



Madison Heights Southend Downtown Development Authority

Façade/Property Improvement Grant Program Guidelines and Application

Program Goal: The City of Madison Heights Southend Downtown Development Authority Façade/Property Improvement Grant Program is intended to assist commercial and industrial property owners to fund physical redevelopment improvements to their existing properties. This program will encourage private investment, reduce blight, provide incentives to current businesses and property owners, and improve the overall image of the DDA District.

Program Description: Subject to funding availability, the DDA may approve and provide reimbursement of up to 100% of category 1, fifty percent (50%) of category 2, 3 and 4 of the cost to design, construct and renovate any existing building façade or site improvement with the DDA District, up to a maximum grant of ten thousand dollars (\$10,000.00).

Who is Eligible? Only current property owners and/or their tenants with the property owners approval, which own or occupy a building located within the DDA District are eligible to receive façade/property improvement grant funds. For purposes of the Façade/Property Improvement Grant Program, a property owner is considered eligible if they have owned the building/property within the DDA District for at least twelve (12) consecutive months. If a property owner has applied for and has been granted less than the \$10,000 in matching Façade/Property Grant funds, the property owner may reapply, not to exceed \$10,000 for the combined grants at a later date. Applicants are eligible to receive up to \$10,000 per parcel on a one-to-one (public to private fund) matching basis. The property owner/tenant cannot have outstanding taxes or other charges owed to the City of Madison Heights; must have current certificate of occupancy and business license (if applicable).

What is Eligible? Items include, but are not limited to, the following:

1. Cleaning of building exterior as part of a more extensive project improvements
2. Demolition required to facilitate approved façade improvements
3. Exterior lighting on building
4. Exterior painting of building as part of a more extensive project improvements
5. Fence/wall removal or replacement
6. Masonry repair
7. Parking lot improvements as part of a more extensive project improvements
8. Repair or replacement of doors, windows, decorative details
9. Repair to building exterior facades (front, rear and side facades are eligible)
(High priority and preference will be given for improvements that are visible from the main commercial street)

10. Costs for architectural and civil engineering assistance related to the improvement project.
11. Other repairs that may improve the aesthetic quality of the building and/or property. The DDA Board reserves the right to determine eligible and ineligible improvements on a case-by-case basis.

What is Not Eligible? Ineligible items include, but are not limited to, the following:

1. Inappropriate cleaning methods, repairs or replacements
2. Interior improvements
3. New construction
4. Roofing
5. Routine façade and property maintenance
6. Statues
7. Underground work such as irrigation lines, wells, water lines, pipes, sewer connections

***It is not the intent or purpose of the program to subsidize routine building maintenance projects such as painting. Rather, the purpose of the program assistance is to alter and improve the overall appearance of a building facade or property site.**

Any façade treatment that would accelerate the deterioration of the existing structure or result in a non-durable/high-maintenance façade will be deemed an ineligible use.

Design Guidelines: All designs, plans, construction, installation and demolition must conform to the City of Madison Heights Ordinances, the Michigan Building Code and the DDA Façade/Property Improvement Grant Program Design Guidelines.

Applications: Applications will be accepted on a quarterly basis. At the beginning of each quarter, the applications from the previous quarter will be reviewed and considered for grant approval.

Approval Criteria: Approval of applications shall be based on the funds available with the highest priority given to applications in Category 1, then in descending order with applications in Category 4 having the lowest priority. Within each category, applications will be considered on a first come – first serve basis. The DDA Board uses discretion in awarding these grants, and has the right not to approve any application.

Category 1. Blight Removal. The removal of any blighted façade, structure, fence, wall, etc.

Category 2. Blight Removal and Replacement. The removal and replacement of any non-conforming, worn out, rusted or broken facade, structure, wall, parking lot, etc.

Category 3. Other Improvements. New façade, structure, screen wall, parking lot, etc. which will upgrade the appearance of the building and/or property. Front façade versus side or rear façade project.

Category 4. Previous Recipients. Businesses who have already received a façade/property improvement grant.

