

SWARTZ CREEK DDA

Agenda

**Downtown Development Authority, Thursday, April 22, 2021, 6:00 P.M.
City Hall 8083 Civic Drive, Swartz Creek Michigan 48473
Virtual (Zoom) Meeting Available for General Public**

1. CALL TO ORDER:

2. PLEDGE OF ALLEGIANCE:

3. ROLL CALL:

4. APPROVE AGENDA:

4A. Proposed or Amended Agenda, April 22, 2021

5. MOTION TO APPROVE MINUTES:

5A. Board Meeting, February 11, 2021

6. REPORTS & COMMUNICATIONS:

6A. Resolutions

6B. February 11, 2021 Minutes

6C. April 22, 2021 Meeting Letter

6D. Concert Sponsorship Request

6E. Façade Grant Application

6F. FY 2022 Budget Draft

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7. MEETING OPENED TO THE PUBLIC:

7A. General Public Comments

8. BUSINESS:

8A. Façade Grant Review

8B. Concert Sponsorship Request

8C. FY 2022 Budget

9. MEETING OPENED TO THE PUBLIC:

9A. General Public Comments

10. REMARKS BY MEMBERS:

11. ADJOURNMENT:

CITY OF SWARTZ CREEK
DOWNTOWN DEVELOPMENT AUTHORITY
RESOLUTIONS
THURSDAY, APRIL 22, 2021

Resolution No. 210422-01

Agenda – April 22, 2021

Motion by Board Member: _____

I Move the Swartz Creek Downtown Development Authority approves the agenda for the April 22, 2021 Downtown Development Authority meeting.

Second by Board Member: _____

Voting For: _____

Voting Against: _____

Resolution No. 210422-02

Minutes – February 11, 2021

Motion by Board Member: _____

I Move the Swartz Creek Downtown Development Authority approves the Minutes for the February 11, 2021 Downtown Development Authority meeting.

Second by Board Member: _____

Voting For: _____

Voting Against: _____

Resolution No. 210422-03

Façade Grant Application

Motion by Board Member: _____

I Move the Swartz Creek DDA approves the application, as included in the April 22, 2021 DDA packet, for the façade improvement program as submitted by Justin Humphries for 8053 Miller Rad; in the grant amount of \$12,000; with the following conditions:

1. Execution of all standard façade application agreements.
2. _____
3. _____

Resolution No. 21022-04

Swartz Creek Fine Arts Association

Motion by Board Member: _____

I Move the Swartz Creek DDA approves payment of \$300 to the Swartz Creek Fine Arts Association to support programming for the 2021 concert season.

Second by Board Member: _____

Voting For: _____

Voting Against: _____

Resolution No. 210422-05

2020 DDA Budget

Motion by Board Member: _____

I Move the Swartz Creek Downtown Development Authority approve the proposed 2021 fiscal year budget for the Downtown Development Authority for distribution and review by the city council.

Second by Board Member: _____

Voting For: _____

Voting Against: _____

Resolution No. 2100422-06

Adjourn

Motion by Board Commission Member: _____

I Move the Swartz Creek Downtown Development Authority adjourns the April 22, 2021 Downtown Development Authority meeting.

Second by Board Member: _____

Voting For: _____

Voting Against: _____

CITY OF SWARTZ CREEK
VIRTUAL DOWNTOWN DEVELOPMENT AUTHORITY MEETING ACCESS INSTRUCTIONS
THURSDAY, APRIL 22, 2021, 6:00 P.M.

The special meeting of the City of Swartz Creek DDA is scheduled for **April 22, 2021** starting at 6:00 p.m. and will be conducted in person, with virtual (online and/or by phone), access available due to health concerns surrounding Coronavirus/COVID-19 and rules promulgated by the Michigan Department of Health and Human Services.

To comply with the **Americans with Disabilities Act (ADA)**, any citizen requesting accommodation to attend this meeting, and/or to obtain the notice in alternate formats, please contact Connie Olger, 810-429-2766 48 hours prior to meeting,

Zoom Instructions for Participants

To join the conference by phone:

1. On your phone, dial the teleconferencing number provided below.
2. Enter the **Meeting ID** number (also provided below) when prompted using your touch-tone (DTMF) keypad.

Before a videoconference:

1. You will need a computer, tablet, or smartphone with speaker or headphones. You will have the opportunity to check your audio immediately upon joining a meeting.
2. Details, phone numbers, and links to videoconference or conference call is provide below. The details include a link to **“Join via computer”** as well as phone numbers for a conference call option. It will also include the 9-digit Meeting ID.

To join the videoconference:

1. At the start time of your meeting, enter the link to join via computer. You may be instructed to download the Zoom application.
2. You have an opportunity to test your audio at this point by clicking on “Test Computer Audio.” Once you are satisfied that your audio works, click on “Join audio by computer.”

You may also join a meeting without the link by going to join.zoom.us on any browser and entering the Meeting ID provided below.

If you are having trouble hearing the meeting, you can join via telephone while remaining on the video conference:

1. On your phone, dial the teleconferencing number provided below.
2. Enter the **Meeting ID number** (also provided below) when prompted using your touchtone (DMTF) keypad.
3. If you have already joined the meeting via computer, you will have the option to enter your participant ID to be associated with your computer.

