



Façade Enhancement Program 2020

Purpose:

The purpose of the Façade Enhancement Program is to provide assistance to owners of properties classified as C1 and C2 located within the boundaries of the Kent City Downtown Development Authority for the purpose of renovation and upgrade to the façade on existing buildings.

Program Objectives include:

1. To preserve and maintain viable existing buildings, resulting in a diverse and unique downtown environment.
2. To encourage continued growth and expansion of business and to support the purpose of the Downtown Development Authority.
3. To encourage cooperation between adjacent property owners where the property owners share common problems and where such cooperation should result in shared benefits to each property owner.
4. To improve curb appeal among the downtown area.
5. To improve the curb appeal of the downtown district.

A. Assistance to be Provided

To meet the objectives of the Façade Enhancement Program, the Downtown Development Authority (DDA) will provide reimbursement to those property owners eligible for assistance as established by the following program guidelines. In general, it is the intent to provide additional financial assistance for Façade plans with an emphasis using program guidelines or upgrading of existing commercial buildings in the DDA District.

B. Eligibility

The program offers assistance to the owners of buildings within the DDA District. The DDA District consists of parcels as defined in the creation of the DDA District. Verify your property is within the DDA district by Parcel Number (Attachment 2) before beginning the application process. Property types are limited to C1 and C2 properties.

Applicants must be the current owner of the building or have the expressed written approval of the owner stating the approval of construction on the building and /or parcel lot.



C. Eligible Expenses

The DDA is permitted by law to allocate funds for certain activities related to the renovation and rehabilitation of existing buildings. The use of funds made available through the Property Enhancement Program may be used for the following purposes that have been found to be consistent with the purposes of the program and with the law:

1. Façade Improvements
2. Barrier-Free Access

*** (See Attachment for a detailed description of eligible expenses.)

Eligible expenses do not include in-kind donations of materials, in-kind donations of work, or volunteer, non-professional, or in-kind labor expenses.

D. Available Funding

The DDA has allocated funding for the program and funds are made available through the Façade Enhancement program. Assistance provided may not exceed \$5,000 per project. Assistance provided will not exceed the lesser of 50% of the total eligible expenses. Funding is available on a limited basis.

E. Application Procedure

Applicants are encouraged to discuss their project informally with the DDA Chairperson. Applications will be received and reviewed by the DDA Board. All applications must include a drawing of the proposed project. The DDA board will review applications and must be approved or denied by the full board. An application fee of \$250 is required with the application. The application fee is refundable if an application is denied. The application fee is not considered part of the project costs. Program awards are available once every ten years per property.

The project applications will be ranked based on the following criteria.

1. Complete façade improvements
2. Visual Impact for building and entire commercial district
3. Bids from at least two local contractors
4. Construction timeline
5. Necessary Building Permits obtained and copies provided
6. Professional elevation drawings, or equivalent

F. Application review

Applications are reviewed by the DDA Board and reviewed to evaluate applications meet all criteria.



G. Conditions for Financial Assistance

The use of public funds made available through the Property Façade enhancement program is limited to specific purposes. Program funds must be available before funding commitments can be made. In order to ensure that the program objectives are met, applications are required to meet the following minimum conditions:

General conditions:

1. Project must be located in the DDA District (verify your parcel on attachment 2)
2. Project must renovate an existing building.
3. Exterior Renovation must be generally consistent with the DDA Façade grant guidelines
4. Program funds must be used exclusively for eligible activities described in attachment 1.
5. Assistance requested must not exceed 50% of the total eligible expenses.
6. Contractor must meet with DDA chairperson and DDA board during the application process if requested.
7. Applicant must prove ability to complete project prior to funding award if requested.
8. Project must meet all building code inspections, as well as the guidelines of the program, before reimbursement.
9. Funds will not be reimbursed if project exceeds proposed timeline by 30 days unless given prior written consent from the DDA Advisory committee.

Administrative conditions:

1. The chain of title must show the property owner's legitimate ownership interest in the property. All outstanding mortgage loans, land contracts, deeds, etc. must be recorded with the Kent County Register of Deeds.
2. Financial assistance will not be permitted if taxes, special assessment, liens or other debts remain unpaid at the time of grant approval.
3. All work must be carried out in compliance with applicable building codes.
4. An agreement in a form prepared by the DDA must be executed between the applicant and the DDA. Any offer of assistance will only be effective upon the execution of the agreement by both the applicant and by the DDA.
5. Any expenses incurred prior to an application received for review by the DDA committee will not be eligible expenses under the program.
6. Façade program subject to change under the discretion of the DDA board at any time.