Procedures

1. Contact the Madison Heights Southend DDA by calling the Community Development Department at 248-583-0831, to receive a Façade/Property Improvement Grant Application ***before*** applying for a permit, any work is done, or any structure is demolished or installed.
2. Complete the Façade/Property Improvement Grant application and attach all required information and items.
3. Submit your Façade/Property Improvement Grant Application with all required items to the Community Development Department. Applications, submitted with all required items, will be reviewed by the Community Development Department. The Economic Development Coordinator may grant approval of the application if, in his/her opinion, there are no issues requiring consideration by the DDA Board and the total grant amount is \$1,000 or less. Grant requests in excess of \$1,000 shall require review and approval by the DDA Board.
4. A completed façade/property improvement grant application must be approved by the Economic Development Coordinator and the Building Official (and DDA Board for grants in excess of \$1,000) before the proposed improvements can begin. The DDA will not approve a grant for a project that has been demolished, constructed and/or installed prior to approval by staff or the DDA.
5. Based on funding availability, individuals submitting projects that are approved by the DDA will receive a Façade/Property Improvement Grant Funding Commitment Letter from the DDA. **(Your contractor(s) for the project must apply for, and receive, all necessary permits before any work can begin)**
6. Following receipt of the Façade/Property Improvement Grant Funding Commitment letter, arrange for plan approval and project construction and/or installation in accordance with the approved project design and plan. **(NOTE: The DDA must authorize any changes from the approved design in advance, in writing, or the DDA may withdraw its funding commitment).**
7. Upon completion of the project, notify the DDA that the work has been completed and provide proof that the work has been paid for in full with a paid invoice and cancelled check. Applicant must also provide the attached Waiver of Lien from the licensed contractors. This proof would serve as your request for payment.
8. The DDA will disburse Façade/Property Improvement Grant funds directly to the applicant following an inspection to verify that the project is consistent with the approved grant application plans, and verification that the Community Development Department has approved the construction in full compliance with any and all permits.
9. Approved façade/property improvement grant funds are available to the applicant for one year after grant approval, however the project must be started within six (6) months after approval is given. If no request for payment has been received following this period, the applicant forfeits any claim to the grant and may not reapply for a period of ten (10) years.

Façade/Property Improvement Grant Program - Design Guidelines

Rear and Side Facades

Where visible, the rear and side facades of buildings have an equally important impact on the character and image of the DDA District. In addition:

- Blocked windows should be reopened.
- An appropriate entrance door, business sign and lighting should also be used to make the rear entrance interesting and appealing. Such an approach to doors, signage and lighting would include solutions that are contemporary and compatible, in terms of design and materials, to the historic character of the building.
- Awnings and landscaping can also enhance the rear elevation.

Materials and Colors

Every effort should be made to improve the building and property. This means repairing and maintaining the original materials where possible and appropriate, and when replacement is necessary, selecting appropriate new materials that are compatible in equality, texture and color.

Masonry

Masonry should be cleaned, repaired and if previously repainted, repainted as necessary, making sure to choose appropriate colors to match the building or improve the appearance of the building.

Cast Iron (Decorative)

Proper maintenance of iron materials is imperative to prevent rust. Regular painting of metal elements will help prevent rust and future maintenance problems.

Uniformity

The purpose of this design guideline is to ensure that redevelopment or new projects are compatible with the existing styles in the business community. The goal is to achieve visually distinct facades that relates to the surroundings and provide a sense of cohesiveness in the DDA commercial district. Uniform design elements such as the new permanent address signage will be strongly encouraged for applicants without them. Applicants can include the cost of the DDA address plaques or vinyl decals in their grant estimates.

Wood

Proper maintenance and a regular painting schedule will ensure the longevity of wood doors, windows and other character defining elements.

Paint Colors

Unless the color remains the same, the repainting of any building in the DDA District as part of this grant program must receive the DDA Board's approval before the work commences. Proposals must include the proposed color schemes. The following general guidelines will be applied:

- When cleaning or removing paint, the gentlest means possible shall be used.
- Unpainted masonry should remain so, where appropriate.
- The building's period, style and character should be taken into consideration in defining a painting strategy.