Participant controls in the lower left corner of the Zoom screen:



Using the icons in the lower left corner of the Zoom screen you can:

- Mute/Unmute your microphone (far left)
- Turn on/off camera (“Start/Stop Video”)
- Invite other participants
- View participant list-opens a pop-out screen that includes a “Raise Hand” icon that you may use to raise a virtual hand during Call to the Public
- Change your screen name that is seen in the participant list and video window
- Share your screen

Somewhere (usually upper right corner on your computer screen) on your Zoom screen you will also see a choice to toggle between “speaker” and “gallery” view. “Speaker view” show the active speaker.

Connie Olger is inviting you to a scheduled Zoom meeting.

Topic: DDA- Downtown Development Authority Meeting Time: April 22, 2021 06:00 PM Eastern Time (US and Canada)

Join Zoom Meeting

<https://us02web.zoom.us/j/5699610014>

Meeting ID: 569 961 0014

One tap mobile

+13126266799,,5699610014# US (Chicago)

+19292056099,,5699610014# US (New York)

Dial by your location

+1 312 626 6799 US (Chicago)

+1 929 205 6099 US (New York)

+1 301 715 8592 US (Washington DC)

+1 346 248 7799 US (Houston)

+1 669 900 6833 US (San Jose)

+1 253 215 8782 US (Tacoma)

Meeting ID: 569 961 0014

Find your local number: <https://us02web.zoom.us/u/kedFRqg7ij>

If you have any further questions or concern, please contact 810-429-2766 or email colger@cityofswartzcreek.org.

A copy of this notice will be posted at City Hall, 8083 Civic Drive, Swartz Creek, Michigan.

CITY OF SWARTZ CREEK VIRTUAL (ELECTRONIC) MEETING RULES AND PROCEDURES

In order to conduct an effective, open, accessible, and professional meeting, the following protocols shall apply. These protocols are derived from the standard practices of Swartz Creek public meetings, Roberts Rules of Order, and city board & commission procedures. These procedures are adopted to govern participation by staff, councilpersons and members of the public in all City meetings held electronically pursuant to PA 228 of 2020. Note that these protocols do not replace or eliminate established procedures or practices. Their purpose is to augment standing expectations so that practices can be adapted to a virtual meeting format.

The following shall apply to virtual meetings of the city's public bodies that are held in accordance with the Open Meetings Act.

1. Meetings of the City Council, Planning Commission, Zoning Board of Appeals, Downtown Development Authority, Park Board, or committees thereunder may meet electronically or permit electronic participation in such meetings insofar as (1) the Michigan Department of Health and Human Services restricts the number of persons who can gather indoors due to the COVID-19 pandemic; (2) persons have an illness, injury, disability or other health-related condition that poses a risk to the personal health or safety of members of the public or the public body if they were to participate in person; or (3) there is in place a statewide or local state of emergency or state of disaster declared pursuant to law or charter by the governor or other person authorized to declare a state of emergency or disaster.
2. All meetings held hereunder must provide for two-way communication so that members of the public body can hear and respond to members of the general public, and vice versa.
3. Members of the public body who participate remotely must announce at the outset of the meeting that he/she is in fact attending the meeting remotely and by further identifying the specific physical location (by county, township, village and state) where he/she is located. The meeting minutes must include this information.
4. Notice of any meeting held electronically must be posted at the City Offices at least 18 hours before the meeting begins and must clearly explain the following:
 - (a) why the public body is meeting electronically;
 - (b) how members of the public may participate in the meeting electronically, including the specific telephone number, internet address or similar log-in information needed to participate in the meeting;

- (c) how members of the public may contact members of the public body to provide input or ask questions on any business that will come before the public body at the meeting;
 - (d) how persons with disabilities may participate in the meeting.
5. The notice identified above must also be posted on the City's website homepage or on a separate webpage dedicated to public notices for non-regularly scheduled or electronic public meetings that is accessible through a prominent and conspicuous link on the website's homepage that clearly describes the meeting's purpose.
 6. The City must also post on the City website an agenda of the meeting at least 2 hours before the meeting begins.
 7. Members of the public may offer comment only when the Chair recognizes them and under rules established by the City.
 8. Members of the public who participate in a meeting held electronically may be excluded from participation in a closed session that is convened and held in compliance with the Open Meetings Act.

MAINTAINING ORDER

Public body members and all individuals participating shall preserve order and shall do nothing to interrupt or delay the proceedings of public body.

All speakers shall identify themselves prior to each comment that follows another speaker, and they shall also indicate termination of their comment. For example, "Adam Zettel speaking. There were no new water main breaks to report last month. That is all."

Any participants found to disrupt a meeting shall be promptly removed by the city clerk or by order of the Mayor. Profanity in visual or auditory form is prohibited.

The public body members, participating staff, and recognized staff/consultants/presenters shall be the only participants not muted by default. All other members must request to speak by raising their digital hand on the meeting application or by dialing *9 on their phone.

MOTIONS & RESOLUTIONS

All Motions and Resolutions, whenever possible, shall be pre-written and in the positive, meaning yes is approved and no is defeated. All motions shall require support. A public body member whom reads/moves for a motion may oppose, argue against or vote no on the motion.

