

# City of Mt. Pleasant, Michigan



**CITY HALL**  
 320 W. Broadway • 48858  
 (989) 779-5300  
 (989) 773-4691 fax

**PUBLIC SAFETY**  
 804 E. High • 48858  
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**PUBLIC WORKS**  
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**TAX INCREMENT FIANANCE AUTHORITY**  
**August 28, 2023**  
**8:30 AM – City Hall, Conference Room A (Upstairs)**

TIFA Members:

R. Blizzard	12/31/25	J. Jaloszynski	12/31/21
Vacant	12/31/26	R. Swindlehurst (Chair)	12/31/22
B. Assmann	12/31/23	B. Wieferich (Vice Chair)	12/31/22
Vacant	12/31/23	M. Sponseller	Staff Liaison

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| <ul style="list-style-type: none"> <li><b>I. CALL TO ORDER</b></li> <li><b>II. ROLL CALL AND INTRODUCTIONS</b></li> <li><b>III. CHANGES/ADDITIONS TO AGENDA</b></li> <li><b>IV. MINUTES</b> <ul style="list-style-type: none"> <li>a. November 2022 Minutes</li> </ul> </li> <li><b>V. RECEIPT OF COMMUNICATION</b> <ul style="list-style-type: none"> <li>a. August 2023 Downtown Directors Report</li> <li>b. P.A. 57 Informational Update</li> </ul> </li> <li><b>VI. PUBLIC COMMENT</b></li> </ul> | <ul style="list-style-type: none"> <li><b>VII. OLD BUSINESS</b> <ul style="list-style-type: none"> <li>a. None</li> </ul> </li> <li><b>VIII. NEW BUSINESS</b> <ul style="list-style-type: none"> <li>a. Election of Officers</li> <li>b. 2023-2024 Meeting Schedule</li> <li>c. Façade Improvement Matching Grant – Update Guidelines</li> </ul> </li> <li><b>IX. OTHER/ADDITIONS TO THE AGENDA</b></li> </ul> <p><b>ADJOURNMENT</b></p> |
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Website: [www.mt-pleasant.org](http://www.mt-pleasant.org)

All interested persons may attend and participate. Persons with disabilities who need assistance to participate may call the human resources office at 779-5314. A 48-hour advance notice is necessary for accommodation. Hearing or speech impaired individuals may contact the city via the Michigan Relay Service by dialing 7-1-1.

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**Date:** August 20, 2023  
**To:** TIFA Board  
**From:** Michelle Sponseller, Downtown Development Director  
**Re:** August 2023 Downtown Development Director's Report

## I. CALL TO ORDER

## II. ROLL CALL AND INTRODUCTIONS

## III. CHANGES TO THE AGENDA

Unless there are changes to the agenda, no action is necessary.

## IV. MINUTES

Review of the November 2022 TIFA meeting minutes.

### **Requested Motion:**

- Motion to accept the minutes as presented.

## V. RECEIPT OF COMMUNICATION

### A.) DOWNTOWN DIRECTORS REPORT

Downtown Directors report covers description of communication and background information on agenda items.

- No action is required.

## V. RECEIPT OF COMMUNICATION

### B.) P.A. 57 INFORMATIONAL MEETING

The following is an informational update as required by the State of Michigan Treasury department pertaining to the recodified Tax Increment Finance Authority Act 57 of 2018. Two informational updated must be provided each calendar year however, no action is necessary. Please note that all of this information and more can be found on the TIFA website at:

[https://www.mt-pleasant.org/boards\\_commissions/tax\\_increment\\_finance\\_authority\\_\(tifa\)/index.php](https://www.mt-pleasant.org/boards_commissions/tax_increment_finance_authority_(tifa)/index.php)

### **Requested Motion:**

- No action is required.

## VI. PUBLIC COMMENT

## VII. OLD BUSINESS

### A.) NONE

**VIII. NEW BUSINESS**

**A.) ELECTION OF OFFICERS**

Election of chair and vice-chair is necessary at this time.

**Requested Motion:**

- Motion to nominate for Chair and Vice-Chair;
- Motion to elect Chair and Vice-Chair.

