



Property Enhancement Grant Program
2010

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DDA Property Enhancement Grant Program 2010

A. Purpose:

The purpose of the Property Enhancement Program is to reduce incidence of vacancy in existing commercial properties and encourage the full utilization and renovation of existing buildings. **These projects are to be comprehensive and complete façade and property enhancements.**

Program Objectives include:

1. To reduce the rate of vacancy in the downtown.
2. To encourage cooperation between adjacent property owners where the property owners share common problems and where such cooperation would result in shared benefits to each property owner.
3. To preserve and maintain viable existing buildings, resulting in a diverse and unique downtown environment.
4. To encourage continued growth and expansion of business and to support the purpose of the Downtown Development Authority.

B. Assistance to be provided:

To meet the objectives of the Property Enhancement Program, the Downtown Development Authority (DDA) will provide a grant to those property owners eligible for assistance as established by the following program guidelines. In general, **it is the intent to provide additional financial assistance for comprehensive redevelopment plans with an emphasis on the reuse or upgrading of existing commercial buildings in the DDA District.**

C. Eligibility

The program offers assistance to the owners of buildings within the DDA District. The DDA District consists of parcels as defined in the creation of the DDA District. **Verify your property is within the DDA district by Parcel number (attachment 2) before beginning the grant process.**

Applicants must be the current owner of the building or have the expressed written approval of the owner stating the approval of construction on the building and/or parcel lot.

D. Eligible Expenses

The DDA is permitted by law to allocate funds for certain activities related to the renovation and rehabilitation of existing buildings. The use of grant funds made available through the Property Enhancement Program may be used for the following purposes that have been found to be consistent with the purposes of the program and with the law:

1. Façade Improvements
2. Architectural Proposals
3. Exterior /Streetscape Improvements
4. Barrier-Free Access
5. Historical Restoration

See Attachment 1 for a detailed description of eligible expenses.

Eligible expenses do not include in-kind donations of materials, in-kind donations of work, or volunteer, non-professional, or in-kind labor expenses.

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E. Available Funding:

The DDA had allocated funding in 2010 and grant funds are made available through the Property Enhancement Program. Assistance provided may not exceed \$10,000 per project. Assistance provided may not exceed 50% of the total eligible expenses.

F. Application Procedure:

Applicants will discuss their project informally with the DDA Director. Applications will be received and reviewed by the advisory committee. Applications will be accepted between January 1 and June 1 for review. All applications must include a professional elevation drawing of the proposed project. The DDA Property Enhancement committee will recommend applications to the DDA Board and must be approved or denied by the full board. A refundable application fee of \$100 is required with the application. Grant awards are available once every ten years per property.

The project applications will be ranked based on the following criteria.

1. Complete façade improvements
2. Visual Impact for building and entire commercial district
3. Bids from at least two local contractors
4. Construction timeline
5. Necessary Building Permits obtained and copies provided
6. Professional elevation drawings

G. Application Board

A Property Enhancement Program review committee is established by the DDA Board to oversee applications of the Property Enhancement Program. The review committee has the following responsibilities:

1. To use evaluation criteria from the DDA Board to evaluate applications for assistance.
2. To evaluate requests for assistance under the Property Enhancement Program, and to recommend action to the DDA Board.

H. Conditions for Financial Assistance:

The use of public funds made available through the Property Enhancement Program is limited to specific purposes. Program funds must be available before grant fund commitments can be made. In order to ensure that the program objectives are met, applications are required to meet the following minimum conditions:

General Conditions:

1. Project must be located in the DDA District (verify your parcel on attachment 2)
2. Project must renovate an existing building.
3. Exterior Renovation must be generally consistent with the DDA Enhancement Project Guidelines (see attachment 1).
4. Program funds must be used exclusively for eligible activities described in attachment 1.
5. Assistance requested must not exceed 50% of the total eligible expenses.
6. Contractor must meet with DDA Director and DDA review committee during application process if requested.

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7. Applicant must prove ability to complete project prior to grant awards if requested.
8. Project must meet all building code inspections before Grant monies are reimbursed.
9. Grant monies will not be reimbursed if project exceeds proposed timeline by 30 days unless given prior written consent from the DDA advisory committee.