PUBLIC ADDRESS OF BOARD OR Commission

The public shall be allowed to address a public body under the following conditions:

1. Each person who wishes to address the public body will be first recognized by the Mayor or Chair and requested to state his / her name and address. This applies to staff, petitioners, consultants, and similar participants.
2. Individuals shall seek to be recognized by raising their digital hand as appropriate on the digital application.
3. Petitioners are encouraged to appropriately identify their digital presence so they can be easily recognized during business. If you intend to call in only, please notify the clerk in advance of your phone number.
4. The city clerk shall unmute participants and the members of the public based upon the direction of the mayor or chair. Participants not recognized for this purpose shall be muted by default, including staff, petitioners, and consultants.
5. Individuals shall be allowed five (5) minutes to address the public body, unless special permission is otherwise requested and granted by the Mayor or Chair.
6. There shall be no questioning of speakers by the audience; however, the public body, upon recognition of the Mayor or Chair, may question the speaker.
7. No one shall be allowed to address the public body more than once unless special permission is requested, and granted by the Mayor or Chair.
8. One spokesperson for a group attending together will be allowed five (5) minutes to address the public body unless special permission has been requested, and granted by the Mayor or Chair.
9. Those addressing the public body shall refrain from being repetitive of information already presented.
10. All comments and / or questions shall be directed to and through the Mayor or Chair.
11. Public comments (those not on the agenda as speakers, petitioners, staff, and consultants) are reserved for the two "Public Comment" sections of the agenda and public hearings.

VOTING RECORD OF PUBLIC BODIES

All motions, ordinances, and resolutions shall be taken by "YES" and "NO" voice vote and the vote of each member entered upon the journal.

**CITY OF SWARTZ CREEK
SWARTZ CREEK, MICHIGAN
MINUTES OF THE DOWNTOWN DEVELOPMENT AUTHORITY VIRTUAL MEETING
February 11, 2021**

The Virtual Meeting was called to order at 6:25 by Board Member Krueger.

Board Members Present: Beedy (6:09pm), Krueger, Jamison, Plumb, Raffaelli (6:25pm).

Board Members Absent: Eckerdt, King, LaBeau, Whittey.

Staff Present: Adam Zettel

Others Present: Rae Lynn Hicks, George Hicks, Justin Humphries, Nate Henry.

APPROVAL OF MINUTES:

Resolution No. 210211-01 **(Carried)**

Motion by Board Member Plumb
Second by Board Member Beedy

I Move the Swartz Creek City Downtown Development Authority approves the minutes for the August 13, 2020 Downtown Development Authority meeting.

Unanimous affirmative voice vote: Motion declared carried.

APPROVAL OF AGENDA:

Resolution No. 210211-02 **(Carried)**

Motion by Board Member Plumb
Second by Board Member Beedy

I Move the Swartz Creek City Downtown Development Authority approves the agenda for the February 11, 2021 Downtown Development Meeting with the change to add item 8B Façade Improvement Program.

Unanimous affirmative voice vote: Motion declared carried.

MEETING OPEN TO PUBLIC:

None.

Update & 2021 Outlook

Update

Mr. Zettel said the DDA budget is a little better than expected and discussed having a call for projects regarding the façade grant.

Façade Improvement Program

Resolution No. 210211-03

(Carried)

Motion by Board Member Beedy
Second by Board Member Jamison

I Move the Swartz Creek Downtown Development Authority approve up to \$12,500 for the façade program in terms of reimbursement grants.

YES: Krueger, Plumb, Raffaelli, Jamison, Beedy.
NO: None. Motion declared carried.

MEETING OPEN TO PUBLIC:

None.

REMARKS BY BOARD MEMBERS:

Board Member Jamison stated he is hopeful we can pick up the momentum that was lost last year in the downtown. We had some good momentum going with the festivals like Jeepers Creekers and using the Holland Square space. He is hopeful to retain some of those events this year depending on the limits.

Board Member Raffaelli is hoping to have regular meetings inside soon instead of the virtual meetings.

Board Member Krueger is wondering about Hometown Days this year. Mr. Zettel said Hometown Days is not sure about the event yet.

ADJOURNMENT:

Resolution No. 210211-04

(Carried)

Motion by Board Member Raffaelli
Second by Board Member Plumb

The Swartz Creek DDA adjourns the February 11, 2021 DDA meeting at 6:43 p.m.

Unanimous affirmative voice vote: Motion declared carried.

Connie King



SWARTZ CREEK DDA
SWARTZ CREEK CITY OFFICES
8083 CIVIC DR.
SWARTZ CREEK, MI 48473

PHONE: 810-635-4464
FAX: 810-635-2887

Date: April 9, 2021

To: DDA Board Members
From: Adam Zettel
RE: April 22, 2021 DDA Meeting

Hello everyone,

There will be a meeting of the DDA at 6:00 p.m. on Thursday, April 22, 2021. All board members must now attend in person to participate. This will also be broadcast virtually via Zoom for the general public. Instructions and guidelines for the virtual meeting are in the packet.

Things were quiet for a while, but now there is a ton of stuff to consider and some reasonable revenues to do it with. This meeting will address a couple routine items, being the Swartz Creek Fine Arts Association concert sponsorship request and the budget. The budget is very simple as presented since we start from a position of spending very little in the current fiscal year. However, with revenues higher than expected, there is certain to be discussion and action on additional expenses. I will leave that for the meeting. Suffice it to say, there will be opportunity to invest this year!

In addition, we have a façade grant application for the Assenmacher Building. This building has a new owner and that are investing heavily in the property. At this time, they are looking to complete the visible exterior and have a quote to complete the work. There is a budget of \$12,500 and they are seeking \$12,000. The application and materials are attached. I expect the applicant to attend the meeting and speak on the matter. An affirmative resolution is included.

Note that we have many improvements and projects in the hopper. The city used CDBG funds to purchase decorative street signs for the rest of the downtown area. We have the materials and will be using force account labor to install the signs this summer.

