

**VILLAGE OF STOCKBRIDGE  
DOWNTOWN DEVELOPMENT AUTHORITY**

**FACADE IMPROVEMENT PROGRAM**  
Procedures & Guidelines

Village of Stockbridge  
Downtown Development Authority  
305 West Elizabeth Street, Room 107  
Post Office Box 155  
Stockbridge, Michigan 49285

## **Village of Stockbridge Downtown Development Authority Facade Improvement Program Description**

In 2016, the Village of Stockbridge Downtown Development Authority (SDDA) established the present Facade Improvement Program (FIP) to stimulate appropriate improvements to the exterior of downtown commercial buildings.

The SDDA 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 Stockbridge is pivotal to the economic health of the community because it's condition, whether perceived or actual, plays such a large part in the impression that people have in the area. Stockbridge 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 Stockbridge 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 Stockbridge by providing financial incentives for improving the exterior appearance of its buildings. The FIP provides an opportunity to preserve the architectural heritage of Downtown Stockbridge 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 SDDA has created a 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 Stockbridge's downtown structures. The SDDA 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 SDDA Facade Improvement Guidelines and the Applicant. *The Village Clerk will communicate 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 SDDA's TIF District is available at the Village Hall. Public agencies are also eligible to apply for FIP Funds.

### ***Eligible Buildings***

Any existing commercial, retail or professional building located within the SDDA 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 SDDA will give priority to commercial/income producing buildings over those owned or used by public agencies.

### ***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 \$4,000 per facade side (up to four (4) sides) for a maximum of \$16,000 per building of total eligible expense upon approval of the SDDA;
- 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) \$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 \$9,000 per facade side (up to four (4) sides) for a maximum of \$36,000 per building of total eligible expense upon approval of the SDDA;
- 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) \$300.00 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 \$13,500 per facade side (up to four (4) sides) for a maximum of \$54,000 per building of total eligible expense upon approval of the SDDA;
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 Village of Stockbridge) or other buildings that have been vacant for at least 180 days, the SDDA may, on a majority vote, and after careful review of the project scope and other SDDA obligations, pay more than the maximum fee per facade side established in paragraph 2.3.1, to purchase a FIP Easement and the SDDA 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.



### ***Eligible Improvements***

The SDDA 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 Village of Stockbridge's code requirements including zoning, building, and safety codes and the applicant must obtain any necessary permits.

### ***Facade Improvements***

Facade features eligible to be restores, 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 SDDA 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 Stockbridge DDA's design guidelines.*

### ***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 Facade

Improvement Program

- 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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# FACADE IMPROVEMENT PROGRAM APPLICATION

please print clearly

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

Name of Applicant: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

Telephone Numbers: \_\_\_\_\_

Project Address: \_\_\_\_\_

Building Owner (if different): \_\_\_\_\_

Owner Address: \_\_\_\_\_

## 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: \_\_\_\_\_

Proposed completion date: \_\_\_\_\_

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

Front \_\_\_\_\_  
Side(s) \_\_\_\_\_ R \_\_\_\_\_ L  
Rear \_\_\_\_\_

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

Estimated easement purchase amount requested: \$ \_\_\_\_\_

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 SDDA Facade Improvement Program and agree to abide by its conditions and guidelines.

**Signature of Applicant(s)**

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

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

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

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

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

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## Downtown Development Authority Facade Improvement Program Application Procedures Checklist

### Easement purchase Process:

- \_\_\_\_\_ Contact Stockbridge Village Hall, 305 West Elizabeth Street, Room 107, Post Office Box 155, Stockbridge, Michigan 49285 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 SDDA
- \_\_\_\_\_ Contact the Village Clerk at (517) 851-7435 ext. 14 or visit the Village Hall to pick up any permits you may need to evaluate your Facade Improvement process, i.e., sign permits, building permits, electrical, etc.
- \_\_\_\_\_ Attach copies of all permits for the Project to the FIP Application for Board review
- \_\_\_\_\_ Village Clerk has signed off on the Project (if applicable): *initials* \_\_\_\_\_
- \_\_\_\_\_ Fill out the Application and return it to the Village Clerk at the Village Hall with all requested supporting material. No Application will be reviewed at the SDDA meeting without having first contacted the Clerk to evaluate completion of all paperwork. Submissions due no later than the 3<sup>rd</sup> Friday of the prior month for consideration at the next scheduled SDDA meeting.
- \_\_\_\_\_ Clerk to confirm all real and personal property to any unit of government and utilities owed to the Village are paid in full before proceeding with the Application.
- \_\_\_\_\_ If the Clerk feels it necessary to call on the Facade Work Group, comprised of members of the SDDA Board, to assist in evaluating the FIP Application and supporting material, a meeting will be scheduled prior to the regularly held SDDA meeting. This situation would only be required in rare circumstances but may require additional time.
- \_\_\_\_\_ Clerk reviews all Application material and then forwards the recommendations on to the SDDA at the following SDDA meeting held on the 4th Thursday of the month at 5:45 p.m. in Council Chambers at the Village Hall. Applicants are encouraged to attend the meeting to answer any additional questions that may arise.
- \_\_\_\_\_ The SDDA reviews Project submitted and approves or denies funding.
- \_\_\_\_\_ Applicant receives a letter committing funds or conditions for receipt of funding, if approved.
- \_\_\_\_\_ 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 SDDA, 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 Village Clerk who may refer a decision to the SDDA.

\_\_\_\_\_ Once the Applicant has completed the Facade Improvement and has collected all of his/her receipts, they must be presented to the Village Clerk, and/or his or her designee, by the third (3<sup>rd</sup>) Thursday of the month to be included in the monthly SDDA meeting for review. SDDA reviews paid receipts at the scheduled meeting and votes on the amount to be awarded for the Easement purchase.

\_\_\_\_\_ Village Treasurer writes a check from the SDDA account within 30 days and it is mailed to the address provided on the Application, after again confirming that all real and personal property 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.