Administrative Conditions:

1. The chain of title must show the property owner's legitimate ownership interest in the property. All outstanding mortgage loans, land contracts, deeds, etc. must be recorded with the Kent County Register of Deeds.
2. Financial assistance will not be permitted if taxes, special assessment, liens or other debts remain unpaid at the time of grant approval.
3. In the case of façade renovation projects, the owner must dedicate a façade easement to the DDA for a period of at least five years if requested. The façade easement will limit unapproved changes to the façade during the 5 year easement.
4. All work must be carried out in compliance with applicable building codes.
5. An agreement in a form prepared by the DDA must be executed between the applicant and the DDA. Any offer of assistance will only be effective upon the execution of the agreement by both the applicant and by the DDA.
6. Any expenses incurred prior to an application received for review by the DDA committee will not be eligible expenses under the program.

Grants:

Grant Monies will be distributed in two options:

1. Grant monies will be distributed in increments. DDA director and applicant will meet quarterly throughout construction to review progress. Applicant will provide copies of paid receipts, canceled checks, and current construction totals to that point in time. The DDA will grant 50% of total paid receipts at that time, not extending over predetermined total grant amount, if sufficient information is presented.
2. Grant monies will be a reimbursement after all receipts, canceled checks, and construction invoices are compiled and the project is completed to the standards as agreed upon by the Property Enhancement Review Committee.

**Grant monies will not be reimbursed if project exceeds timeline by 30 days unless given prior written consent from the DDA advisory committee.

Loans:

Private lending institutions are better prepared to handle loan management, (i.e. credit history, security, equity, collections, and defaults). Involvement by private lending institutions also extends resources available to property owners.

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Attachment 1: **Project Guidelines**

We are looking to reflect and be compatible with the current theme of the DDA District including materials, building features, and details of enhancements. Renovation and replacement should maintain the original size, shape, and proportion of storefronts and openings to retain historic scale and character. Funds may be used for:

1. Professional Design Assistance
2. Removal of inappropriate siding
3. Restoration of original or new façade materials
4. Historic Restoration

Façade Renovation Breakdown

Central Business District:

Buildings must refer to the General Building Design Accent Standards Visual Aid per Village of Sparta Zoning Ordinance 11.05. (Attachment 3)

Commercial Properties:

Storefront Rehabilitation for doors, windows, transoms, painting, awnings, additions, lighting, and signage recommended materials below:

Appropriate Storefront Rehabilitation Materials Reference		
Feature	Recommended Material	Materials Not Recommended
Walls	Brick, Stone, fieldstone, glass, decorative concrete masonry, wood	Wood shingles, shakes, wood, metal, vinyl siding, plywood paneling, common block
Bulkheads	painted paneled wood marble panels, glass panels	As above
Display Windows	clear glass	reflective or tinted glass
Transoms	clear glass frosted glass prism or stained glass	reflective or tinted glass, any opaque material
Storefront doors	full-light glass in wood frames, painted steel frames, or anodized aluminum frames	wood (solid or with small windows)
Entry paving	Terrazzo, quarry or other exterior ceramic tile, marble panels, concrete	asphalt (walking area)
Awning	Operable fabric, color coordinated	Shingles, concealed transom, sign panel, or upper façade components, vinyl, backlights

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Exterior/Streetscape Improvements

The improvements near the street and sidewalk adjacent to a property can greatly enhance not only the individual property, but also the entire area. Streetscape improvements offer consistency, safety, and an attractive environment to complement the property. Funds may be used in combination with Façade Improvements to:

Exterior/ Streetscape Improvements	
Streetscape Design	Eligible Expenses
Streetscape Design	Design and install attractive streetscape designs including trees, benches, special paving materials, lighting and parking lot completion (not including Parking Lot maintenance.)