There are many properties for sale, pending, or in transition as well. Dave's Pizzeria and The Swartz Creek Bakery are still on the market. Hopefully, they see some users. The medical office on Frederick is getting a full makeover by Dr. Sharman, which will improve that area nicely. The old Trecha Building on Holland Drive is still pending action, but the owners have shifted their focus to the Hank and Don's business and building.

Please take a look at the city council packets to get a full picture of things impacting the broader community and downtown. There are a couple important meetings coming up. **The first will be a joint workshop of the city council, planning commission, and DDA on April 26, 2021 at 5:30pm in the city council chambers** (as well as online). This will be a budget presentation and will include discussion on the options to use the \$500,000+ that the city will receive in American Rescue Act funds. This is certainly something the DDA should take interest in since economic development is in the crosshairs.

The next joint session will be on May 10th at 7pm when the county will present their Forward Together Plan. This is an economic development strategy that could be instrumental in assisting in development of the raceway and acquisition of funds for our other initiatives. Please go through those packets and plan on attending one or both of those meetings in person or virtually.

That is the news! Contact me directly with any questions, comments, or agenda items. **Please let us know if you can attend or not.** We have struggled to get a quorum recently.

Sincerely,

A handwritten signature in blue ink that reads "Adam Zettel". The signature is fluid and cursive, with the first name "Adam" and the last name "Zettel" clearly legible.

Adam Zettel, AICP

City Manager

azettel@cityofswartzcreek.org

For S.C. DDA

concert sponsorship

\$300.00 fee



Swartz Creek Fine Arts Association

8099 Civic Drive P.O. Box 98 Swartz Creek, Michigan 48473-0098
810-635-7439 -or- 810-635-4471 info@swartzcreekfinearts.org

APPLICATION FOR CONCERT SPONSORSHIP

Date of Application: 3/15/2021

Name of Organization:

Name of Representative:

Address:

Telephone Number: Home () Office ()

Date of Sponsored Concert: Tuesday , 20

Sponsorship Fee for Non-Profit Organizations: \$300.00 payable to Swartz Creek Fine Arts

Sponsorship Fee for Profit Organizations: \$400.00 payable to Swartz Creek Fine Arts

Nature of Sponsor's Activities:

Number of Personnel of Sponsor Participating:

RULES AND REGULATIONS FOR CONCERT SPONSORSHIP:

- 1. The Board of Directors of the Swartz Creek Fine Arts Association must approve all applications. All decisions of the Board are final.
2. The Board of Directors of the Swartz Creek Fine Arts Association shall not allow the property to be used for profit motivated purposes.
3. The theater and its grounds shall not be allowed to be used for illegal or immoral purposes.
4. No alcoholic beverages shall be allowed on the premises.
5. No unleashed animals shall be allowed on the premises.
6. No smoking within the Theater building.
7. No vehicles allowed on concrete at Theater.
8. The Board of Directors of the Swartz Creek Fine Arts Association or the applicant shall not refuse the use of the premises on the basis of race, age, handicap, religion or color.
9. The event sponsor is required to obtain any event license and/or permit, and to pay any license or permit fees, i.e. ASCAP.
10. Use of concession area must be approved for use by others, as Swartz Creek Fine Arts Association gets first consideration for concession sales. Any sales made must be shared with Swartz Creek Fine Arts at a rate of 15%.
11. Any fundraising activity must be pre-approved by Swartz Creek Fine Arts prior to concert.

I have read and understand the rules and regulations listed above and made a part of this application, and agree to abide by them in the fullest.

Applicant Signature

Applicant Title

FOR SWARTZ CREEK FINE ARTS ASSOCIATION USE ONLY:

Application: () Approved () Denied

By: DDA Packet

Date: April 22, 2021

*SWARTZ CREEK
DOWNTOWN DEVELOPMENT AUTHORITY
2021 Façade Improvement Program Description*

Eligibility Requirements

The Façade Improvement Program is available to business and/or building owners that are located in the designated Downtown Development Authority (DDA) district of the City of Swartz Creek.

Façade improvement renovation can be used on an exterior portion of the building that is visible to the public. This can include the front, back and sides of the building. Façade improvement money cannot be used for roof repair, traditional parking improvements, and routine maintenance. Improvement funds for interior improvements can be made only after successful application for exterior funds.

The goal of the Façade Improvement Program is to increase the attractiveness, function, and value of the overall DDA District. Façade Improvement Program funds are available on a grant basis and are paid as a reimbursement.

Any business may qualify for a Façade Improvement Program grant. However, in order for a façade project to be considered for grant dollars, the improvement must make every effort to honor the historical characteristics of the building or the DDA District. The applicant must show evidence of this.

The DDA Façade Improvement Program will provide a dollar for dollar match to business owners in the DDA District. The total maximum grant amount available for 2021 for all projects is currently set at \$12,500. This money may be awarded to multiple applicants or a single applicant. The DDA Board has the final say in who receives the funds based on an applicant's ability to meet the goals of the program. ***Grant dollars shall not be used to reimburse work completed before a project was awarded by the Board and a facade agreement has been executed.***

Application Deadlines

Awards will be made to eligible projects on a first-come, first-serve basis. Multiple applications may be funded in whole or in part based upon the competitiveness of the project. The DDA reserves the right to fund or deny any and all grant applications. If funds are not expended after the initial funding round, the DDA may open an additional round of funding.

