

SWARTZ CREEK DDA

Agenda

**Downtown Development Authority, Thursday, August 11, 2022, 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, August 11, 2022

5. MOTION TO APPROVE MINUTES:

5A. Board Meeting, April 14, 2021

6. REPORTS & COMMUNICATIONS:

6A. Resolutions

6B. April 14, 2021 Minutes

6C. August 11, 2022 Meeting Letter

6D. Jeepers Creekers Sponsor Request

6E. 8053 Miller Façade Grant Request

6F. Final Master Plan and Downtown Design Guidelines

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[Link](#)

7. MEETING OPENED TO THE PUBLIC:

7A. General Public Comments

8. BUSINESS:

8A. Officer Selection

8B. Jeepers Creekers Request

8C. Flint Art Project

8D. 8053 Miller Façade Grant

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, AUGUST 11, 2022

Resolution No. 220811-01

Agenda – August 11, 2022

Motion by Board Member: _____

I Move the Swartz Creek Downtown Development Authority approves the agenda for the August 11, 2022 Downtown Development Authority meeting.

Second by Board Member: _____

Voting For: _____

Voting Against: _____

Resolution No. 220811-02

Minutes – April 14, 2021

Motion by Board Member: _____

I Move the Swartz Creek Downtown Development Authority approves the Minutes for the April 14, 2021 Downtown Development Authority meeting.

Second by Board Member: _____

Voting For: _____

Voting Against: _____

Resolution No. 220811-03

Chairperson Nomination

Motion by Board Member: _____

I Move the Swartz Creek Downtown Development Authority hereby selects _____ to serve as Chairperson of the Downtown Development Authority, said term to expire upon officer selection at the 2023 annual meeting.

Second by Board Member: _____

Voting For: _____

Voting Against: _____

Resolution No. 220811-04

Vice-Chairperson Nomination

Motion by Board Member: _____

I Move the Swartz Creek Downtown Development Authority hereby selects _____ to serve as Vice-Chairperson of the Downtown Development Authority, said term to expire upon officer selection at the 2023 annual meeting.

Second by Board Member: _____

Voting For: _____

Voting Against: _____

Resolution No. 220811-05

Secretary Nomination

Motion by Board Member: _____

I Move the Swartz Creek Downtown Development Authority hereby selects _____ to serve as Secretary of the Downtown Development Authority, said term to expire upon officer selection at the 2023 annual meeting.

Second by Board Member: _____

Voting For: _____

Voting Against: _____

Resolution No. 220811-06

Jeepers Creekers Sponsorship

Motion by Board Member: _____

I Move the Swartz Creek DDA sponsor the Jeepers Creekers, Inc. fall events, conditioned upon approval of the event by the Swartz Creek City Council, for the 2022 season at a cost of \$1,000.

Second by Board Member: _____

Voting For: _____

Voting Against: _____

Resolution No. 220811-07

Façade Grant Application

Motion by Board Member: _____

I Move the Swartz Creek DDA approves the application, as included in the August 11, 2022 DDA packet, for the façade improvement program as submitted by Justin Humphries for 8053 Miller Rad; in the grant amount of \$1,250; with the following conditions:

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

Resolution No. 220811-08

Adjourn

Motion by Board Commission Member: _____

I Move the Swartz Creek Downtown Development Authority adjourns the August 11, 2022 Downtown Development Authority meeting.

Second by Board Member: _____

Voting For: _____

Voting Against: _____

**CITY OF SWARTZ CREEK
VIRTUAL DOWNTOWN DEVELOPMENT AUTHORITY MEETING ACCESS INSTRUCTIONS
THURSDAY, AUGUST 11, 2022, 6:00 P.M.**

The regular virtual meeting of the City of Swartz Creek park board is scheduled for **August 11, 2022** starting at 6:00 p.m. and will be conducted virtually (online and/or by phone), 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: August 11, 2022 06:00 PM Eastern Time (US and Canada)

Join Zoom Meeting

<https://us02web.zoom.us/j/83096401128>

Meeting ID: 830 9640 1128

One tap mobile

+13017158592,,83096401128# US (Washington DC)

+13126266799,,83096401128# US (Chicago)

Dial by your location

+1 301 715 8592 US (Washington DC)

+1 312 626 6799 US (Chicago)

+1 929 205 6099 US (New York)

+1 253 215 8782 US (Tacoma)

+1 346 248 7799 US (Houston)

+1 669 900 6833 US (San Jose)

Meeting ID: 830 9640 1128

Find your local number: <https://us02web.zoom.us/j/kz4Jb4etg>

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 MEETING
April 14, 2022**

The meeting was called to order at 6:07 p.m. by Board Member Beedy in the Swartz Creek Council Chambers with a virtual (Zoom) meeting available for the general public.