**VIII. NEW BUSINESS**

**B.) 2023-2024 MEETING SCHEDULE**

Meetings set for 2023-2024 (quarterly schedule) at 8:30 a.m. in conference room A at City Hall as follows:

- November 27, 2023
- February 26, 2024
- May 20, 2024 (moved to third Monday due to Memorial Day)
- August 26, 2024
- November 25, 2024

**Requested Motion:**

- Accept meeting schedule as presented.

**VIII. NEW BUSINESS**

**C.) FAÇADE IMPROVEMENT MATCHING GRANT – RENDERING FEE AND CONTRACT**

Revised Façade Improvement Matching Grant Program Guidelines. Please see red-line version for specific changes.

**Requested Motion:**

- Motion to accept the revised Façade Improvement Matching Program Guidelines as presented.

**IX. OTHER/ADDITIONS TO THE AGENDA**

**X. ADJOURNMENT**

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## November 28, 2022 MINUTES – TAX INCREMENT FINANCE AUTHORITY (TIFA)

### MEMBERS PRESENT

R. Blizzard	P	12/31/2025
Vacant	N/A	12/31/2022
George Ronan	EA	12/31/22
Vacant	N/A	12/31/22

J. Jalszynski	P	12/31/2022
R. Swindlehurst, Chair	P	12/31/2022
B. Wieferrich, Vice Chair	P	12/31/2022
M. Sponseller, Staff	P	N/A

*A = Absent without notification      P = Present      EA = Excused Absence      N/A = Not Applicable*

Guests: Bill Mrdeza

### I.) CALL TO ORDER

Call to order at 8:30am

### II.) ROLL CALL AND INTRODUCTIONS

Board member roll listed above with attendance.

### IV.) CHANGES/ADDITIONS TO AGENDA

Deletion of election of officers until bylaws can be updated.

### IV.) MINUTES

Motion to approve the regular July 2022 minutes as presented.

M = Blizzard

S = Jalszynski

Motion approved

### V.) RECEIPT OF COMMUNICATION

#### A.) DOWNTOWN DIRECTORS REPORT

Receipt of July Downtown Development Directors report. No action taken.

### V.) RECEIPT OF COMMUNICATION

#### B.) P.A. 57 INFORMATIONAL UPDATE

Update held. No action taken.

### V. RECEIPT OF COMMUNICATION

#### C.) INDUSTRIAL PARK NORTH (IPN) TIFA 2022 YEAR-END AMENDED BUDGET

Motion to accept the 2022 year-end amended IPN budget as presented.

M = Jalszynski

S = Wieferrich

Motion approved

### V. RECEIPT OF COMMUNICATION

#### D.) CENTRAL BUSINESS DISTRICT (CBD) TIFA 2022 YEAR-END AMENDED BUDGET

Motion to accept the 2022 year-end amended CBD budget as presented.

M = Blizzard

S = Wieferrich

Motion approved

### VI. PUBLIC COMMENT

No public comment.

**VII. OLD BUSINESS**

**A.) FAÇADE IMPROVEMENT FEES**

Motion to approve the updated fees as presented.

M = Jaloszynski

S = Blizzard

Motion approved

**VIII. NEW BUSINESS**

**A.) NONE**

**IX.) OTHER/ADDITIONS TO AGENDA**

None.

**X.) ADJOURNMENT**

Meeting adjourned 9:07 am.



# Downtown Façade Improvement Matching Grant Program

## PROGRAM OVERVIEW

The Downtown Façade Improvement Matching Grant Program is made up of two separate yet interconnected pieces, intended to encourage preservation, rehabilitation, and restoration of the historic resources within the Central Business District, ~~—Tax Increment Finance Authority (CBD-TIFA) District.~~ The two offerings are:

### Façade Rendering Services Façade Improvement Matching Grant

This program assists in creating high-impact, visual improvements to attract local residents and visitors that reflects Mt. Pleasant’s uniqueness and the dynamic nature of its cultural resources and distinctive legacy.

### PURPOSES OF THE PROGRAM

1. To directly stimulate physical improvements to central business district buildings and businesses.
2. To stimulate building improvements sensitive to the unique context of the central business district's historic commercial architectural character.
3. To stimulate physical improvements to businesses to make them attractive to Mt. Pleasant’s consumer market.
4. To strengthen existing businesses and encourage new businesses to bring employment opportunities to the central business district.
6. To work closely with the lending institutions to provide an attractive incentive package to central business district commercial owners.