Application Requirements

The improvement application must include a recent price quote for the proposed project from either an architect or a licensed contractor. This quote shall be utilized only for the purpose of determining the amount of improvement needed for the project and any costs incurred in obtaining the quote shall be the responsibility of the applicant, not the City or the DDA of Swartz Creek.

If the improvement is awarded, two bids will need to be obtained and the project shall be awarded to the lowest responsible bidder. Receipts for all costs must be submitted for approval and reimbursement. If the applicant wishes to do the work him or herself, then the cost of materials will only be reimbursed.

Application Review

A Review Committee comprised of members of the Swartz Creek DDA may choose review improvement applications with consideration to the project merits, the impact on the downtown, conformance to existing plans, creativity, and value added.

Selected Projects

All work must be completed within the timeline established in the award or the Review Committee reserves the right to revoke the improvement. In the event that an improvement is awarded and the project does not meet the design standards, the Review Committee reserves the right to withhold the award. If a proposed project is not funded, the applicant may submit the project for reconsideration at a later date.

Payment of improvement funds shall be in the form of approved reimbursements to the building owner or lessee. Any improvements completed under the Façade Improvement Program shall become permanent fixtures of the building. The business owner or the building owner in the event of the closing or sale of the business or the sale of the building without the express written consent of the DDA may not remove them. This provision shall not apply if a future change is made to the building for the purpose of further renovation that will enhance the redevelopment of the downtown area.

Miscellaneous

The DDA reserves the right to approve or deny, in whole or in part, any and all applications. The scoring of project applications is an initial self-scoring by the applicant that serves as guidance on eligibility of the applicant. The DDA maintains the right to consider the project, as it stands alone and as it impacts the greater community, in the context of the design guidelines and with the input of their own designer.

Please read the guidelines and application carefully. Contact DDA staff at 810.287.2147 or azettel@cityofswartzcreek.org to hold an informal project consultation prior to design and submission of a grant project.

SWARTZ CREEK DOWNTOWN DEVELOPMENT AUTHORITY 2021 Facade Program General Design Guidelines

Applicants for the program should consult with DDA staff at 810.287.2147 or azettel@cityofswartzcreek.org prior to design and application. The guidance of an architect or experienced contractor is highly encouraged. The goals of the program are to:

- Promote a pedestrian environment
 - Ground floor glass storefronts, recessed entrances, pilasters, columns, windows and/or other architectural elements that will promote interest and engagement of pedestrians.
- Use durable high quality materials
 - Brick, stone, lapboard siding, and related materials that retain building appearance and maintenance to ensure a positive impact within the community for many years.
- Well detailed and sympathetic to the existing built environment
 - Sympathetic or harmonious architecture that improves the quality of the surrounding architectural examples.
 - A façade or building that relate to its surroundings in form, scale, proportion, texture, materiality, and color. However, buildings should not simply copy the neighbors design.
- Should be inventive and unique
 - Insubstantial and flat facades typical of current day commercial storefront architecture are discouraged.
 - Renovations and new structures should have solidness, depth, integrity, texture and invention. It is left to the designer to thoroughly explore new forms, details and materials that will bring a sense of invention to the project.

General Recommendations

Below are some general design recommendations that will help the designer understand the intent and direction of the Guidelines. The DDA and designers are encouraged to utilize the Secretary of the Interiors standards for historic preservation on structures over fifty years old as a guide. This is not required. *All applicants should consult with DDA staff prior to design and submission.*

Encouraged:

- Pedestrian scaled openings and details.
- Ground floor storefronts with at least 75% glass.
- Interesting and special entry doors, preferably recessed.
- Improve curb appeal, landscape, and lighting
- Combine traditional and contemporary forms and materials in creative and harmonious ways.
- Outdoor spaces for dining, resting, recreation, or reflection
- Durable materials (masonry, composite lapboard, glass, accent metals, etc.)
- Little or no front yard setbacks

Discouraged:

- False facades or slip covers. A false façade is a façade that is applied to the actual structure and has little relation to the essential structure behind.
- Standard aluminum storefront as the only element of a ground floor façade.
- Excessively themed architecture. For example a Chinese restaurant that looks like a pagoda.
- Auto based features, such as drive throughs, pickup windows, and front yard parking

Sign Design Guidelines

The current City of Swartz Creek Sign Ordinance must be followed. Below are some general design recommendations that can help the designer understand the intent and direction of the guidelines.

Encouraged:

- Signs that are simple and easy to read.
- Signs that complement the building's character
- Front lit signs from independently mounted lighting
- Historic signs
- Free-hanging signs, perpendicular to the roadway
- Creative graphics
- Metal letters

Discouraged:

- Signs that overwhelm the façade
- Back-lit box signs
- Flat vinyl lettering
- Picture boxes applied to the façade

Awning Design Guidelines

Encouraged:

- Simple flat awnings
- High quality matt finished canvas
- Metal and Glass awnings
- Simple geometric shapes
- Single solid colors

Discouraged:

- Bubble type awnings
- Shiny plastic awnings
- Back lit awnings
- Large signage on the awning

*SWARTZ CREEK
DOWNTOWN DEVELOPMENT AUTHORITY
2021 Façade Improvement Application*

Applicant: Justin Humphries

Property Address: 8053 Miller rd Swartz Creek Mi, 48473

Mailing Address (if different): _____

Contact Person: Justin Humphries

Title: owner

Phone: 810-845-6815

Email: humphries_justin@hotmail.com

Applicant is: ___ Building & Business Owner Business Owner ___ Building Owner

If applicant is not the building owner, please provide the following:

Building Owner Name: _____

Mailing Address: _____ City: _____

State: _____ Zip: _____

Important: If applicant is not the building owner, please include a letter from the building owner providing endorsement and permission for the proposed façade renovations.

