from claims of construction

WARNING TO OWNER OR LESSEE: AN OWNER OR LESSEE OF THE PROPERTY MAY NOT RELY ON THIS SWORN STATEMENT TO AVOID THE CLAIM OF A SUBCONTRACTOR, SUPPLIER, OR LABORER WHO HAS PROVIDED A NOTICE OF FURNISHING OR A LABORER WHO MAY PROVIDE A NOTICE OF FURNISH

\*\*\*\*NOTE\*\*\*\* Time Line of renovation will be 45-60 days from start date. Start date currently is October 1st pending approvals.

(Deponent)

WARNING TO A DEPONENT: A PERSON WHO GIVE A FALSE SWORN STATEMENT WITH INTENT TO DEFRAUD IS SUBJECT TO CRIMINAL PENALTIES AS PROVIDED IN SECTION 110 OF THE CONSTRUCTION LEIN ACT, 1980 PA 497, MCL 570.1110.

Suscribed and sworn before me on

(Date)

(Notary Public)

County Michigan

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





22907 Dequindre Rd. Hazel park, MI. 48030  
Phone: 248-658-0780 Fax: 248-658-0781  
[globalsigns1@yahoo.com](mailto:globalsigns1@yahoo.com)  
[www.globalsignsandawnings.com](http://www.globalsignsandawnings.com)

## Diamond Jim's

946 W 11 mile rd

Madison Heights, Mi

8-24-23

## Purchase Agreement

Item	Description	Qty	Price	Total
	Awning: <ul style="list-style-type: none"><li>Custom Awning with business name graphic over front door</li><li>Installation</li></ul>			\$4,400.00
			Sub Total	\$4,400.00
			Tax 6%	\$264.00
			Sign Permit	\$As Required
			Electrical permit + connection	\$As Required
			Total	\$4,664.00
			Deposit	\$ 2,300
			Balance	\$ 2,364

Note: Permit Fees and architect Not included  
Terms and Conditions set forth on reverse side.

Customer:

*Melany K. Verniers*

By:

Name:

Date:

*Tennh*  
*Check # 7066*



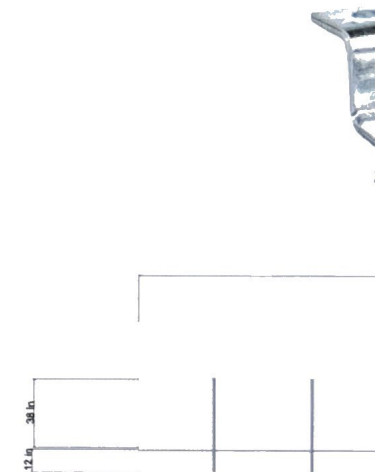
BONDED - INSURED



LICENSED

Terms and Conditions of Purchase Agreement

The following terms and conditions control this Purchase Agreement and supplement all work orders issued to Global Signs and Awning, Inc. ("Global") by the customer signing below (the "Customer") relative hereto:



38.35 in

144.48

**Diamond Jim's**  
Casting House

Sign Area

SID

- White Plex
- .040mil Bla
- 1" Trim (Je
- 1/8" dibond
- Light sourc



Diamond Jim's

Address: 946 John R Rd

Date: 8-29-23

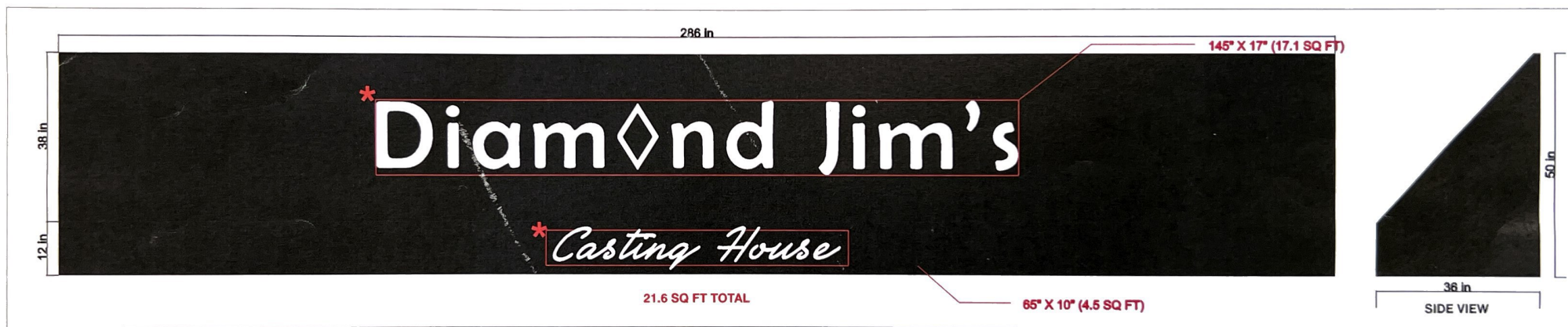
globalsigns1@yahoo.com

www.globalsignsandawnings.com

These signs are confidential and the property of Global Signs and Awnings. They are not to be reproduced or used without the written consent of Global Signs and Awnings. Any unauthorized use may result in legal repercussions. The signs must be installed in accordance with the requirements of Article 600 of the National Electrical Code and any other applicable local codes. This includes proper grounding and bonding of the sign.