Barrier-Free Access

The American with Disabilities ACT (ADA) requires commercial buildings and some residential units to be accessible by physically challenged individuals. In order to improve accessibility, funds may be used in combination with Façade Improvements for:

Barrier Free Access	
Feature	Recommendations
Ramps	Entry/ egress
Facilities	Barrier-free toilet facilities
Entrance improvements	barrier free ramps and grade elevations to align with floor levels

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Attachment 2: DDA Property Parcel List

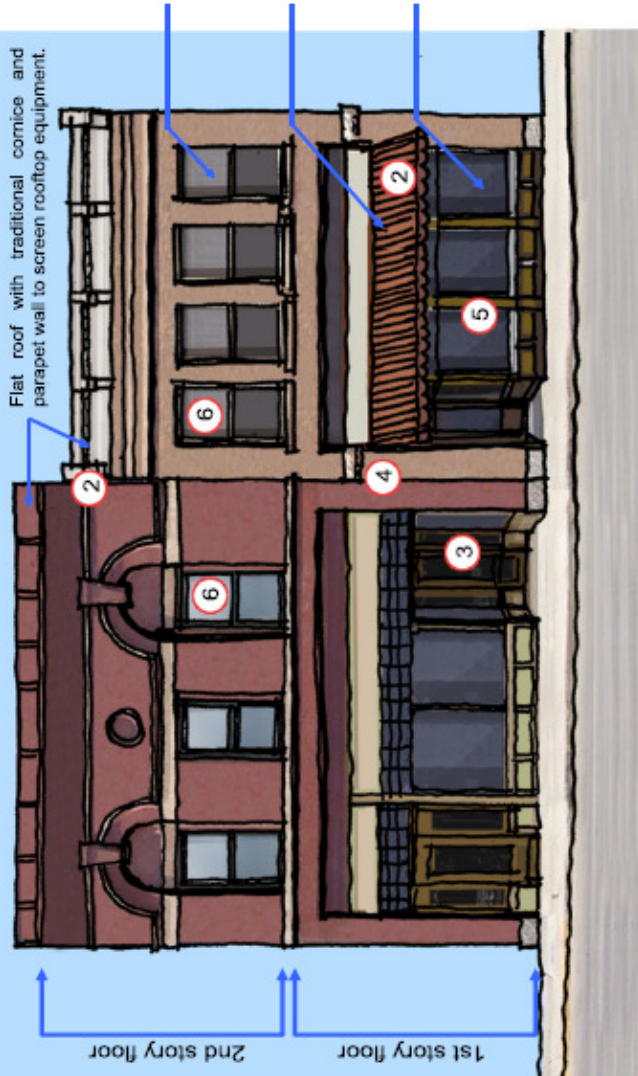
41-05-23-102-009	10 Division St E NW	41-05-15-428-004	303 State St N NW
41-05-22-130-005	100 Applewood Dr NW	41-05-22-130-011	31 Ida Red Ave NW
41-05-23-101-023	100 Division St E NW	<i>41-05-14-380-023</i>	317 Division St E NW
41-05-22-476-013	10087 Sparta Ave NW	41-05-14-353-012	32 Union St N NW
41-05-23-301-024	10372 Sparta Ave NW	41-05-23-152-018	320 State St S NW
41-05-22-126-012	10689 Applewood Dr NW	41-05-22-126-013	33 Applewood Dr NW
41-05-22-126-011	10711 Applewood Dr NW	41-05-23-152-019	330 State ST S NW
41-05-22-126-014	10775 Applewood Dr NW	41-05-14-353-011	34 Union ST N NW
<i>41-05-14-351-053</i>	109 Division ST E NW	41-05-22-476-042	545 State ST S NW
<i>41-05-14-351-074</i>	11 Division St E NW	41-05-22-476-042	545 State ST S NW
41-05-15-480-011	11 State St N NW	41-05-22-476-042	545 State ST S NW
41-05-22-227-026	11 State ST S NW	41-05-22-476-042	545 State ST S NW
<i>41-05-14-353-003</i>	110 Union St N NW	41-05-22-476-042	545 State ST S NW
<i>41-05-14-351-015</i>	112 State ST N NW	41-05-23-153-007	343 S Union St S NW
41-05-15-478-033	12 State St N NW	41-05-22-283-014	345 State St S NW
41-05-14-353-001	120 Union St N NW	41-05-23-153-014	350 State St S NW
41-05-23-102-001	126 Division St E NW	41-05-14-353-010	36 Union ST N NW
41-05-23-102-028	126 Division St E NW	<i>41-05-14-301-002</i>	370 State St N NW
<i>41-05-14-353-017</i>	129 E Division E NW	41-05-14-380-027	389 Division St E NW
41-05-23-378-005	1295 12 Mile RD NW	41-05-23-128-022	390 Division St E NW
<i>41-05-14-353-045</i>	133 Division St E NW	41-05-23-128-023	398 Division St E NW
41-05-23-102-002	134 Division St E NW	41-05-23-153-011	399 Union St S NW
41-05-23-102-029	134 Division St E NW	41-05-23-153-015	400 State St S NW
41-05-23-102-003	138 Division St E NW	41-05-14-380-020	401 Division ST E NW
41-05-23-102-030	138 Division St E NW	41-05-23-201-020	406 Division St E NW
<i>41-05-14-353-059</i>	141 Division St E NW	<i>41-05-14-451-011</i>	409 Division ST E NW
41-05-23-102-004	142 Division St E NW	41-05-23-201-018	410 Division St E NW
<i>41-05-14-353-021</i>	147 Division St E NW	41-05-23-301-010	410 State St S NW
41-05-15-478-028	147 State St N NW	41-05-22-130-010	416 Division St W NW
41-05-23-102-005	148 Division St E NW	41-05-23-201-019	420 Division St E NW
<i>41-05-14-353-022</i>	151 Division St E NW	41-05-23-301-012	420 State St S NW
41-05-23-102-006	152 Division St E NW	41-05-23-201-021	424 Division St E NW
<i>41-05-14-351-014</i>	152 State St N NW	41-05-23-201-012	430 Division St E NW
41-05-23-102-007	154 Division St E NW	<i>41-05-14-452-023</i>	433 Division ST E NW
<i>41-05-14-353-049</i>	155 Division St E NW	41-05-23-301-027	434 State St S NW
41-05-23-102-008	156 Division St E NW	<i>41-05-14-452-024</i>	435 Division ST E NW
<i>41-05-14-353-050</i>	157 Division ST E NW	41-05-22-130-009	440 Division St W NW
41-05-22-476-045	1611 12 Mile Rd NW	41-05-23-301-029	440 State St S NW
41-05-1-435-002	166 Olmstead ST NW	41-05-23-152-020	45 Silver Creek St NW
<i>41-05-14-353-025</i>	169 Division St E NW	41-05-22-130-001	450 Division St W NW
41-05-15-478-014	169 State St N NW	41-05-23-301-030	450 State ST S NW
41-05-23-101-044	17 Union St S NW	41-05-23-301-023	460 State St S NW
<i>41-05-14-353-026</i>	171 Division St E NW	41-05-22-126-018	465 Applejack Ct NW
41-05-23-103-019	172 Division St E NW	<i>41-05-14-452-025</i>	465 Division ST E NW
41-05-14-353-027	177 Division ST E NW	41-05-23-301-026	470 State St S NW
<i>41-05-14-351-002</i>	182 State St N NW	41-05-22-126-021	475 Applejack Ct NW
41-05-23-103-003	186 Division St E NW	41-05-22-476-043	475 Glenn Avenue W NW
41-05-14-353-040	190 Olmstead St NW	41-05-22-476-046	475 Glenn Avenue W NW