## I. FAÇADE RENDERING SERVICES

Program applicants work with the City’s architectural firm to develop a façade design and installation procedures based on the Secretary of Interior Guidelines (see bullet # 7 under *Requirements for Applicants* below). Designs will involve transformative changes to buildings such as removal of metal slipcovers, uncovering/replacing windows, and the addition of ornamental components (dentil molding, cornices, etc.).

The City covers the cost of a single façade rendering. Applicants may purchase additional renderings in accordance with the following pricing schedule:

- Front Elevations \$1,000-500 per elevation
- Rear Elevations \$750-1,000 per elevation
- Side Elevations \$600-800 per elevation

Additional services available:

- Construction Drawings
- Construction Observation
- Sub Consultants and other related services

To qualify for the rendering portion of the program, applicants must demonstrate a bona fide commitment to implement building improvements and must certify that construction will commence within 18 months of funding approval, and that the project will be completed within 120 days thereafter. Applicant will be in default if rehabilitation is not undertaken within the specified time period, with 100% of paid costs and expenses to be reimbursed to the ~~CBD-TIFA~~ City of Mt. Pleasant.

## II. FINANCIAL ASSISTANCE – FAÇADE IMPROVEMENT MATCHING GRANT

The revitalization of a commercial district often begins with improvements to a single building or storefront. Even simple changes such as the removal of non-historic materials, repairs, or a new paint job that calls attention to the building's original architectural details signal positive change and often stimulate similar improvements in neighboring buildings.

While this process sometimes begins spontaneously through the work of individual property or business owners, ~~the CBD-TIFA~~ this program intends to accelerate the process by providing matching grant up to \$5,000 per building parcel.

### REQUIREMENTS FOR APPLICANTS

1. Applicant projects must be located within the boundaries of ~~the downtown historic district (see attached map)~~ either the Central Business District Tax Increment Finance Authority (CBD TIFA) or the Principal Shopping District (PSD).
2. Applications will not be considered for single-family detached housing.
3. All proposed improvements must be approved prior to the commencement of any work.
4. Construction must commence within 60 days of approval and the project must be completed within 120 days thereafter. Requests for time extensions must be submitted in writing and will only be approved upon the expressed written consent.
5. All building and property improvements must meet state and local building codes and zoning requirements.
6. All required necessary permits must be obtained prior to construction.
7. Improvements to those buildings and businesses must meet the minimum Standards for Rehabilitation of the National Trust for Historic Preservation. Standards for Rehabilitation are:
  - i. A property will be used as it was historically or be given a new use that requires minimal change to its distinctive materials, features, spaces, and spatial relationships.
  - ii. The historic character of a property will be retained and preserved. The removal of distinctive materials or alteration of features, spaces, and spatial relationships that characterize a property will be avoided.
  - iii. Each property will be recognized as a physical record of its time, place, and use. Changes that create a false sense of historical development, such as adding conjectural features or elements from other historic properties, will not be undertaken.
  - iv. Changes to a property that have acquired historic significance in their own right will be retained and preserved.
  - v. Distinctive materials, features, finishes, and construction techniques or examples of craftsmanship that characterize a property will be preserved.
  - vi. Deteriorated historic features will be repaired rather than replaced. Where the severity of deterioration requires replacement of a distinctive feature, the new feature will match the old in design, color, texture, and, where possible,

materials. Replacement of missing features will be substantiated by documentary and physical evidence.

