

**Special Meeting of the DDA Board of Directors
City Hall – Meeting Room A
215 West Main Street
Tuesday, August 14, 2012 - 8:00 a.m.**

AGENDA

1. Call to Order – Greg Presley
2. Audience Comments
3. Approval of Agenda and Consent Agenda
4. BAP Grant Recommendations – Tables from July 31, 2012 – Cycle 8 (Attachment 4)
5. Future Meetings / Important Dates
 - a. Farmers' Market - June - October 2012, 8am-2pm
 - b. Tunes on Tuesday – June - August, 2012, 10:30am
 - c. Friday Night Concerts- June - August, 2012, 7:00pm
 - d. Next DDA Board Meeting – August 21, 2012
5. Board and Staff Communications
6. Adjournment



DDA Communications

To: DDA Board of Directors

From: Lori M. Ward, DDA Director

Subject: Business Assistance Program – Cycle 8

Date: August 14, 2012

Merchants and property owners were notified of the current Business Assistance Program Cycle 8 in a letter dated May 15, 2012. The deadline for grant applications was June 22, 2012. Six Commercial Improvement Grant applications and one Technical Assistance Grant applications were received.

The BAP Advisory Committee met on July 25, 2012 to review the grant applications and determine which should receive funding and the extent of the funding. The BAP Committee's recommendations were forwarded to the DDA for consideration at a special DDA Board meeting held on July 31, 2012. Three applications (108, 112, and 132 East Main Street) were tabled in order to initiate further dialogue with the building owners. The applications for 115 East Main Street and 120 North Center were approved for funding as per the BAP recommendations and the application for 410 East Main Street was denied.

As a follow up to the Special Meeting of the DDA Board of Director's on July 31, 2012 a Subcommittee made up of Greg Presley, Carolann Ayres, and Lynda Heaton met with BAP grant applicants Laura and John Genitti on August 2nd. The purpose of the meeting was to explore the option of retaining the leaded glass transom windows in the buildings located at 108, 112, and 132 East Main Street. The plans that were approved by the Historic District Commission on May 16th showed the removal of the leaded glass transom windows and the installation of a wood composite board. At the meeting and visit of the three buildings, the Subcommittee found the following:

- There does not exist any transom glass behind the wooden sign panel at 108 East Main.
- The glass that exists at 132 East Main is not leaded transom glass, but large individual sheets of glass that are currently covered by the awning. The earlier leaded glass has been previously removed.
- The Genitti's are open to exploring the retention of the leaded transom glass at 112 East Main.
- Greg Presley and Laura Genitti met with Tiffany Art Glass owner, John Zawadski on August 3rd. John has significant experience working with leaded glass of this nature. John felt that the project could be successfully completed and that a new tempered glass storm panel could be installed behind the leaded glass to help with insulation.

- A quote for the work was received on August 4th in the amount of \$2,100. (Attachment A)

Based on the meeting of August 2nd the following recommendations pertaining to the grant awards for 108, 112, and 132 East Main Street were made:

108 E. Main (Genitti's Restaurant)

Applicant: Laura Genitti, on behalf of property owner

Laura Genitti has requested funding to remove existing canopy, cover existing metal panel with Azek board, and painting. Scope of work includes:

1. Façade above signage band will remain.
2. Repair and paint the metal panel façade and sign. Repairs where needed.
3. Remove existing canopy over stairs to lower level.
4. Install new pre-finished metal trim along bottom of signage band.
5. Paint existing bead board soffit, siding and trim along storefront.

Total estimated project cost: \$2,800.00

The BAP Advisory Committee and the DDA Subcommittee recommend funding this project. Total recommended award: \$1,400.00

112 E. Main (Genitti's Little Theatre)

Applicant: Laura Genitti, on behalf of property owner

The business/building owner has also applied for funds to redesign and paint the front of Genitti's Little Theatre. The Scope of Work for the project, as revised, includes:

1. Re-point all brick above entablature.
2. Install new wood around windows and fill jamb from face of brick to window frame with break metal to match window frame color.
3. Replace wood entablature and paint.
4. Remove existing canopy.
5. Repair existing leaded glass and add insulated storms to interior of glass window.
6. Paint all exposed brick below entablature.