BONDED - INSURED - LICENSED







# Madison Heights Southend Downtown Development Authority

## SIGN GRANT PROGRAM APPLICATION

1. Applicant: MELANY VERNIERS Title: OWNER
2. Business Name: DIAMOND JIM'S
3. Business Address: 934 W 11 MILE RD MADISON HHTS, MI 48071
4. Business Phone Number: 586-292-7761
5. Building Address: 946 W 11 MILE RD MADISON HHTS, MI 48071
6. Building Owner: MELANY VERNIERS
7. Building Owner's Address: SAME
8. Building Owner's Phone Number: SAME Zoning: \_\_\_\_\_
9. The Following Items Must Be Provided: (check all enclosed items)
  - ☐ a) Contractor's Cost Estimate \$ 4,664.00
  - ☐ b) Sign Design with all Specifications (Total Size, Dimensions, Colors, Materials & Location on Building)
  - ☐ c) Color Photo of the Building Facade or Existing Ground Sign
  - ☐ d) Brief Description and History of Business
10. Sign Type: Category 1 ☐ (Non-Conforming Removal) Category 2 ☒ (Dilapidated/Non-Conforming Removal & Replacement) Category 3 ☐ (Other/New) Category 4 ☐ (Previous Recipient)
11. Total Grant Amount Requested: 4,664.00 12. Total Investment by Applicant: 4,664.00

The Undersigned Applicant Affirms and Understands That:

- a. The information submitted herein is true and accurate to the best of my knowledge.
- b. I have read and understand the DDA Sign Grant Program Guidelines and the DDA Business Sign(s) Design Guidelines and agree to abide by these conditions.
- c. I understand that receipt of a Sign Grant Funding Commitment Letter from the DDA does not constitute application or approval for a City of Madison Heights sign permit.
- d. I understand that the proposed sign cannot be installed until the DDA Board and/or staff reviews and acts upon this Sign Grant Program application.
- e. I understand that any changes made to the approved Sign without the approval of the DDA will be cause for the DDA to withdraw its funding commitment.
- f. I understand that once the new signage is installed, it must be properly maintained at all times.

Applicant Signatures:

Melany K Ve Date 9-5-23  
\_\_\_\_\_  
Date \_\_\_\_\_

Submit the completed application with items 9 (a), (b), (c), and (d) to:

**Madison Heights Southend DDA, 300 W. Thirteen Mile Rd., Madison Heights, MI 48071**

Please call 248-583-0831 if you have any questions.

Commercial Maintenance & Supply, Inc.

930 West 11 Mile Road  
Madison Heights, MI 48071  
Office # 248-398-7700  
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		<b>TOTAL</b>	\$21,730.50

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

Acceptance of Proposal: The above prices, specifications and conditions are satisfactory and are herby accepted. You are authorized to do the work as specified.

State of Michigan )  
 ) ss  
County of Oakland )

CMS, inc. is the (contractor) (subcontractor) for an improvement to the following real property in Oakland County, Michigan, as described as follows:

**Oakland County, Michigan**  
(Insert Legal Description of Property)

Name, Address, Telephone Number of Subcontractor / Supplier / Laborer	Type of Improvement Furnished	Total Contract Price	Amount Already Paid	Amount Currently Owing	Balance To Complete (Optional)	Retainage Held
CMS, INC	Demolition	\$700.00	\$0.00	\$0.00	\$700.00	\$0.00
Martino Home Improvements	Vinyl Cultured Stone	\$1,071.50	\$0.00	\$0.00	\$1,071.50	\$0.00
Next Gen Electric	Electrical	\$1,495.00	\$0.00	\$0.00	\$1,495.00	\$0.00
Martino Home Improvements	Vinyl, Trim, Storm Door	\$7,500.00	\$0.00	\$0.00	\$7,500.00	\$0.00
Global Signs	Signage	\$4,664.00	\$0.00	\$0.00	\$4,664.00	\$0.00
City of Madison Hgts	Application Fees/Permits	\$1,000.00	\$0.00	\$0.00	\$1,000.00	\$0.00
Cappuso Gutter	Gutter/Down Spout Repairs	\$650.00	\$0.00	\$0.00	\$650.00	\$0.00
Great Lakes Electric	Fixture Allowance	\$1,000.00	\$0.00	\$0.00	\$1,000.00	\$0.00
CMS, INC	Misc Labor	\$500.00	\$0.00	\$0.00	\$500.00	\$0.00
CMS, INC	General Contracting	\$2,650.00	\$0.00	\$0.00	\$2,650.00	\$0.00
		\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
		\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
CMS, INC	Dumpster and Clean Up	\$500.00	\$0.00	\$0.00	\$500.00	\$0.00
		\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
		\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
		\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
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		\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
		\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
		\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
		\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
TOTAL		\$21,730.50	\$0.00	\$0.00	\$21,730.50	\$0.00