- vii. Chemical or physical treatments, if appropriate, will be undertaken using the gentlest means possible. Treatments that cause damage to historic materials will not be used.
  - viii. Archeological resources will be protected and preserved in place. If such resources must be disturbed, mitigation measures will be undertaken.
  - ix. New additions, exterior alterations, or related new construction will not destroy historic materials, features, and spatial relationships that characterize the property. The new work will be differentiated from the old and will be compatible with the historic materials, features, size, scale and proportion, and massing to protect the integrity of the property and its environment.
  - x. New additions and adjacent or related new construction will be undertaken in such a manner that, if removed in the future, the essential form and integrity of the historic property and its environment would be unimpaired.
8. The matching grant may be up to 50% of the overall project cost. Private investment of at least ~~\$2,000~~750 is required.
  9. All applicants must be current on taxes and other obligations owed to the City.
  10. While architectural services by a licensed architect are encouraged, they are not required to participate in the program.
  11. Eligible improvements include, but are not limited to, the following:
    - Signs and awnings - please see *City of Mt. Pleasant Zoning Ordinance* for specifications;
    - Replacement of missing decorative features;
    - Exterior painting;
    - Restoration of windows and/or doors;
    - New windows when necessary for egress purposes (these windows should be in character with historic building materials, not residential in appearance);
    - Removal of non-historic materials or additions. (Ex. shed awnings, aluminum siding);
    - Exterior lighting;
    - Design and engineering fees related to the proposed improvements (not to exceed 10% of the total project costs);
    - Historic preservation related maintenance requiring specialized care or expertise, such as tuckpointing or cleaning.
  12. Changes to the façade of the buildings may not remove, alter, damage or cover up significant architectural features of the building that are original, and may not reflect a major alteration to the building.
  13. Changes to the façade of buildings will either; 1) partially or fully restore the historic appearance of the building based on actual evidence, including photographs, written documentation, data on the building or site or other data, or 2) represent a modern treatment which blends into and is compatible with the building and adjoining buildings.
  14. In general, the ~~CBD-TIFA~~program encourages repair and preservation of existing



features, unless alterations to these facades have resulted in an incoherent, unattractive or inharmonious appearance.

15. For facades that have previously been substantially altered, treatment will conform to the features, materials, rhythms, color and general appearance of the building and those adjoining, particularly if the building is one in a row of buildings with identical or similar design features.
16. Paint colors will either be based on original colors obtained from paint samples on the buildings or colors shown in historic photographs, or will be compatible with adjoining buildings and colors in downtown Mt. Pleasant. Trim colors, which highlight building details, are encouraged.
17. Ineligible improvements include, but are not limited to, the following:
  - Interior work, fixtures and furnishings, roof repair or replacement-;
  - Landscaping-;
  - Building improvements not visible from the public realm-;
  - Removal of architecturally significant features-;
  - Building additions or new construction-;
  - Improvements completed or in-progress at the time of application-;
  - Building acquisition-;
  - ~~General building maintenance, including paint and repairs to match existing conditions.~~
  - Any activity completed prior to receiving final approval of funds.
18. Any changes in work after approval must be reapproved.
19. Requests for funding will be reviewed on a first-come, first-served basis until funding is exhausted.

### PAYMENT OF MATCHING FUNDS

Upon completion of the work and final inspections, the property owner shall submit copies of all invoices, contractor statements, proof of payments to the Downtown Development Director, as evidence that the owner or tenant has paid the contractors. Payment will be authorized upon completion of all work items as originally approved and receipt of all required documents.

### APPLICATION PROCESS

#### 1. Pre-Application Meeting

Interested parties are required to schedule a pre-application meeting to discuss the project with associated City staff – Downtown Development Director and Building Official. This can be done by calling the Downtown Development Director at (989) 779-5348. Pre-application meetings often address circumstances that would otherwise result in an application being denied.

#### 2. Complete Application and Provide Required Information

Applications for the program will be provided after the pre-application meeting. Complete applications, including copies or invoices and receipts for all materials and installation, should be emailed or dropped-off to: City of Mt. Pleasant, Attention: Downtown Development, 320 W. Broadway, Mt. Pleasant, Michigan 48858 or emailed to [downtown@mt-pleasant.org](mailto:downtown@mt-pleasant.org).

**Incomplete applications or applications missing required information will be**



## Downtown Façade Improvement Matching Grant Program

returned.

### 3. Approval and Payment

Once the application has been submitted, including receipts or paid invoices for all materials and installation, have been received, the Downtown Development Director will provide written approval or denial based on funding availability. If denied, written explanation will be provided. If approved, reimbursement will occur within 30 days.