How long has the current business been in the DDA? _____

How long has the present building owner owned the property? _____

0-5 Years (0 pts) ___ **6-10 Years (5 pts)** ___ **10+ Years (10 pts)**

Has any interior improvement been made to the building in the past 3 years or do you plan on making any interior improvements at the same time as the exterior?

YES (10 pts) ___ **NO (0 pts)**

If yes, please give a brief description and approximate cost New HVAC \$35,000, New Electrical \$25,000, New Plumbing \$15,000, Insulation \$18,000, New Flooring \$20,000, Completely gutted and rebuilt all walls \$15,000
Paint - ceiling and walls \$4,000

___ **\$0 - \$1,000 (0 pts)**

___ **\$1,000 - \$2,500 (10 pts)**

___ **\$2,501 - \$5,000 (15 pts)**

+\$5,000 (25 pts)

Description of Proposed Façade Work: (please attach required quotes, a picture of the current façade, and any drawings or elevations that are available.)

Rip out old rotted wood off store front and rebuild wooden frame. Re-skin store front with black steel siding and trim out doors and windows in cedar. Pressure wash side and back of building. Repaint back and side of building (light gray). Remove and replace old beat up rusty back door and replace with new black steel door. Replace old rusty mismatched eavestroughs and down spouts with new black eavestroughs and down spouts. Hang new sign on front of building.

Estimated Total Cost of Project: \$ \$30,000

Please explain how this improvement will attempt to honor the historical characteristics of the building or the DDA district: (if additional space is needed, please attach as an additional page)

I've lived in Swartz Creek for 25 years and I have drove past the old Assenmacher building thousands of times. The front of that building is a very unique looking and shaped store front. That being said, it is very dated and the wood on the store front is in disrepair. I am going to remove the old wood slats and replace and repair the original wood frame of the store front. Then I am going to re-skin the front and the slop on the side of the building in black steel siding and trim out the door and windows in cedar. Thus keeping to old shape of the old store front, but updating it to appeal to today's standards.

Approximately how many square feet of the façade will be done? 2,500sqft

What percentage of square feet of the exterior will be done?

- 0 – 25% (5 pts)
- 26 - 50% (10 pts)
- 51 - 75% (15 pts)
- +76% (25 pts)

Portion of project that applicant proposes to pay? \$18,000

Must be at least the minimum match (50%) as specified in the program

- 50% (0 pts)
- >51-75% (15 pts)
- 75% or greater (30 pts)

Estimated start date 4-19-2021 Estimated completion date 5-19-2021

The DDA reserves the right to approve or deny, in whole or in part, any and all applications. The scoring on this application is an initial self-scoring by the applicant that serves as guidance on eligibility of the applicant. The DDA maintains the right to consider the project, as it stands alone and as it impacts the greater community, in the context of the design guidelines and with the input of their own designer.

Certification

I certify to the City of Swartz Creek and DDA that ALL of the information contained in this application is true and correct to the best of my knowledge. I understand that I must comply with all the regulations of the City of Swartz Creek.

Applicant Signature: _____ Date _____

J. W. MORGAN CONSTRUCTION, LLC

**7152 SEYMOUR RD.
SWARTZ CREEK, MI 48473
810-635-9228 OFFICE/FAX
810-691-6281 CELL
LIC# 2102148537**

PROPOSAL

Justin Humphries
8053 Miller Rd.
Swartz Creek, MI 48473

April 6, 2021

We hereby propose to provide the labor and materials necessary to complete the following:

- Secure a building permit
- Add material to the wall on the front of the former bike shop under the windows to bring the surface out flush to the remainder of the wall
- Repair the wood framing on the east side of the building
- Install black Jensen Ultra 2000 AZ50 steel siding on the front and east side of the building to cover the wood framing and follow the angled profile on the east side
- Trim out the windows (including the three windows on the east side), front entry door, and siding corners and ends with cedar trim boards
- Remove the rear service door to the former bike shop, replace the lintel and repair the masonry, and install a new commercial steel door and jamb with new latch and panic bar and closer
- Power wash the masonry on the east and south side of the entire building and scrape off loose paint and mortar. Fill major voids in the mortar.
- Paint the exposed masonry on the east side and entire south side of the building
- Clearcoat the cedar trim
- Replace the eavestroughs and downspouts on the south side of the building with new of the same size
- Hang the sign on the front of the new salon space - electrical to be done by others.

