

**DOWNTOWN DEVELOPMENT AUTHORITY (DDA)
FAÇADE / HISTORIC PRESERVATION SUBCOMMITTEE
MEETING MINUTES**

**Monday, May 21, 2007
3:00 PM – 4:00 PM
Fremont City Hall
Council Chambers**

Call to Order

The Façade/Historic Preservation Subcommittee meeting was called to order at 4:06 PM.

Members Present:	Marianne Boerigter	Director, Newaygo County Council for the Arts
	Peter Lance	Community Member
	Gerry Rich	Downtown Property/Business Owner
	James Rynberg	Fremont City Mayor
	Ron Vliem	Executive Director, Fremont Area Chamber of Commerce

Members Absent:	Bonnie Erber	Community Member
	Mary Robart	Downtown Property/Business Owner

Staff Present:	Michele Ribant	Fremont Neighborhood & Economic Development Director
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Downtown Fremont Façade Improvement Program – Selection of Program Participants

Chair Boerigter opened the discussion by outlining that the owners of the following Downtown properties submitted applications for grant funding through the Downtown Fremont Façade Improvement Program:

- 12 W. Main Street (Awards & More): Front, rear and side facades
- 13 E. Main Street (Newaygo County Council for the Arts): Front and rear facades
- 11 E. Main Street (Marcus Music): Front and rear facades

At the outset, Chair Boerigter disclosed that the Newaygo County Council for the Arts is an applicant and that she is the Director of the Council; therefore, she will recuse herself from any discussion and vote pertaining to the approval of applications. Gerry Rich disclosed that he too would recuse himself from any discussion and vote on the approval of the applications since he was the contractor who came up with the estimates for the Newaygo County Council for the Arts project.

Chair Boerigter indicated that before the Subcommittee discusses and votes on the applications, the Subcommittee needs to revisit some of the rules in the Downtown Fremont Façade Improvement Program Guidelines.

After much discussion, a motion was made by Gerry Rich, seconded by Ron Vliem and carried to recommend to the Fremont DDA and the Fremont City Council the following amendments to the Downtown Fremont Façade Improvement Program Guidelines:

- That side facades of Downtown buildings are eligible for grant funding only if they front directly onto a public street or crosswalk.
- That if architectural services are needed, the applicant will be required to submit \$1,500.00 into an escrow account at the City before services are rendered, and the City will pay the architect up to the amount deposited into this account. If the architectural fee exceeds \$1,500.00, the

applicant will pay the architect directly for the amount over and above \$1,500.00. If the architectural fees are less than \$1,500.00, the remaining balance in the escrow account will be returned to the applicant at the time the architect is paid. If the applicant completes the project as approved, he/she will be reimbursed from the City for architectural services already paid for by the applicant via the escrow account. Reimbursement to applicant for architectural expenses incurred for the project will be paid to the applicant at the time he/she receives grant funding for other expenses incurred at the end of the project.

- “Before” and “After” pictures must be taken.
- An estimate for all the work to be performed on a façade must be submitted on letterhead from professional qualified to perform the work.
- The amount of funding requested from the applicant should be based on the estimate submitted and the exact amount of the grant funding should be outlined on the application. Even if the cost of the project ends up exceeding the initial estimate, the applicant will only receive the amount requested and approved at the time of application.
- That the following steps be incorporated into the grant funding process:
 - City staff reviews initial application and ensures that it is complete (e.g., receives proper estimates) before setting up a meeting with the Façade/Historic Preservation Subcommittee.
 - A meeting of the Façade/Historic Preservation Subcommittee meeting is set up to review the grant request.
 - Once the application is approved, another meeting of the Façade/Historic Preservation Subcommittee will be set up to review and approve the proposed design work. If the façade work is simple (e.g., awning), the Subcommittee has the discretion to approve the application and the design work in one meeting.
 - The City will inspect the project upon completion, and if desired by the Subcommittee, the applicant will have to come before the Subcommittee to entertain any questions regarding the completion of the work, before funding is disbursed.

After more discussion, a motion was made by Ron Vliem, seconded by Peter Lance and carried to recommend to the Fremont DDA and the Fremont City Council the following amendments to the Downtown Fremont Façade Improvement Program Guidelines:

- That there be a cap of \$8,500.00 per eligible façade for a period of 10 years. After 10 years, a business owner may apply again for funding, if desired. If a building changes ownership or if a business changes within the building, grant funding may be sought even though grant funding may have already been granted within a ten year period, but approval of funding would be at the discretion of the DDA and its Façade/Historic Preservation Subcommittee.
- That the Program Guidelines make it clear that a separate application must be submitted for each façade (front, rear, or side) an applicant is seeking funding for. Each eligible façade will be considered a separate project for the purposes of grant funding.

Chair Boerigter indicated that the Subcommittee will now discuss the applications received for funding during the 2006/2007 City fiscal year and that she will give an explanation of the work the Newaygo County Council for the Arts is requesting funding for and then she will abstain from any discussion as a Subcommittee member. Gerry Rich also abstained from the discussion.

Marianne Boerigter provided the Subcommittee with written proposals from Rich Construction for the façade work that is proposed for the rear and front façades of the property located at 13 East Main Street in Downtown Fremont. She explained to the Subcommittee what work was being proposed for each façade; the specs were outlined on each of the May 10, 2007 proposals. According to the proposals, the façade work would cost as follows:

1. Rear Façade: \$15,100.02
2. Front Façade: \$21,991.71

It was the consensus of the Subcommittee that the applications submitted for 12 W. Main Street and 11 E. Main Street were incomplete and that they would have to be considered at a future meeting once the applications were complete. City staff was asked to work with the applicants to get their revised applications in before the end of the City's 2006/2007 fiscal year, which ends June 30, 2007.

A motion was made by Jim Rynberg, seconded by Ron Vliem and carried to recommend approval to the Fremont DDA of a grant award for the application from the Newaygo County Council for the Arts for work to be performed at 13 E. Main Street in Fremont for the front façade in the amount of \$8,500.00 and for the rear façade in the amount of \$7,550.01 for a total of \$16,050.01 and that the applications requesting funding for projects located at 12 W. Main Street and 11 E. Main Street be denied at this time due to incomplete applications and that they be considered again once a complete application is submitted.

MSHDA Façade Improvement Program

Michele Ribant reported that there may be funding available through the Michigan State Housing Development Authority (MSHDA) for façade renovations through their Façade Program. She said an ideal project for MSHDA would be one that has 6 – 10 buildings and preferably in one block or concentrated area. They want to see a visual impact. She indicated that funding was based on job creation. The Subcommittee gave her authority to conduct a survey of Downtown property owners to learn whether they plan on doing façade renovations within the next year, and if so, do they plan on adding jobs.

Next Meeting

The next meeting of the DDA Façade/Historic Preservation Subcommittee meeting will be scheduled on an as-needed basis.

Adjournment

There being no further business of the Subcommittee, the meeting adjourned at 4:26 PM.