



VILLAGE OF LAKEVIEW
DOWNTOWN DEVELOPMENT
AUTHORITY

MONTCALM COUNTY

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SECTION I – GENERAL PURPOSE AND OBJECTIVES

The Lakeview Downtown Development Authority (DDA) created the Downtown Reinvestment Grant Program (Defined as the “Program”) to encourage private investment in the business district. The Program has made a significant impact in the area by encouraging redevelopment, revitalization and rehabilitation of buildings in Lakeview.

Each fiscal year, the DDA considers allocation of funds in their budget for the Program. The Program seeks to provide funding for projects that will enhance the aesthetics and character in the DDA District and assist property owners in rehabilitating and upgrading the facades and exterior features of their buildings.

SECTION II – GRANT GUIDELINES

- 1) Program grant funds are available for exterior work on buildings located in the DDA District.
- 2) Funding for partial projects is available, however, grant funding increases when the entire façade is included in the work to be completed.
- 3) The Program application must be completed and submitted by the building owner.
- 4) No grant applications will be accepted for work that has already been started or completed or for work that is covered by insurance.
- 5) Façade Grants are for existing commercial buildings only. Buildings may have upper floor residential component, but first floor must be commercial use.
- 6) Participants must be current with Village of Lakeview, Cato Township, and Montcalm County for all real or personal property taxes at time of application and at time of payment.
- 7) Grants are awarded on a reimbursement basis once completed work has been verified by DDA staff and/or Lakeview Village Manager as compliant with the plans proposed in the approved application. Any deviation from the approved grant project may result in the total or partial withdrawal of the grant. Grants are awarded as a single payment to the applicant.
- 8) Reimbursements are for labor and materials only. Permit fees and other expenses do not qualify for grant dollars.
- 9) Similar or repeat projects that have received funding through this program within the last three (3) years are not eligible.
- 10) A single owner of multiple properties may apply for grant funds for each property owned but may not receive more than \$10,000 per property within a five (5) year period.

- 11) If an applicant is awarded a Program grant for a sign, awning, or facade, and the sign, awning, or facade is altered in a manner that is not consistent with the program guidelines within one (1) year from receipt of façade funds, the applicant may be required to reimburse the DDA immediately for the full amount of the grant.
- 12) All projects that utilize the Program funding must adhere to all village codes and ordinances.
- 13) Major Projects (which could include \$100,000 + investments, business retention, business recruitment, or business expansion projects) are eligible for larger grants. Please see the Lakeview Village Manager for more information if your project fits into this category.

SECTION III – PROGRAM DETAILS

A property may apply for any combination of the grant programs below but may not receive more than \$10,000 per property within a five (5) year period. Program grants are available for the following types of projects:

AWNING IMPROVEMENT

Awning Grants are limited to a 30% total reimbursement of the awning (includes purchase, replacement, and installation costs) with a total max of \$2,500 per grant.

If Awning is included in a Façade Rehabilitation grant request (which includes more than awning work), then the project is eligible up to 50% total of entire project with a total grant award cap of \$5,000.

SIGNAGE IMPROVEMENT

Signage grants are limited to a 30% total reimbursement of the sign (purchase, replacement, and installation costs) with a total max of \$2,500 per grant.

If Signage Improvement quality meets the DDA definition of quality signage (see attached) and/or is included with a Façade Rehabilitation Project (more than new signage / replacement), then eligible up to 50% grant of entire project total.

Signage grants are limited to a 50% grant with a cap of \$2500 per grant

FAÇADE REHABILITATION

Façade Rehabilitation includes but is not limited to removing slipcovers or non-historic/added facades, repointing brick or replacing mortar joints, replacing or restoring cornices, removing paint from brick, repairing/replacing windows, restoring transom windows, adding flower boxes, streetscape amenities, and painting. These grants are intended to enhance the current façade appearance, and not just replace what is currently there. Maintenance items will not be considered for this grant.

FAÇADE REHABILITATIONS GRANT LIMITS:

Façade rehabilitation and building grants are limited to a 50% match of the eligible project costs, with a max of \$5,000.00 per grant for façade work.

RULES

1. All proposed improvements must be approved before work begins.
2. A Zoning Site Plan Review Application must be submitted for any work that will change, modify, or alter the exterior appearance of a building. (Contact the Zoning Administer).
3. Disbursement is when project is paid in full with receipt or with proper verification. Grant disbursement checks will take up to 30 days once verification is completed.
4. Should final payment be lower than approved bid, the DDA will reimburse based on the applicable percentage of the final paid invoice amount.
5. Project approval does not replace Village of Lakeview Site Plan Review or other Building or Planning Department reviews and procedures; all DDA approvals are required to meet Village and Township reviews.