My Commission Expires:





22907 Dequindre Rd. Hazel park, MI. 48030  
Phone: 248-658-0780 Fax: 248-658-0781  
[globalsigns1@yahoo.com](mailto:globalsigns1@yahoo.com)  
[www.globalsignsandawnings.com](http://www.globalsignsandawnings.com)

## Diamond Jim's

946 W 11 mile rd

Madison Heights, Mi

8-24-23

## Purchase Agreement

Item	Description	Qty	Price	Total
	Awning: <ul style="list-style-type: none"><li>• Custom Awning with business name graphic over front door</li><li>• Installation</li></ul>			\$4,400.00
			Sub Total	\$4,400.00
			Tax 6%	\$264.00
			Sign Permit	\$As Required
			Electrical permit + connection	\$As Required
			Total	\$4,664.00
			Deposit	\$ 2,300
			Balance	\$ 2,364

Jennh

Note: Permit Fees and architect Not included  
Terms and Conditions set forth on reverse side.

Customer: Melany K. Verner

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

Name: \_\_\_\_\_

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

Check # 7066

BONDED - INSURED



LICENSED

Terms and Conditions of Purchase Agreement

The following terms and conditions control this Purchase Agreement and supplement all work orders issued to Global Signs and Awning, Inc. ("Global") by the customer signing below (the "Customer") relative hereto:



Payment Terms: Fifty percent (50%) of the purchase price for the work and materials described in this Purchase Agreement shall be due upon the issuance of an initial work order by Customer relating hereto and the remaining 50% shall be due either upon delivery of or, if installation is part of the order, upon installation of the ordered item(s)/work. In any event, Customer hereby grants Global a security interest in the materials described in this Purchase Agreement (the "Materials") until paid in full. Customer further grants Global a license to enter onto Customer's premises to remove and repossess the Materials if not paid in full as agreed herein

Limited Warranty: Global will repair or replace any defective workmanship or materials in accordance with industry standards within twelve (12) months of delivery upon receipt of written notice of a claim from Customer specifically identifying the alleged defect so long as such notice is received by Global no later than fourteen (14) days after the expiration of the twelve (12) month warranty period. Should a warranty claim be accepted by Global within its reasonable discretion, such repair or replacement shall be completed within sixty (60) days except where same is commercially impractical and, in such event, such work shall be completed as soon as reasonably practical. This limited warranty shall be Customer's exclusive remedy against Global arising from this Purchase Agreement or work order relative hereto and Customer shall not be entitled to incidental or consequential damages of any kind arising herefrom.

Venue: Depending upon the amount in controversy, the District Court in Hazel Park, Michigan and/or the Circuit Court for the County of Macomb, Michigan shall be the exclusive venues for the resolution of any disputes arising from and/or relating to this Purchase Agreement.

Authority: The person signing below on behalf of Customer hereby represents that he/she is duly authorized to do so on behalf of Customer.

Complete Agreement: This Purchase Agreement as well as any related drawings approved by Customer and any related work orders constitute the complete agreement between Customer and Global relating to the subject matter hereof.

Agreed by Customer:

By:

Name:

Title:

Customer's Authorized Designee

Date:

8-24, 2023

(Customer's Name)

#### Personal Guaranty of Customer's Obligations Under this Purchase Agreement

The undersigned individual ("Guarantor") has ownership in Customer or otherwise gains or expects to gain benefits from Customer's operations or profits. Guarantor hereby primarily, unconditionally, absolutely and irrevocably guarantees to Global, and to its successors and assigns, that Customer shall fully and punctually pay, comply with, and perform all of the obligations, terms, covenants and conditions of the Purchase Agreement. The obligations and liabilities of Guarantor hereunder shall be direct and primary and not indirect or secondary, and shall be absolute, unconditional and irrevocable. Guarantor acknowledges that time is of the essence with respect to all such obligations and liabilities. In any civil action or arbitration brought between Global and Guarantor under or relating to this guaranty, Global shall be awarded its actual costs and attorneys' fees should Global be the prevailing party. Global's claims under this Guaranty shall not be subject to any claims of set off or counterclaim. This Guaranty constitutes the complete agreement between Global and Guarantor relating to the subject matter hereof.