Board Members Present: Beedy, Ryan, King, Raffaelli, Jamison.

Board Members Absent: Krueger, Keene, Plumb (Zoom), Whittey.

Staff Present: Adam Zettel.

Others Present: Nate Henry, Jared M. Oginsky.

APPROVAL OF AGENDA:

Resolution No. 220414-01

(Carried)

Motion by Board Member King
Second by Board Member Jamison

I Move the Swartz Creek City Downtown Development Authority approves the agenda for the April 14, 2022 Downtown Development Meeting.

Unanimous affirmative voice vote: Motion declared carried.

APPROVAL OF MINUTES:

Resolution No. 220414-02

(Carried)

Motion by Board Member Jamison
Second by Board Member King

I Move the Swartz Creek City Downtown Development Authority approves the minutes for the March 10, 2022 Downtown Development Authority meeting.

Unanimous affirmative voice vote: Motion declared carried.

MEETING OPEN TO PUBLIC:

Jared Oginsky discussed the car show event. Jeepers Creekers has backed out of the car show. He still wants a sponsorship of \$1000.00 from the DDA.

Policy Approval

Resolution No. 220414-03

(Carried)

Motion by Board Member Jamison
Second by Board Member Ryan

I Move the Swartz Creek DDA recommend approval of the event, parade, food truck, and MDOT logo policies to the city council.

Unanimous affirmative voice vote: Motion declared carried.

Car Show Sponsorship

Resolution No. 220414-04

(Carried)

Motion by Board Member Ryan
Second by Board Member Raffaelli

I Move the Swartz Creek DDA sponsor a car show conditional upon a charitable entity acquiring approval by the Swartz Creek City Council for the 2022 season at a cost of \$1,000.

Unanimous affirmative voice vote: Motion declared carried.

Fiscal Year 2023 DDA Budget

(Carried)

Resolution No. 220414-05

Motion by Board Member Ryan
Second by Board Member King

I Move the Swartz Creek Downtown Development Authority approve the proposed 2023 fiscal year budget for the Downtown Development Authority for distribution and review by the city council.

Unanimous affirmative voice vote: Motion declared carried.

A discussion ensued.

MEETING OPEN TO PUBLIC:

None.

REMARKS BY BOARD MEMBERS:

The construction issues were discussed.

Board Member Raffaelli talked about the issue of homeowners and contractors blowing grass in the street when mowing.

Board Member King said she had an issue with her storm drain and two of the DPW crew helped her out with it. She was very appreciative and thanked them.

It was stated that the townhomes construction is coming along and there was a short conversation regarding home and rental prices.

ADJOURNMENT:

Resolution No. 220414-06

(Carried)

Motion by Board Member King
Second by Board Member Ryan

I Move the Swartz Creek Downtown Development Authority adjourns the April 14, 2022 Downtown Development Authority meeting at 7:01 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: August 2, 2022

To: DDA Board Members
From: Adam Zettel
RE: August 11, 2022 DDA Meeting

Hello everyone,

There will be a meeting of the DDA at 6:00 p.m. on Thursday, August 11, 2022. 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. **Please note that we did not have enough members to have a quorum at our July meeting. We really need everyone to make an effort to attend in person, especially since we have a vacancy. If you cannot attend, let me know beforehand.**

This meeting will function as our annual meeting. In short, that means that the board selects officers for the next year. This can be done by individual nomination or as a group. The current officers are Mr. Krueger as Chair, Mr. Beedy as Vice-Chair, and Ms. King as Secretary.