SECTION IV – GRANT APPLICATION PROCESS

1. Contact the Lakeview Village Manager to confirm property is within the DDA and to discuss project eligibility.
2. Complete grant application form. Return the completed application of the proposed work to the DDA Office, 315 S. Lincoln Ave., Lakeview, Michigan including:
 - a. Drawings of all proposed grant work to be done.

- b. Color samples of all final paint selections and/or final building material selections must be included with the application.
 - c. Itemized work estimates on all project work from contractors or project architects must be included with the application.
 - d. Photos of the building's exterior including all areas where work is to be performed.
3. The approval process will include without limitation the following:
- a. All projects must meet current State of Michigan building standards and codes, as well as building permit requirements and must be approved by Village of Lakeview Zoning Administrator.
 - b. Applicants are required to attend and present their grant reinvestment project to the DDA Committee.
 - c. Meet with the DDA Program Committee to discuss project details and estimates. The Committee reserves the right to request consideration of changes to project and/or color modifications (there are two suggested color palates attached that are recommended by the DDA). Use of the color palates are not required, but recommended.) If the project meets the intended requirements of the Program, the Committee would make a recommendation for funding at the next DDA Board meeting.
 - d. The DDA Board will review the recommended Project and will have final approval of the grant fund allocation. If the DDA Board seeks to request changes to the project, the project shall revert back to DDA Committee for further revisions. The Committee may choose to take the amended project back to the DDA Board for approval. The Committee does not reserve the ability to allocate grant funding.
 - e. Applicants receiving approval shall commence construction described within the application within ninety (90) days from the date the grant is awarded. All applicants must complete the construction described in the application within one (1) year from the date the grant is approved. If the applicant is unable to commence construction within ninety (90) days from the date the grant is approved or complete construction within one (1) year from the date the grant is approved, the applicant may submit a written request for an extension for the commencement date or completion date provided the extension request is made prior to the ninety (90) day or one (1) year time limit. The DDA shall not be obligated to allow extensions, but may do so for good cause determined solely by the DDA Board, pursuant to a recommendation from the Façade Grant Committee. The extensions, if granted, shall be for the term and for the conditions determined exclusively by the DDA.
 - f. No applicant has a proprietary right to receive grant funds. Each request will be considered on a case-by-case basis.
 - g. The applicant shall be required to furnish photographs of the building's exterior, after the construction is completed, as a condition of final grant reimbursement.

- h. The applicant is required to obtain all applicable permits and approvals required for the construction if a grant is awarded.
4. Reimbursement:
 - a. When the grant project has been satisfactorily completed and reviewed, the applicant shall present the DDA office with copies of all paid invoices, including copies of cancelled checks and/or credit card receipts, for a single payment reimbursement of the approved funding. The Final Report Document will be submitted with photos of the finished project when work is completed.

SECTION V – PROJECT TIMEFRAME

This approval process typically takes between six (6) and eight (8) weeks, but may, in some circumstances, take longer depending on scheduling of the applicant to meet with the Program Committee to review the project.

SECTION VI – CRITERIA FOR PROGRAM AWARD

Projects are reviewed with the following criteria in mind:

1. Project MUST meet all zoning codes and receive Zoning Approval from the Village of Lakeview.
2. Project results in an increase in property valuation and generates sales tax revenue.
3. Project rehabilitation reflects historic accuracy.
4. Project results in a significant increase in downtown foot traffic (retail, residence on second floor, night life, etc.)
5. Total investment dollars as provided in the grant application.
6. Investment in structure construction or renovation (excluding purchase price).
7. Complements existing buildings and improves aesthetic appearance.
8. Promotes redevelopment of Lakeview DDA District and vitality in Downtown Lakeview.
9. Property owners that are property tax exempt may not qualify subject to discretion of the DDA board.

SECTION VII – APPLICATION

Application materials to be submitted include:

1. Project must be located in the DDA District.
2. Application form completed and signed by the property owner;
3. Sketch of the proposed façade or exterior improvements;
4. Any proposed paint, awning, etc. samples;
5. Pictures of the existing façade and proposed improvement areas;
6. Historic photos of building;
7. Itemized cost estimates are required per project element. Each element must be listed separately with an estimated cost. (E.g.: 12 windows \$500.00, tuck pointing \$600.00). These must be provided by licensed or approved contractors. The committee reserves the right to request TWO or more bids from qualified contractors.