Total labor and materials **\$31,070**

From: [Justin Humphries](#)
To: [Adam Zettel](#)
Subject: 2021 façade program
Date: Thursday, April 8, 2021 8:03:31 PM
Attachments: [Humphries - fascade remodel pdf.pdf](#)
[2021 Facade Program2.pdf](#)

The picture of the distillery is what first caught our eye and gave us the idea to use to corrugated steel on the front of the building. By hanging the steel horizontal, it just gave it a completely different unique look. This is how we will be hanging the steel as well. The picture of the taco bell just happens to be very close to our color concept. With the black steel front, cedar entry way, and the rear of the building being gray. Our sign will be a 4ftx 8ft cedar wood base with our logo cut out of black steel and attached. It will have 2 goose neck style light hanging above the sign for lighting









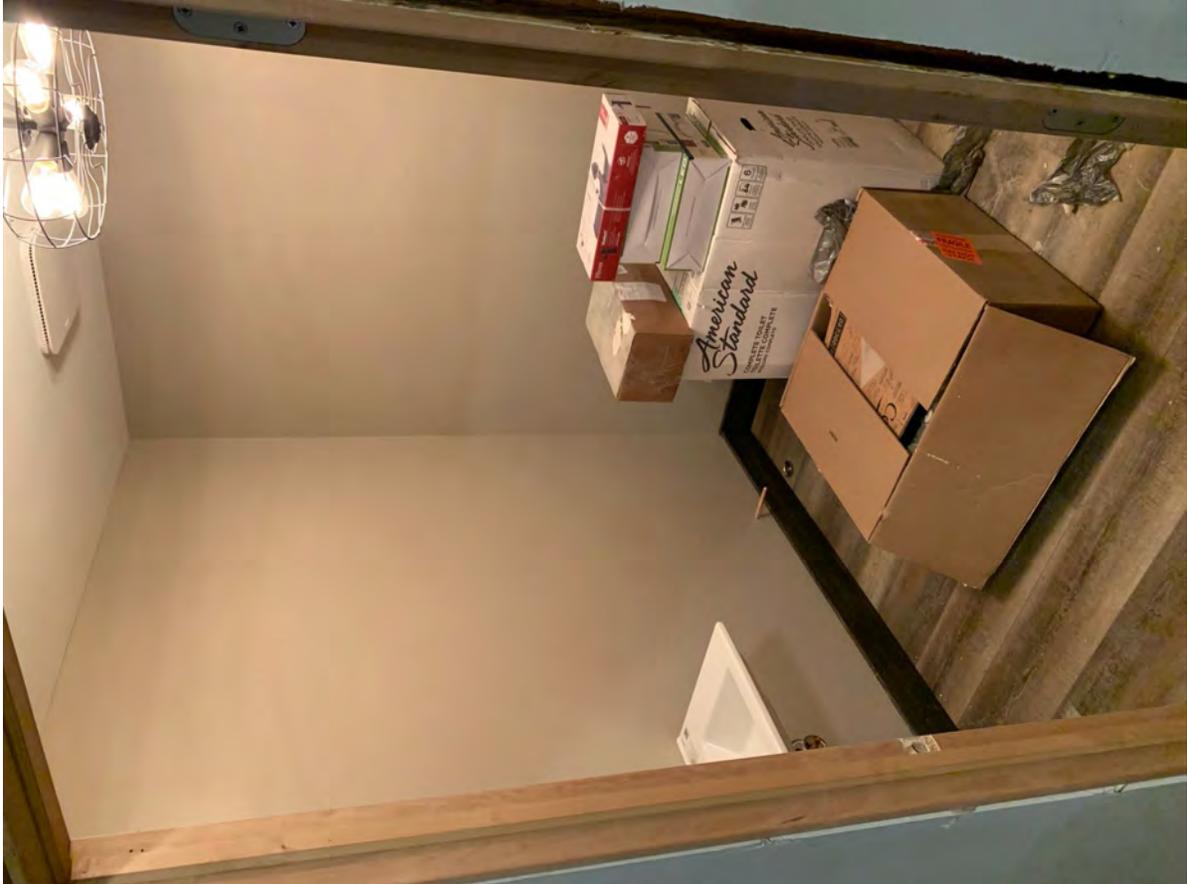
*Against the
Grain
& Hair Lounge &*



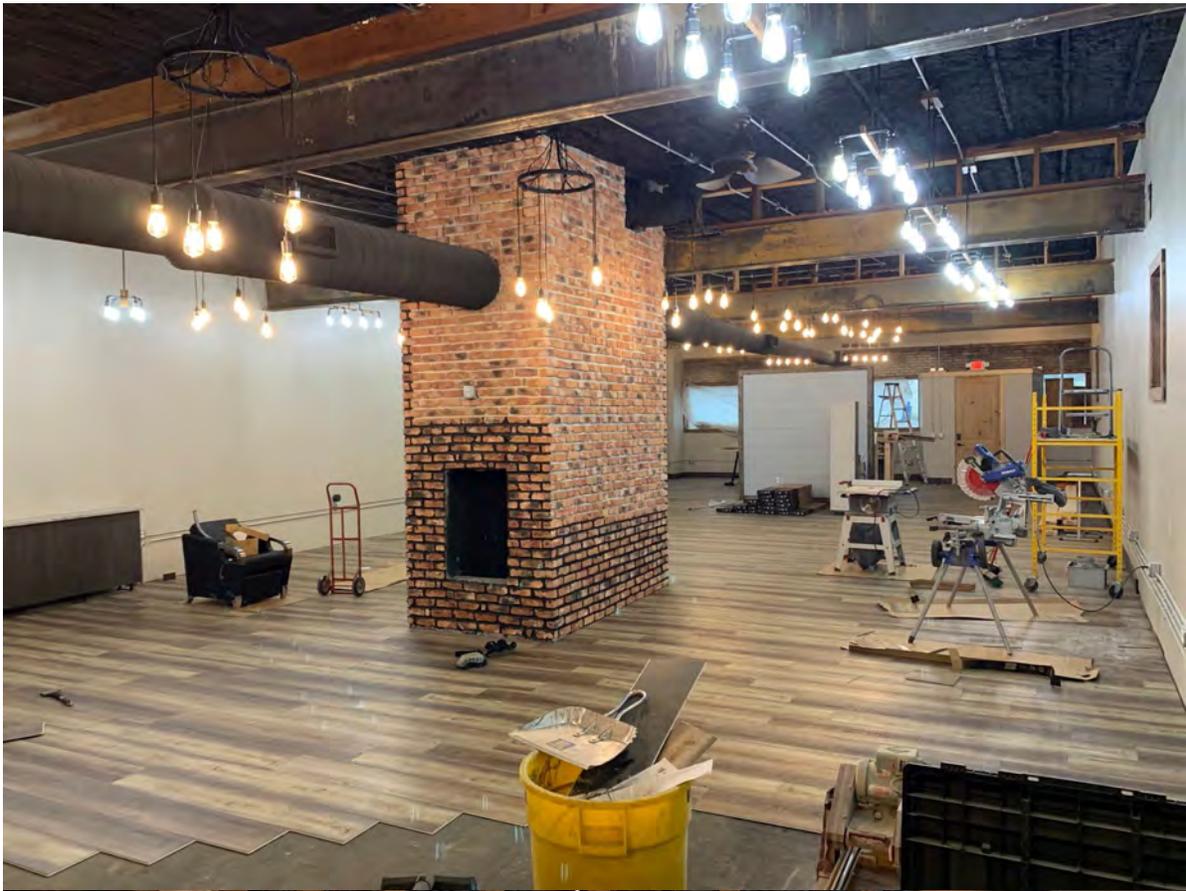


From: [Austin, Thomas](#)
To: [Austin, Thomas](#)
Subject: 2021 Repair program pt 2
Date: Thursday, April 8, 2021 8:14:49 PM











REQUESTED BUDGET FOR CITY OF SWARTZ CREEK DDA
Fiscal Year June 30, 2022

GL NUMBER	DESCRIPTION	2019-20 ACTIVITY	2020-21 AMENDED BUDGET	2020-21 PROJECTED ACTIVITY	2021-22 REQUESTED BUDGET
Fund 248 - Downtown Development Fund					
ESTIMATED REVENUES					
Dept 000.000 - General					
248-000.000-402.000	Current Tax Revenue	\$46,512.60	\$66,950.00	\$72,111.01	\$88,000.00
248-000.000-664.000	Interest Income	\$14.81	\$12.00	\$5.15	\$7.00
Totals for dept 000.000 - General		\$46,527.41	\$66,962.00	\$72,116.16	\$88,007.00
Dept 728.004 - Family Movie Night					
248-728.004-597.000	Grants from Private Entities		\$2,000.00	\$0.00	\$0.00