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41-05-14-353-061	190 Olmstead St NW	41-05-22-476-017	475 State St S NW
41-05-23-103-004	194 Division St E NW	41-05-23-201-013	476 Division St E NW
41-05-23-106-009	194 State St S NW	41-05-14-353-055	48 Union St N NW
41-05-14-353-007	195 Division ST E NW	41-05-22-126-023	485 Applejack Ct NW
41-05-14-353-028	199 Division St E NW	41-05-22-476-044	485 State St S NW
41-05-14-353-057	20 Union ST N NW	41-05-22-476-044	485 State St S NW
41-05-14-353-062	20 Union St N NW	41-05-14-353-063	489 AppleJack Ct NW
41-05-22-130-006	200 Applewood Dr NW	41-05-22-126-024	489 Applejack Ct NW
41-05-23-103-005	200 Division St E NW	41-05-14-379-007	49 Loomis St NW
41-05-23-302-007	200 Union St S NW	41-05-14-380-021	50 Loomis St NW
41-05-14-353-029	201 Division St E NW	41-05-14-353-054	50 Union ST N NW
41-05-22-126-010	2021 Applejack Ct Nw	41-05-14-353-056	50 Union ST N NW
41-05-14-353-030	205 Division St E NW	41-05-23-201-010	500 Division St E NW
41-05-14-353-301	209 Division St E NW	41-05-23-351-055	510 State ST S NW
41-05-22-126-007	2099 Applejack Ct NW	41-05-23-351-055	510 State St S NW
41-05-22-130-007	210 Applewood Dr NW	41-05-22-476-041	525 State St S NW
41-05-23-151-032	212 State St S NW	41-05-23-351-041	530 State ST S NW
41-05-14-353-032	213 Division St E NW	41-05-23-351-041	530 State ST S NW
41-05-22-130-008	220 Applewood Dr NW	41-05-22-476-042	545 State ST S NW
41-05-23-126-016	220 Division St E NW	41-05-22-476-036	565 State St S NW
41-05-14-353-041	223 Division St E NW	41-05-14-353-051	62 Union St N NW
41-05-23-126-014	228 Division St E NW	41-05-14-351-032	71 Division ST E NW
41-05-23-126-015	232 Division St E NW	41-05-14-351-055	71 Union St N NW
41-05-14-353-042	235 Division St E NW	41-05-23-101-005	72 Division St E NW
41-05-14-353-043	239 Division St. E NW	41-05-14-351-054	73 Union St N NW
41-05-23-126-005	240 Division St E NW	41-05-23-101-042	74 Division ST E NW
41-05-14-353-044	241 Division ST E NW	41-05-22-126-015	75 Applewood Dr NW
41-05-23-152-031	258 State St S NW	41-05-15-480-010	75 State ST N NW
41-05-22-282-009	259 State ST S NW	41-05-14-351-035	75 Union St N NW
41-05-23-152-002	260 State St S NW	41-05-14-353-060	80 Union St N NW
41-05-23-101-054	27 Union St S NW	41-05-15-478-032	81 State St N NW
41-05-23-152-013	270 State St S NW	41-05-23-101-007	88 Division St E NW
41-05-15-428-007	271 State St N NW	41-05-14-379-004	9 Loomis St NW
41-05-23-152-029	288 State St S NW	41-05-14-379-006	91 Loomis St NW
41-05-14-353-013	30 Union St N NW	41-05-15-478-021	95 State St N NW
41-05-22-126-022	300 Applejack Ct NW	41-05-23-101-056	98 Division St E NW
41-05-23-152-016	300 State St S NW		

