

1. Downtown Business Owner Submits Application

- a. Building must already exist and have its importance explained as a significant contributing structure to downtown.
- b. Scope of project.
- c. Cost of project. Total match by DDA not to exceed \$15,000 in TIF Funds.
- d. Completion date of project; not to exceed twelve months from date of approval.
- e. Only one grant per property for the lifetime of the program.

2. Review of Application by DDA Staff

- a. Interview business owner to assess scope of project and possible alternatives.
- b. Does project satisfy the following conditions:
 - i. Enhance the aesthetics of and/or ability to use the principal building for a viable business?
 - ii. Contribute to the overall aesthetics, health and safety of the DDA?
 - iii. Is the business owner sufficiently funded to match the DDA's matching grant request and complete the project?
 - iv. Has the business owner done sufficient cost analysis of the proposed project?
- c. Eligible improvements include equipment and mechanical improvements required by Code.
- d. Prepare review/summary of proposed project for DDA Board discussion and action. Special credit will be given for work that enables second floor dwellings.

3. Business Owner presents proposal to DDA Board. APPLICANT UNDERSTANDS THAT FUNDS USED MUST BE PAID BACK ON A PRORATA BASIS IF SOLD WITHIN FIVE YEARS:

4. Does the Board believe the building is significant?

5. DDA Board approves/disapproves project.

- 6. The DDA Board reserves the right to reject any renovation application for a building which, in the Board's evaluation, is in such a condition that the proposed renovation would not contribute to the additional use of a significant core downtown structure or would not reverse the deterioration and make the building code compliant for the proposed use.**
- 7. All improvements are to be as approved by the DDA Board. Business owners who deviate from the approved application may be disqualified from this grant program.**
- 8. The CBDDA Board shall not use race, sex, age, or religion as grounds for refusing a loan to an eligible business owner.**
- 9. If approved, the business owner begins the project and invoices the DDA for their share of the matching grant once DDA Director confirms that the work is completed. Payments will be made only when the project is completed and receipts are provided as proof the work was complete and subcontractors were paid. Reimbursement will occur within a week.**
- 10. The DDA Director shall be responsible for assuring that any work done on an approved project is consistent with the application.**
- 11. The DDA Board must approve any changes which substantially deviate from original plan as determined by the DDA Staff.**
- 12. All approved changes shall be attached to the original application in the form of an addendum, dated and signed by the DDA Director.**
- 13. Deviations from approved plan may disqualify the applicant from this grant program. Such deviations may cause one or all of the following.**
 - a. Any grant money already paid out must be repaid.**
 - b. Remaining grant disbursements to be ceased.**
 - c. Future grant applications will not be considered for review or approval.**

VILLAGE OF SPRING LAKE, MICHIGAN
CORE DOWNTOWN REDEVELOPMENT
FIRE SUPPRESSION & ELEVATOR
ASSISTANCE

Rationale for a TIF Funded Grant Program

The intent of the Downtown Development Authority's (DDA) Design DOWNTOWN REDEVELOPMENT FIRE SUPPRESSION & ELEVATOR ASSISTANCE Grant Program is to provide an incentive for business owners and operators who own significant existing buildings to invest in older facilities within the DDA district by providing matching grants to businesses to make these improvements that give existing significant buildings new life and/or allow for a change of use. The maximum grant amounts are \$15,000 each, limited to two per year total and one per building for the life of the building.

Spring Lake's downtown district is vital to the economic health of our community as well as an attraction for future economic development. The downtown is the focal point of Spring Lake Village. Any deterioration of buildings in the downtown district creates an image of a deteriorating community with a declining economic base and of a lack of pride among its citizens and business owners. Recent significant investment has greatly upgraded the condition of public areas. A number of owners have invested in the renovation of their properties as well. In order to continue that trend, provide the opportunity for improvements that might not otherwise occur and encourage reuse of existing buildings and new uses, this program has been developed to provide financial assistance without repayment.

This type of program is supported by the Downtown Master Plan, the TIF District Plan, the Spring Lake Master Plan and by the overall historic preservation goals of the community as noted below:

Appendix A, Development Area Projects

Downtown Central Business District Additional Floors: including accessibility by way of elevator and other incentives for higher density retail and commercial uses.

Land Use

Promote traditional mixed-use development (office, retail and residential) in the core downtown. Consider permitting taller structures in the Central Business District (up to three stories, or 45 feet).

Continue to make redevelopment a High Priority.

Economic Development

- *Expand the Core downtown along Exchange Street to create a critical mass of retail activity that augments existing businesses.*
- *Create a secondary commercial tier on the north side of Exchange Street to complement existing business areas.*
- *Develop an active recruitment and local business development program to fill vacant market niches.*
- *Develop a support system for existing business retention and expansion efforts.*
- *Permit second-story apartments or lofts as an accessory use in the core downtown.*

Housing

- *Promote accessory apartments above office or retail space in multi-story buildings.*
- *Protect existing housing stock from demolition and encroachment for parking lots.*

Design Expectations

Rehabilitated and new commercial structures that are: Multi-story, have generous use of windows on the first floor (60%), prominent store entryways, shared parking, street parking and rear yard parking, small front yard setbacks, building signs.

Preservation of Historic Buildings and Landmarks

Safeguard the heritage of the Village by preserving landmarks and sites which reflect elements of the Village's cultural, social, economic, political or architectural history.

These grants are available for any property in the CBDDA District of the Village of Spring Lake. The intent of this grant program is the assist business owners in the interior upgrade and redevelopment of their properties, including second floors and/or higher occupancies and downtown residential, barrier free access in older, significant buildings.

The age of a building is not of primary consideration within this district but would surely warrant consideration if the structure was deemed an appropriate candidate, especially if applicant was seeking to make a higher and better use of an existing significant building in the downtown district.

Applicants are eligible to receive a matching grant every two years regardless of the number of properties an applicant owns. If during the course of a fiscal year there are no applications from an individual who has NOT received a grant, then special consideration to issue a grant would be considered to an individual property owner that has received a grant in the last granting period.

All grant applications received will be reviewed at the following DDA meeting with grant monies expected to be awarded as soon as possible. Applications should be submitted to Christine Burns at Village Hall. For questions please contact Chris at 842-1393 or by email at christine@springlakevillage.org.

THE APPLICANT MUST UNDERSTAND THAT FUNDS USED MUST BE PAID BACK ON A PRORATA BASIS IF SOLD WITHIN FIVE YEARS:

Tips to Core Downtown Building Owners and CBDDA

We have identified a common list of activities that should/should not be done based on questions raised during a similar façade grant programs.

DO

- Meet with the Building and Code Official staff
- DDA Staff
- Have an open process to select properties
- Quality not quantity
- Budget matches estimates
- Have renderings that match estimates
- Focus on “high impact” properties
- Put matching funds in escrow prior to executing any contracts
- Use licensed contractors

DON'T

- Over-inflate need/match
- Randomly decide on properties
- Submit properties that don't need it
- Submit a program concept
- Use substandard or inappropriate materials