

**VILLAGE OF WEBBERVILLE  
DOWNTOWN DEVELOPMENT AUTHORITY**

**FACADE IMPROVEMENT PROGRAM**  
Procedures & Guidelines  
(October 15, 2018)  
Adopted

Village of Webberville  
Downtown Development Authority  
115 South Main Street  
Webberville, Mi 48892

# Village of Webberville Downtown Development Authority

## Facade Improvement Program Description

In 2018, the Village of Webberville Downtown Development Authority (WDDA) established the present Facade Improvement Program to stimulate appropriate improvements to the exterior of downtown commercial buildings.

The WDDA 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 Webberville 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. Webberville 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 Webberville 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 Webberville by providing financial incentives for improving the exterior appearance of its buildings. The FIP provides an opportunity to preserve the architectural heritage of Downtown Webberville 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 WDDA has created a Facade Improvement Program (hereinafter "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 Webberville's downtown structures. The WDDA 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 WDDA 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 WDDA'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 WDDA TIF 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 WDDA 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 WDDA;
  - 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 WDDA;
  - 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 WDDA;
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 Webberville) or other buildings that have been vacant for at least 180 days, the WDDA may, on a majority vote, and after careful review of the project scope and other WDDA obligations, pay more than the maximum fee per facade side established in paragraph 2.3.1, to purchase a FIP Easement and the WDDA 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 WDDA 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 Webberville's code requirements including zoning, building, and safety codes and the applicant must obtain any necessary permits.

### ***Facade Improvements***

Facade features eligible to be restored, renovated, or constructed include:

- Signage
- Exterior walls
- Windows
- Doors
- Storefronts
- Painting of exterior surfaces
- Cleaning and/or truck-pointing of 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 WDDA 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 Webberville 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 FIP
- 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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(Approved October 15, 2018)

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

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

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

### North Side of building:

Linear Feet \_\_\_\_\_

Proposed Work  
and cost for North side \_\_\_\_\_

Number of stories \_\_\_\_\_

Estimated Easement  
purchase amount \_\_\_\_\_

South Side of building:

Linear Feet \_\_\_\_\_  
Proposed Work \_\_\_\_\_  
and cost for South side \_\_\_\_\_  
Number of stories \_\_\_\_\_  
Estimated Easement \_\_\_\_\_  
purchase amount \_\_\_\_\_

East Side of building:

Linear Feet \_\_\_\_\_  
Proposed Work \_\_\_\_\_  
and cost for East side \_\_\_\_\_  
Number of stories \_\_\_\_\_  
Estimated Easement \_\_\_\_\_  
purchase amount \_\_\_\_\_

West Side of building:

Linear Feet \_\_\_\_\_  
Proposed Work \_\_\_\_\_  
and cost for West side \_\_\_\_\_  
Number of stories \_\_\_\_\_  
Estimated Easement \_\_\_\_\_  
purchase amount \_\_\_\_\_

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 WDDA 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: \_\_\_\_\_

Village of Webberville  
Downtown Development Authority  
**Facade Improvement Program**  
**Application Procedures Checklist**  
(Approved October 15, 2018)

Easement purchase Process:

- \_\_\_\_\_ Contact Webberville Village Hall, 115 South Main Street, Webberville, Michigan 48892 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 WDDA
- \_\_\_\_\_ Contact the Village Clerk at (517) 521-3984 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 WDDA 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 WDDA 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 WDDA Board, to assist in evaluating the FIP Application and supporting material, a meeting will be scheduled prior to the regularly held WDDA 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 WDDA at the following WDDA meeting held on the 4<sup>th</sup> 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 WDDA 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



WDDA, 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 WDDA.

\_\_\_\_\_ 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 WDDA meeting for review. WDDA 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 WDDA 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.**

# 2019 Schedules

## Proposed Village Council Meeting Schedule

January	8
February	12
March	12
April	9
May	14
June	11
July	9
August	13
September	10
October	8
November	12
December	10

## Proposed SPC Meeting Schedule

January	16
February	20
March	18
April	17
May	15 2nd Week
June	19
July	18
August	21
September	18
October	16
November	20
December	18

## Proposed Committee of the Whole Schedule

January	22
February	26
March	26
April	23
May	28
June	25
July	23
August	27
September	24
October	22
November	-
December	-

## WDDA Schedule

January	14
February	25
March	20
April	15
May	20
June	17
July	15
August	19
September	16
October	14
November	18
December	16

Community Picnic	8-Jun-19 5:30p.m. - 7:30 p.m.
Trick or Treat	31-Oct-19 6 p.m. to 8 p.m.
Christmas Parade	14-Dec-19 6:30 p.m.