We have another sponsorship request for a downtown event as well. Jeepers Creekers, Inc., seeks a \$1,000 sponsorship to operate their annual Halloween events. This request dovetails with our policies, and I recommend approval. With the understanding that organizers are to operate their own events and provide for their own services, marketing, and related needs, the best way for the DDA to assist is to provide financial support to make these events occur. Though approval will mean cutting a check for \$1,000, there will not be expenses for porta-johns or similar features that the DDA/City previously incurred.

Lastly, we have been working with staff from the [Flint Public Art Project](#). This project, if successful, will enhance many downtown facades. This group uses funds from the county art and culture tax to cover half the cost of murals on business facades. They perform quality work and some very interesting engagement apps that are related to the murals. I have been working with local businesses to engage in this process.

As it happens, things move very fast once they start to move, and our businesses need to move fast to participate or else lose their place in line. With that said, Against the Grain received notice on the 2nd that they could get a mural done in the next few days. They have proceeded with the understanding that half of their cost is eligible for the façade grant.

They submitted an application on the 2nd. I am hopeful that the DDA will grant this as an eligible reimbursement. Note that they filled out the application on the 2021 application. The 2022 application does enable reimbursement of work on murals that is completely prior to application, with the understanding that the timeframes are very fast. I will further explain the program at the meeting.

I am also including a link to the final master plan and design guidelines. The design guidelines are a big deal to the downtown, so please become familiar with them. We can go over these at the meeting if folks have questions or comments.

That is the news! Contact me directly with any questions, comments, or agenda items. Please see the city council packets for updates of other downtown and community projects! **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 letters of the first and last names being capitalized and prominent.

Adam Zettel, AICP
City Manager
azettel@cityofswartzcreek.org



Jeepers Creekers is a non-profit, volunteer organization that coordinates the annual fall festival which draws more than 1,000 children and their families to downtown Swartz Creek every October.

The festival began under the auspices of the chamber of commerce but is now a separate, autonomous entity. As such, we rely on community donations to cover the bills, such as insurance, and pay for some of the attractions.

This is a true community event and we have several Swartz Creek businesses and organizations pitching in to help with expenses and volunteers.

We are asking the Downtown Development Authority to consider becoming the title sponsor for Jeepers Creekers. We are requesting a \$1,000 donation, or whatever the DDA deems appropriate. We will include the city/DDA logo on the 5K runner and volunteer T-shirts, flyers and online marketing, and a custom banner displayed during all festival events including our monthly craft markets.

Thank you for your consideration.

*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 Humhpries

Title: Owner

Phone: 810-845-6815

Email: Againstthegrainhairlounge@gmail.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? 1 year

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 _____

Completely gutted down to cement floors and brick walls. All new HVAC, Electrical, Plumbing, new facade, inside completely redone

\$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.)

mural on east exterior wall done by the Flint Art Project.

Estimated Total Cost of Project: \$ 2,500

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)

As part of the Flint Art Project, it will bring a lot of attention and visitors to our city to view the murals

Approximately how many square feet of the façade will be done? 1500sqft

What percentage of square feet of the exterior will be done?
___ 0 - 25% (5 pts) ___ 26 - 50% (10 pts)
___ X 51 - 75% (15 pts) ___ +76% (25 pts)

Portion of project that applicant proposes to pay? \$1,250

Must be at least the minimum match (50%) as specified in the program
___ X 50% (0 pts) ___ >51-75% (15 pts) ___ 75% or greater (30 pts)

Estimated start date 8/3/2022 Estimated completion date 8/6/2022

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: Justin Humphries Date 8/2/2022

**FLINT
PUBLIC
ART
PROJECT**

703 Mason Street
Flint MI 48503
810-820-0275

FPAP INVOICE

EIN #: 83-1903916

8/2/2022

Bill TO: Against the Grain Hair Lounge

Description

Paint mural on the side of the hair salon, with artist Seba Cener and Johnny Fletcher.

Mural Cost Breakdown

Artist Stipend	\$2,000.00
Paint	\$3,000.00
Grant match funds	-\$2,500.00
<hr/>	
Total Due	\$2,500.00

Please issue a check payable to Flint Public Art Project, and send to 703 Mason Street, Flint MI 48503.