Total estimated project cost: \$5650.00

DDA staff recommends an award in the amount of \$2,825. The original project cost was \$3,800. The total included a \$250 line item for the removal of the transom window. Once you deduct the \$250 and add in the cost of the restoration of the transom window in the amount of \$2100, the total project comes to \$5,650. Staff recommends awarding a 50% match in the amount of \$2,825.

132 E. Main, (Rock on Main)

Applicant: Laura Genitti, on behalf of building owner

Business owner has had a previous grant in Cycle 1 (\$934 for awnings on the front of the building) and would like to request funds for a projecting sign, as well as, the following items:

1. Paint all brick and detailing on the north elevation above the entablature.
2. Minor repair to entablature and paint.
3. Remove existing canopy.
4. Remove existing clerestory windows and replace with metal/wood studs with $\frac{3}{4}$ inch Azek board over plywood sheathing. Figure some detailing for the Azek board.
5. Replace door with new wood door or paint existing door.
6. Projecting sign.

Total estimated project cost: \$8,882.90.

The BAP Advisory Committee and the DDA Subcommittee recommend funding this project. Total recommended award: \$4441.45

Applicant	Property Address	Total Estimated Cost	Total Estimated Eligible Reimbursement	Total Funds Approved
Commercial				
Laura Genitti	108 E. Main	\$2,800.00	\$1,400.00	\$1,400.00
Laura Genitti	112 E. Main	\$5,650.00	\$2,825.00	\$2,825.00
Laura Genitti	132 E. Main	\$8,882.90	\$4,441.45	\$4,441.45
Total:				\$8,666.45

Budget:

The current budget for Cycle 8 Commercial Improvement Grants is \$14,159. Five grants totaling \$13,966.45 are recommended for award. Two grants totally \$5,300 were previously approved on July 31, 2012.

Recommendation:

DDA staff recommends that DDA Board of Directors approve BAP grants in an amount totaling \$8,666.45 for 108, 112, and 132 E. Main Street as outlined above and forward the recommendation to the Northville City Council for review and consideration at their next meeting.



Stained Glass

(248) 349-2777
 121 East Main Street - Northville, MI 48167

PROPOSAL: The undersigned proposes to furnish all materials and perform all necessary labor to complete the job as described hereon.

All the work to be completed in a workmanlike manner for the sum hereon proposed, to be paid as listed. All labor and material is conclusively accepted as satisfactory unless excepted to in writing within 7 days of receipt.

Any alteration or deviation from the hereon described specifications involving extra cost of material or labor will only be executed upon written orders for same, and will become an extra charge over the sum mentioned in this contract.

Respectfully Submitted,

By _____
 Tiffany Art Glass

ACCEPTANCE: The offer listed hereon is accepted and you are hereby authorized to furnish all materials and labor required to complete the work described in this proposal for which the undersigned agrees to pay the amount stated in said proposal, in accordance with the terms thereof.

By _____

Date _____ 20__

COPY-BOY PRINTERS - Flier Express Service
 Northville - (248) 349-3730

Attachment A

CITY NORTHVILLE		STATE	ZIP
PHONE		WRITTEN BY JOHN	
DATE 8-4-12	DATE PROMISED		
Cust. Order #	Terms	Ship Via	Ship Date

QUAN.	DESCRIPTION OF ORDER	PRICE	AMOUNT
	LEADED GLASS (ANTIQUES)		
	REPAIR AND RESTORATION		2100.00
	OF TRANSUM ABOVE DOOR		
	REPLACE BROKEN SECTIONS	1300	
	CLEAN + RE-CEMENT		
	REMOVAL + RETURN TO PROPER PLACE	400	
3	INSIDE TEMPERED GLASS STORM PANELS INSTALLED	400	
	LABOR		
	TAX		
	SHIPPING		
	SUB-TOTAL		2100
	DEPOSIT		
	BALANCE		