Funding Reimbursement:

Funding monies will be distributed as:

1. Funding monies will be a reimbursement after all receipts, canceled checks, and construction invoices are compiled and the project is completed to the standards as agreed upon by the DDA board. Grant monies will not be reimbursed if project exceeds timeline by 30 days unless given prior written consent from the DDA Board

Loans

Private lending institutions are better prepared to handle loan management, (i.e. credit history, security, equity, collections, and defaults). Involvement by private lending institutions also extends resources available to property owners.



Attachment 1: Project Guidelines

The DDA would like projects to maintain a compatible theme with the current DDA District, including materials, building features, and details of enhancements. Funds may be used for:

1. Professional Design Assistance
2. Removal of inappropriate siding
3. Restoration of original or new façade materials
4. Historic restoration

Façade renovation breakdown:

Storefront Rehabilitation for doors, windows, transoms, painting, awnings, additions, lighting, and signage recommended materials below:

Appropriate Storefront Materials Reference		
Feature	Recommended Material	Materials Not Recommended
Walls	Brick, Stone, fieldstone, glass, decorative concrete masonry, wood	Wood shingles, shakes, wood, metal, vinyl siding, plywood paneling, common block
Bulkheads	Painted paneled wood marble panels, glass panels	Same as above
Display windows	clear glass	reflective or tinted glass
Transoms	clear glass frosted glass prism or stained glass	reflective or tinted glass, any opaque material
Storefront doors	full-light glass in wood frames, painted steel frames, or anodized aluminum frames	wood (solid or with small windows)
Entry Paving	terrazzo, quarry or other exterior ceramic tile, marble panels, concrete	asphalt (walking)
Awning	operable fabric, color coordinated	Shingles, concealed transom, sign panel, or upper façade components, vinyl, backlights



Exterior/Streetscape Improvements

The improvements near the street and sidewalk adjacent to a property can greatly enhance not only the individual property, but also the entire area. Streetscape improvements offer consistency, safety, and an attractive environment to complement the property. Funds may be used in combination with Façade Improvements to:

Exterior/Streetscape Improvements	
Streetscape Design	Eligible Expenses
Streetscape Design	Design and install attractive streetscape designs including trees, benches, special paving materials, lighting and parking lot completion (not including parking lot maintenance.)



Facade Enhancement Program -- Village of Kent City

Applicant: _____

Property Owner: _____

Project Address: _____

Mailing Address: _____

Phone Number: _____

Email Address: _____

Existing Use Of Building: _____

Will project result in new use? If so, Please Explain: _____

Project Description: _____

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.

Estimated Project Cost (by project element): _____

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



Requested Funding Amount: _____

Proposed Project Start Date: _____

Proposed Project Completion Date: _____

Architectural Drawing: Please attach drawings of proposed project scope. Professional drawings are recommended but not required. Photos may be submitted with outlined improvements. Attach any drawings to this application as needed.

Application materials to be submitted include:

- Rebate application, completed and signed;
- An informal sketch of the proposed façade
- Any proposed paint, awning, etc. samples
- Pictures of the existing façade and proposed improvement areas
- Two itemized quotes per project
- A summary of project quotes itemized by qualified improvement.

The undersigned applicant affirms that:

1. The information submitted is true and accurate to the best of my knowledge
2. I have read and understand the conditions of the Façade Enhancement program and agree to abide by its conditions and guidelines.

Signature of Applicant(s):

Applicant

Date

Applicant

Date

Application Fee \$250.00 Check #: _____ Cash: _____

Please return completed application with any supporting documents to:

**Village of Kent City DDA Office
83 Spring Street, Kent City, MI 49330**



(Office use only)