The color you paint your building, window trim, or door, is a personal decision. It is an expression of you and your business. However there are items to consider.

- Be a good neighbor and look at your building in the context of the entire block or place in the DDA District.
- Consider how the sun strikes your building and the amount of sunlight you normally receive. How will the same color appear in shade or when it is cloudy?
- White paint is a glaring color and does not blend in well with the DDA District.
- Building trim is painted as a decoration with a contrasting shade lighter or darker than the primary building color. Trim should not be overpowering and dominate the building.
- Paint aluminum frames of doors and windows a neutral color.

Cleaning, Repair and Maintenance

Regular cleaning, repair and maintenance avoids costly restoration and rehabilitation. Good buildings never go out of style. You must commit to a regular cleaning, repair and maintenance schedule once the building is brought up to good condition.

Cleaning a building is a matter of both appearance and maintenance. Cleaning gives new life, restoring brick or stone. Dirty areas on brick or stone remain wet for a longer period of time which

leads to chemical reactions and deterioration. Improper cleaning can cause masonry deterioration to accelerate. Before cleaning you should:

- Consult an expert
- Perform a test patch
- Repoint mortar where needed – making sure to use the appropriate mortar type
- Repair holes from old signage or other objects
- Choose a reputable company – making sure you examine examples of their work
- Cover plants, windows, entrances and window wells
- Avoid performing when the weather is wet or frost/freezing weather is expected
- Never be talked into abrasive or “sand blasting” the surface

Cleaning or preparing the surface is important before you paint any surfaces of the building. Preparing the surface consists of removing all peeling and loose paint, repair or replace rotten wood or insect damaged areas, fill cracks and joints with caulk or wood putty, prime all bare wood, removing rust from metal surfaces, repair broken or loose window panes, replace missing or damaged wood molding, brick or stone, replace malfunctioning window mechanisms.

Develop a maintenance schedule and stick to it!

Other Requirements

All façade and property improvements must conform to the City’s Ordinances.

At least two cost estimates need to be submitted by licensed contractors for the proposed project. The applicant may choose the company they feel is best suited to do the work.

Note: Although not required, we are encouraging our grantees to support Madison Heights’ local businesses for the proposed improvements.

Post-Construction Responsibilities:

All applicants must fully maintain their property and/or building; failure to do so may result in forfeiture or full reimbursement of the Façade/Property Improvement Grant Fund. Failure to maintain property may also result in code violation citations and further fines and citations.

Important Note:

Due to the nature of this program and the limited funding, the Madison Heights Southend Downtown Development Authority may find it necessary to modify the program from time to time. Please contact the Economic Development Coordinator at 248-583-0831 for the most up-to-date information.

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

1. Business Name: _____
2. Business Contact Person: _____
3. Mailing Address: _____

4. Business Phone Number: _____
5. Building Address: _____
6. Building Owner: _____
7. Building Owner's Address: _____
8. Building Owner's Phone Number: _____
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 ☐ Category 2 ☐ Category 3 ☐ Category 4 ☐
 (Blight (Dilapidated/Non-Conforming (Other Improvements) (Previous Recipient)
 Removal) Removal & Replacement)
11. Total Grant Amount Requested: _____
12. Total Investment by Applicant: _____

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:

_____ Date _____
 _____ 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.

Madison Heights Southend Downtown Development Authority

Property/Façade Improvement Grant Program

Owner Authorization Form (if applicable)

Owner Authorization for Tenant to Carry Out Property/Façade Improvement Project.

I _____ hereby authorize _____ to carry out improvements as specified in the accompanying Property/Façade Improvement Grant Application Form, on my property located at _____ which is in the Madison Heights Southend Downtown Development Authority District.

I also agree to hold harmless & indemnify the Madison Heights DDA, its Board, staff, and the City of Madison Heights in the event of property damage or physical injury as a result of working on the aforementioned project.

Property Owner Signature _____ Date _____

Witness _____ Date _____

Notary _____ Date _____