Attachment 3
Design Guidelines

General Building Design Accent Standards per Village of Sparta Zoning Ordinance 11.05



General Building Design Accent Standards per Village of Sparta Zoning Ordinance 11.05

Windows above the first floor shall be vertical in proportion. Large window widths shall be broken -up to maintain a vertical proportion.

Canopy must be opaque. Internally lit canopy not allowed. Canopy must not be cubed or curved except above doorways.

All windows must be "see-through" or light tint. Do not block view into building except external display allowed.

The use of exterior wall materials on walls that are visible from a public road or a parking lot shall be in compliance with the maximum percentages permitted in the following chart. The following materials are not permitted on any wall visible from a public road or parking lot: pre-cast concrete, concrete formed in place, metal, reflective glass, wood siding, vinyl siding, fiberglass, reinforced concrete, polymer plastic (typon), exterior insulation and finishing systems (EIFS), plaster, stucco and similar materials play allowed.

Exterior building materials allowed:

Brick or face brick	100%
Stone	10%
Split face block	25%
Glass block	25%
Cast stone	25%

- 1 Blank walls shall not face a public street.
- 2 Walls facing a public street shall include windows and architectural features customarily found on the front facade of a building, such as awnings, cornice work, edge detailing or other decorative finish materials.
- 3 A prominent and usable public building entrance shall be provided at the front of the building.
- 4 Wall massing shall be broken up with vertical pilasters or other architectural elements to reduce scale.
- 5 Windows and doors shall comprise at least forty percent (40%) of the first floor front facade of a building.
- 6 The window area of a facade above the first floor shall not exceed thirty-five percent (35%) of the total facade area of that floor.