Submittal Date: _____

Pre-Application Conference Date: _____

Program Committee Action: _____

Approved Reimbursement Amount: _____

Notes: _____

Application Amendments: _____

Other: _____



Attachment 2: DDA property Parcel list

28-352-019	KENT CITY BAPTIST	YOUTH CENTER/GYM	106 N MAIN
28-353-001	FEIRICK, BERNARD	HOUSE WITH APARTMENTS	78 N MAIN
28-353-004	BB PARTNERS	HARDWARE STORE	7 E MUSKEGON
28-353-005	AFTON, JOHN & LUCI	AFTON ACCOUNTING	23 E MUSKEGON
28-353-008	MCS PROPERTIES LLC	CAR LOT	28 N MAIN
28-353-009	AFTON, JOHN & LUCI	VACANT PROPERTY - DRIVE	20 N MAIN
29-300-018	ATWOOD FOREST PROD	VACANT PROPERTY	431 W MUSKEGON
29-451-005	CONSUMERS ENERGY	ELECTRIC POWER STATION	310 N BALL CREEK
29-451-010	DAVID SHREY TRUST	K C AUTO BODY	258 N BALL CREEK
29-451-013	VANDERHYDE,M&P TRUST	DUPLEX	391 W MUSKEGON
29-451-014	AFTON & SONS HOLDINGS	VACANT PROPERTY	365 W MUSKEGON
29-451-017	SCHEIBE, JOHN	HOUSE	284 N BALL CREEK
29-451-019	DAVIKAR INVEST GROUP	SCOTT'S AUTO/PAULS JERKY	280 N BALL CREEK
29-451-030	JOHNSON, LISA	RED ROCK GRILL	228 N BALL CREK
29-451-031	AFTON PROPERTIES. LLC	VACANT PROPERTY	339 W MUSKEGON
29-451-035	AFTON & SONS HOLDINGS	VACANT PROPERTY	320 N BALL CREEK
29-451-036	AFTON & SONS HOLDINGS	DRIVEWAY	337 W MUSKEGON
29-451-037	HAVAN DEVELOPMENT	GALAXY/AUTOPARTS/FAM	295 W MUSKEGON
29-480-017	FUNK, R	SONSHINE DAY CARE	21 W MUSKEGON
29-480-018	MCS PROPERTIES LLC	KC FORD	29 N MAIN
32-126-003	MIDWEST V LLC	DOLLAR GENERAL	480 W MUSKEGON



32-126-004	CHOICEONE FINANCIAL	CHOICEONE BANK	450 W MUSKEGON
32-201-008	TERRAM LLC	ARC / ARCHER	380 W MUSKEGON
32-227-012	MARTIN, L&V	HOUSE	31 S MAIN
32-227-013	VANDENHEUVEL, T&D	LAUNDRY MAT	39 S MAIN
32-227-017	MUSKHLOCK, D&V	MUSHLOCK ACCOUNTING	57 S MAIN
32-227-018	VILLAGE OF KC	PARKING LOT	63 S MAIN
32-227-019	BARONE, LUISA FAMILY T	ZAPOPAN	71 S MAIN
32-227-020	ANDERSON, DEAN & F	LIVING/OFFICE SPACE	83 S MAIN
32-227-021	BUCKNER, STEVE	VACANT BUILDING	91 S MAIN
32-227-022	MINCIOTTI, A (DECEASED)	VACANT BUILDING	97 S MAIN
32-227-030	TYRONE TOWNSHIP	LIBRARY / HISTORICAL	43 S MAIN
32-227-031	SPEEDWAY, LLC	GAS STATION	7 S MAIN
32-228-002	TROOST, J	TRI-US SERVICES	78 N BALL CREEK
32-228-003	CD MOMBER SALES	VACANT PROPERTY	6 N BALL CREEK
33-101-002	ZOEBEL, GABBIE	THE CHOP SHOP	20 S MAIN
33-101-008	LILLEY,ROBERT	POST OFFICE	60 S MAIN
33-101-009	PICCIONE, A&M	PAPA PICCIONE	80 S MAIN
33-101-010	CARLSON, D&J	VISION'S HAIR SALON	82 S MAIN
33-101-023	BROWN, G&C TRUST	PROFESSIONAL BLDG.	52 S MAIN
33-101-028	JMS ARENDS ENTER	K C FARM & GARDEN	30 SPRING
33-101-030	TYRONE TOWNSHIP	MUNICIPAL OFFICES	28 E MUSKEGON
33-101-031	GRICES HOMETOWN PROP	PHARMACY	6 S MAIN
33-101-032	VILLAGE OF KENT CITY	PAVILION	34 S MAIN



33-101-004	VILLAGE OF KENT CITY	ALLEY	116 S EAST
33-105-001	VILLAGE OF KENT CITY	PARK	190 E MUSKEGON
33-105-007	KENT PROPERTIES LLC	KENT POWER	90 SPRING
33-126-005	VILLAGE OF KENT CITY TYRONE TOWNSHIP	FIRE BARN	218 E MUSKEGON
33-126-007	VILLAGE OF KENT CITY	SEWER LAGOON	310 E MUSKEGON
33-151-001	MOORE, KEVIN	CAR WASH	168 S MAIN
33-151-006	EDWARDS, DENIS D.O.	MEDICAL BLDG/ VACANT	200 S MAIN
33-151-017	KENT LLC	K C LOUNGE	28 S BALL CREEK
33-103-001	VILLAGE OF KENT CITY	PARK	32 S KENT