

**Special Meeting of the DDA Board of Directors  
City Hall – Meeting Room A  
215 West Main Street  
Tuesday, July 31, 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 – Cycle 8 (Attachment 4)
5. Future Meetings / Important Dates
  - a. First Friday Experience – August 3, 2012
  - b. Farmers' Market - June - October 2012, 8am-2pm
  - c. Tunes on Tuesday – June - August, 2012, 10:30am
  - d. Friday Night Concerts- June - August, 2012, 7:00pm
  - e. Buy Michigan Now Festival – August 3 – 5, 2012
  - f. NCBA Sidewalk Sale – August 4, 2012
  - g. 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:** July 31, 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 Group met on July 25, 2012 to review the grant applications and determine which should receive funding and the extent of the funding. Below is a summary of the Commercial and Technical Improvement Grant applications.

The current budget for Commercial Improvement Grants and Technical Assistance Grants, as approved by the DDA Board and City Council is the remaining funds for Cycle 7 which amounts to **\$14,159.00**. **That figure is a combination of left over funding from cycle 7 (\$12,226.00) and one denied claim (\$1,932.50).**

### Commercial Improvement Grants

Applicant	Property Address	Total Estimated Cost	Total Estimated Eligible Reimbursement	Total Funds Approved
<b>Commercial</b>				
Laura Genitti	108 E. Main	\$2,800.00	\$1,400.00	\$1,400.00
Laura Genitti	112 E. Main	\$3,800.00	\$1,900.00	\$1,900.00
Laura Genitti	132 E. Main	\$8,882.90	\$4,441.45	\$4,441.45
Ernie Zack	120 N. Center	\$6,000.00	\$3,000.00	\$3,000.00
Janice Johns	410 E. Main	\$1,980.00	\$ 990.00	\$0
James Spagnuolo	115 E.Main.	\$ 4,600.00	\$ 2,300.00	\$2,300.00
<b>Technical</b>				
Laura McQueen & Maria Vasselou	109 N. Center	\$ 500.00	\$0	\$0
<b>Total:</b>		<b>\$31,860.00</b>	<b>\$15,680.00</b>	<b>\$13,041.45</b>

### **1. 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 Aztec board, and painting. She has window replacement on the application but had no quotes for that work. Scope of work includes:

1. Façade above signage band will remain.
2. Cover existing metal panel façade with Aztec board with some detailing and new sign.
3. Remove existing canopy.
4. Install new pre-finished break 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 Group recommends funding this project. Total recommended award: \$1,400.00**

### **2. 112 E. Main (Genitti's Little Theatre)**

Applicant: Laura Genitti, on behalf of property owner

The business owner has also applied for funds to redesign and paint front of building. Scope of work 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. Remove existing leaded glass windows and install new Aztec board on plywood sheathing over metal/wood stud infill. Paint.
6. Paint all exposed brick below entablature.

*Total estimated project cost: \$3,800.00*

**The BAP Advisory Group recommends funding this project. Total recommended award: \$1,900.00**

### **3. 134 E. Main, (Rock on Main)**

Applicant: Laura Genitti, on behalf of building owner

Business owner has had a previous grant in Cycle 1 (\$934.00 for front of 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 Aztec board over plywood sheathing. Figure some detailing for the Aztec board.
5. Replace door with new wood door or paint existing door.
6. Replace all storefront glass system and door with new Kawneer/Tubelite with insulated glass system.
7. Projecting sign (\$2070.00)

*Total estimated project cost: \$8,882.90.*

**The BAP Advisory Group recommends funding this project. Total recommended award: \$4441.45**

#### **4. 120 N. Center (formerly, B Ella Bridal)**

Applicant: Ernie Zack, building owner

Property owner is requesting funding for 4 different projects. They include carpentry, masonry repair, coping and painting the front of the building. The scope of the project includes:

1. Carpentry-Replace rotten soffit boards on front of building. Repair window frame around front bay and replace moldings. ( \$800.00)
2. Masonry- Rout, clean all mortar deteriorated joints and tuckpoint mortar joints. Realign limestone sill below bay and remoter. Clean limestone nameplate. (\$1,800.00)
3. Coping on top front of building- Install aluminum cap on entire front top coping to eliminate water leakage. (\$1,200)
4. Painting-Chauk, prime and paint entire front of building including columns, window frames, trim, door, etc. (\$2200.00)

*Total estimated project cost: \$6,000.00*

**The BAP Advisory Group recommends funding this project. Total recommended award: \$3,000.00**

#### **5. 410 E. Main (Craig David Butler Studios)**

Applicant: Janice Johns, building owner

The building owner would like to request funding to paint her building which is faded.

*Note: Building owner has received a grant in Cycle 2 to paint her building. The awarded amount was \$760.00. This took place more than 5 years ago.*

*Total estimated project cost: \$1,980.00*

**The BAP Advisory Group recommends not funding this project. Total recommended award: \$0 The BAP has already awarded funds to paint the house at 410 E. Main Street within the past 5 years.**

**6. 115 E. Main (Edward's Cafe)**

Applicant: Jim Spagnuolo, owner

Applicant is requesting funding to upgrade the front of his building. The scope of the project includes:

1. Replacing 2<sup>nd</sup> story windows on front of the building.
2. Paint front of building.
3. Replace rotted wood.

Applicant has received a previous grant in Cycle 6 for upgrades to the rear of building in the amount of \$2,150.00.

*Total estimated project cost: \$4,600.00*

**The BAP Advisory Group recommends funding this project. Total recommended award: \$2,300.00**

**7. 109 N. Center (Simply Wine)**

Applicant: Laura McQueen, tenant

Applicant is requesting funding for a technical grant. Applicant received funding for a technical grant in Cycle 6 so is not eligible for another.

**TOTAL RECOMMENDED PROJECT AWARDS FOR CYCLE 8: \$13,041.45**

**Budget:**

The current budget for Technical Assistance Grants as approved is \$0. No disbursements this cycle.

The current budget for Commercial Improvement Grants as approved is \$14,159.00. Six applications were received for a total fund request of \$15,680.00. \$13,041.45 is recommended for award.

**Recommendation:**

DDA staff recommends that the DDA Board approve funds for grants as recommended by the BAP Advisory Committee, and forward the recommendation to City Council for consideration at their next available meeting.