Guarantor:

Signature:



Diamond Jim's

Address: 946 John R Rd

Date: 8-29-23

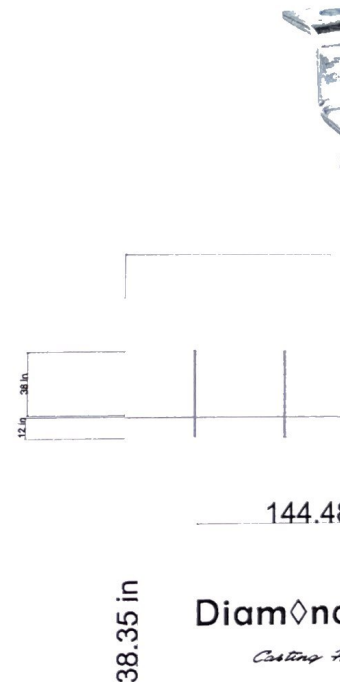
globalsigns1@yahoo.com

www.globalsignsandawnings.com

These signs are confidential and the property of Global Signs and Awnings. They are not to be reproduced or used without the written consent of Global Signs and Awnings. Any unauthorized use may result in legal repercussions. Signs must be installed in accordance with the requirements of Article 600 of the National Electrical Code and all other applicable local codes. This includes proper grounding and bonding of the sign.



BONDED - INSURED - LICENSED



Sign Area

- White Plexiglas
- .040mil Black
- 1" Trim (Jelco)
- 1/8" dibond
- Light source





**Diamond**  
**Jim's**

CUSTOM JEWELRY  
AND REPAIRS

946



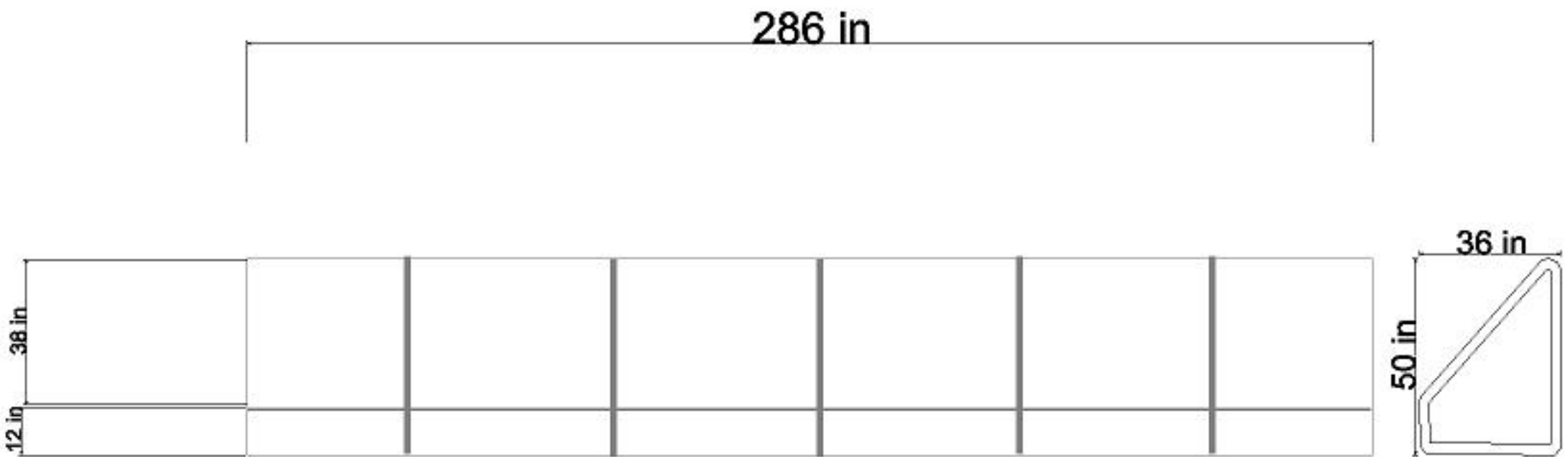








Z Bracket



144.48 in

38.35 in

**Diamond Jim's**  
*Casting House*

Sign Area: 38.4 sq ft

SIGN SPECS

- White Plexiglass faces w/ Vinyl
- .040mil Black aluminum letter sides
- 1" Trim (Jewlite)
- 1/8" dibond letter backing
- Light source: LED



BONDED - INSURED - LICENSED





**TandoStone®**  
#1 Brand of Composite Stone



Stacked Stone

[tandobp.com](http://tandobp.com)



Concord® Double 4" x 12' 6" Dover Gray  
Dutch Lap Vinyl Siding



Product Images