Totals for dept 728.004 - Family Movie Night		\$0.00	\$2,000.00	\$0.00	\$0.00
TOTAL ESTIMATED REVENUES		\$46,527.41	\$68,962.00	\$72,116.16	\$88,007.00
APPROPRIATIONS					
Dept 173.000 - DDA Administration					
248-173.000-726.000	Supplies		\$13.00	\$13.00	\$0.00
248-173.000-745.000	Postage	\$19.90	\$20.00	\$4.00	\$4.00
248-173.000-825.000	Admin Services	\$2,500.00	\$2,500.00	\$2,500.00	\$2,500.00
248-173.000-961.000	Miscellaneous		\$300.00	\$0.00	\$150.00
Totals for dept 173.000 - DDA Administration		\$2,519.90	\$2,833.00	\$2,517.00	\$2,654.00
Dept 728.002 - Streetscape					
248-728.002-967.101	Contribution to General Fund	\$40,000.00	\$40,000.00	\$40,000.00	\$40,000.00
248-728.002-968.000	Depreciation Expense	\$944.29	\$945.00	\$945.00	\$945.00
Totals for dept 728.002 - Streetscape		\$40,944.29	\$40,945.00	\$40,945.00	\$40,945.00
Dept 728.003 - Facade Program					

GL NUMBER	DESCRIPTION	2019-20 ACTIVITY	2020-21 AMENDED BUDGET	2020-21 PROJECTED ACTIVITY	2021-22 REQUESTED BUDGET
248-728.003-801.000	Contractual Services	\$10,000.00	\$12,500.00	\$12,500.00	\$12,500.00
Totals for dept 728.003 - Facade Program		\$10,000.00	\$12,500.00	\$12,500.00	\$12,500.00
Dept 728.004 - Family Movie Night					
248-728.004-726.000	Supplies	\$2,015.39	\$8,060.00	\$3,090.00	\$0.00
248-728.004-801.000	Contractual Services	\$3,283.66	\$3,450.00	\$1,820.00	\$0.00
248-728.004-968.000	Depreciation Expense	\$1,181.75		\$1,181.75	\$1,181.75
Totals for dept 728.004 - Family Movie Night		\$6,480.80	\$11,510.00	\$6,091.75	\$1,181.75
TOTAL APPROPRIATIONS		\$59,944.99	\$67,788.00	\$62,053.75	\$57,280.75
NET OF REVENUES/APPROPRIATIONS - FUND 248		(\$13,417.58)	\$1,174.00	\$10,062.41	\$30,726.25
BEGINNING FUND BALANCE		\$51,758.49	\$38,340.91	\$38,340.91	\$48,403.32
ENDING FUND BALANCE		\$38,340.91	\$39,514.91	\$48,403.32	\$79,129.57