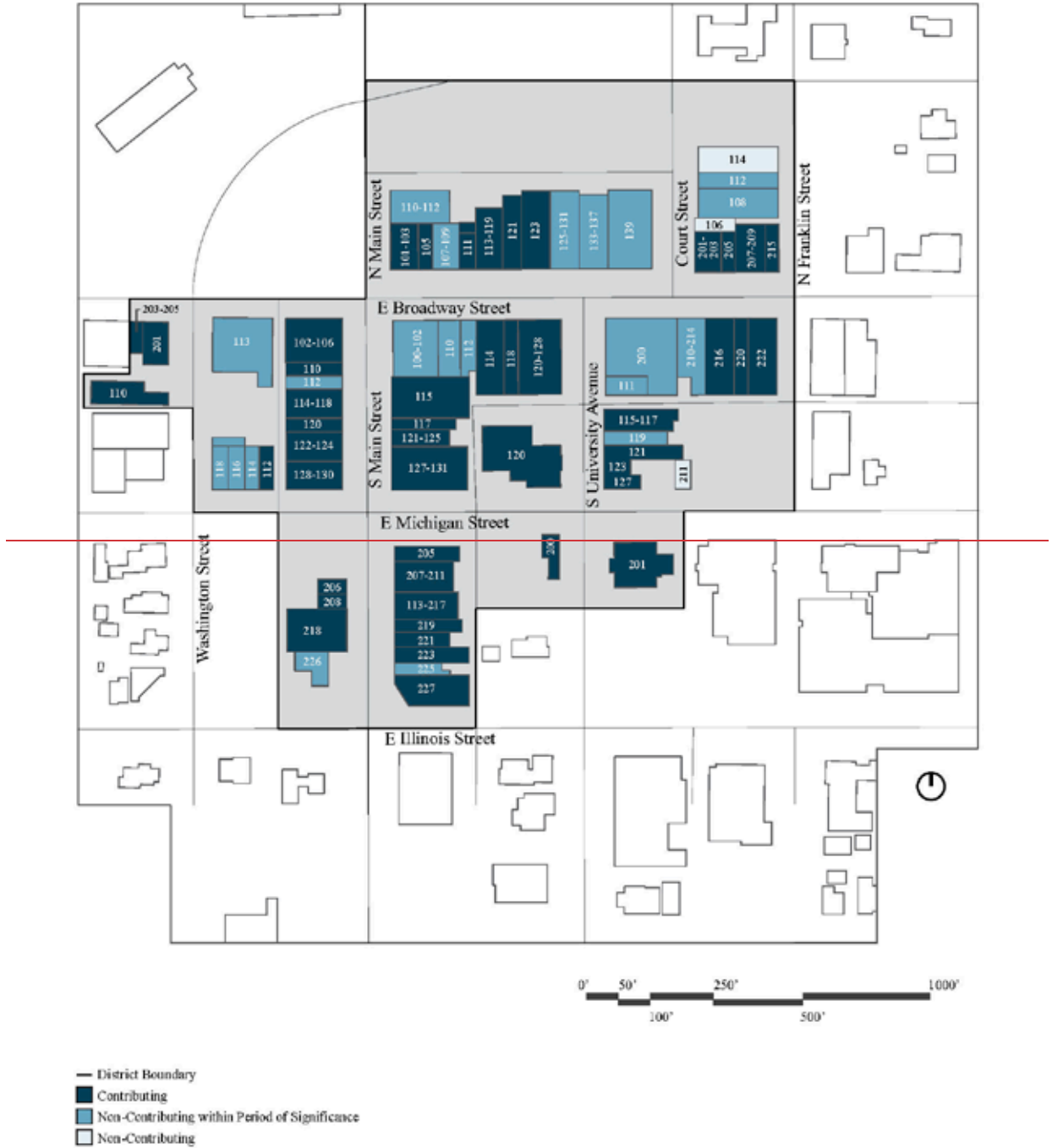
Application for the program is available through the Downtown Development office, 320 W. Broadway, Mt. Pleasant, Michigan 48858.

- Copies of cost estimates or bids that support improvements;
- Photos or drawings of the existing façade;
- Drawings and description of the proposed changes;
- Proposed timeline for the project;

~~Once the application and cost estimates have been submitted and all necessary documentation has been received, the CBD-TIFA will meet to discuss the request.~~

~~Upon approval, CBD-TIFA will reimburse applicants for according to section *Payment of Matching Funds*.~~

Downtown Mount Pleasant Historic District Boundary



GRAPIDS 57654-1-395906v3