

TIFA Property Improvement Program Application Summary



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PROPERTY IMPROVEMENT PROGRAM OVERVIEW

The City of Warren's Tax Increment Financing Authority (TIFA) Property Improvement Program provides partial reimbursement for eligible property improvements (please see TIFA Property Improvement Program Guidelines) to property owners or business tenants located within the City of Warren TIFA District (Van Dyke from 8 Mile to Stephens).

Applicants receive disbursement of funds after completion of the approved project, final work inspection, and submittal of copies of paid invoices for approved expenses to the TIFA Director.

All property design plans shall be reviewed and approved by the City of Warren's TIFA Commission. Remember: site plans are subject to approval by the City of Warren's Planning Commission.

The intent of the Property Improvement Program is to improve the visual aesthetic of the City of Warren's TIFA District by encouraging property owners and business tenants to invest in the rehabilitation of their buildings and adjacent parcels of property. When improvements are made to existing infrastructure and new construction is seen, this type of activity encourages further development of an area resulting in an enhanced economic vitality. TIFA intends to use the Property Improvement Program as a primary business and retention tool, with the goal of restoring the overall look and feel of the TIFA District.

Except otherwise noted, the Property Improvement Program Applicant may be eligible to receive the following TIFA funds:

- A maximum reimbursement of twenty five thousand dollars (\$25,000.00) per property construction project, upon approval by the TIFA Board.

Keep in mind that the minimum construction project costs to be considered for the Property Improvement Program award must total one thousand five hundred dollars (\$1,500.00), unless the project refers to signage. Accordingly, the minimum costs relating to signage projects must be greater than five hundred dollars (\$500.00).

To receive the Property Improvement funds, the property owner must sign Property Improvement Program Fund Development Agreement ("Development Agreement") agreeing to maintain the funded improvements for a period of at least three (3) years when the Property Improvement funds awarded totals between five hundred dollars (\$500.00) up to five thousand dollars (\$5,000.00), and a period of at least five (5) years when the Property Improvement funds awarded totals over five thousand dollars (\$5,000.00).

TIFA PROPERTY IMPROVEMENT PROGRAM APPLICATION

This application must be completed and approved prior to project commencement. All of the below documents are considered the required supplemental documents, and must be turned in with this completed application to the City of Warren TIFA Director (see page of this application 7 for address). The required supplemental documents are listed in the following checklist:

- Proof of ownership;**
- Copy of lease/ signed letter from owner;**
- Proof that the subject property's city taxes are current;**
- At least three (3) official quotes, including the cost breakdowns by major categories (i.e. architectural fees, engineering fees, painting, repair, carpentry, materials, etc.);**
- Photos and/or drawings of proposed work project;**
- Sample materials (e.g. glass, comic detail, trim, colors, etc.);**
- One hard copy and an electronic file of signed and sealed building blueprints, building elevation, site plans, product drawings, specifications and installation details (if applicable);**
- One hard copy and an electronic file of photographs of the existing building depicting the areas of proposed improvement.**

** In the event of an emergency or safety situation that is not created by the Applicant, at the TIFA Director's discretion, any or all of the above listed documents may be (temporarily or permanently) waived at the time of the application submission for good cause (if the applicant is lacking any of the required documents).*

A. Procedure

To receive assistance, TIFA Board must approve all project applications. The design must follow appropriate guidelines, all applicable zoning and other city ordinances must be complied with, and a Development Agreement must be executed between the Applicant/Owner and the TIFA Director. The proposed project must be completed in accordance with the Development Agreement. All required building permits must be obtained prior to any work being done. A final building inspection and approval by the City Building Inspector along with the TIFA Board is required prior to payment reimbursement.

B. Instructions

1. Fill in the blanks and check boxes on this form. If some items do not apply, write "not applicable."
2. Attach additional pages if needed.
3. Submit application and documents to the City of Warren TIFA Director (address provided below).

Applicant's Name _____

Mailing Address _____

Phone Number _____ Email Address _____

Project Address _____

Building Owner _____

Mailing Address _____

Phone Number _____

Architect/Designer _____

Firm/Specialty _____

Phone Number _____ Email Address _____
Current Building Use _____

Total Project Cost _____
Proposed Start Date _____ Proposed Completion Date _____
Project Financing _____ Bank Name _____
Project Scope: Façade Signage Architectural Assistance Other

IMPORTANT REQUIREMENTS:

- We require all applicants to obtain at least three (3) quotes to compare prices and quality of work.
- Properties receiving any TIFA funds within the last three (3) years are ineligible to receive funds.

Proposed Improvements: Eligible and Ineligible activities (please see the TIFA Property Improvement Guidelines as a definition section for the below stated list of improvements):

• **Architectural Assistance:**

Eligible:

- ✓ Retaining Walls
- ✓ Roofs
- ✓ Awnings and Canopies

Ineligible:

- Interior Improvements as a sole project
- Interior decorator or designer fees

• **Façade Improvement:**

Eligible:

- ✓ Doors and Entryways
- ✓ Windows
- ✓ Lighting
- ✓ Landscaping

Ineligible:

- Sidewalk repair/replacement

• **Sign Program:**

Eligible:

- ✓ Signage

• **Other**

Eligible:

- ✓ Security Features

Ineligible:

- Parking lots (unless paired with an eligible property improvement activity)

APPLICANT ACKNOWLEDGMENT AND SIGNATURE:

I have reviewed/prepared this application and understand that submission of an application does not guarantee funding. I certify that the information provided is true and accurate to the best of my knowledge, and if approved, work will be completed in accordance to the executed Development Agreement. I agree to execute a Property Improvement Program Development Agreement (Development Agreement) with the City of Warren TIFA. Under the Development Agreement, I understand that I am responsible to upkeep the subject property which includes maintaining the construction work (project) along with paying (timely) the property taxes.

I also acknowledge that upon execution of the agreement, the City of Warren TIFA and/or its affiliates maintain the rights to promote (including the right to copy, transmit, display and distribute) images and textual containing aforementioned property and/or business name for the use of "Promotional Material" (as described below) on website(s) or other media means for the purpose of promotion and advertisement related to the City of Warren TIFA and its Property Improvement Program. "Promotional Material" shall mean brochures, publications and websites, media promotion, advertising copy and other related textual and graphic material made available by the TIFA and/or its affiliates.

Applicant Signature: _____ Date: _____

Owner's Signature (if different): _____ Date: _____

Please fill out entirely and return to:

**TIFA Director
1 City Square, Suite 215
Warren, MI 48093**

Please submit any questions to TIFA Director at 586.574.4519

OFFICE USE ONLY	
Received by: _____	Date Received: _____
Eligible TIFA PIP Cost: _____	20% Reimbursement Potential: _____
Approved by: _____	Approval Date: _____

TIFA PROPERTY IMPROVEMENT PROGRAM GUIDELINES

1. STOREFRONTS

- a. Transom Windows:** a window or a series of windows located above a door or window display. Transoms windows are usually made of a single pane of glass and provide a signage location. Signs can be painted directly onto the transom or mounted thereabouts.
 - i. Transom windows should be preserved. If practical, a transom window (including the trim) should be repaired rather than replaced.
 - ii. From an aesthetic sense, transom window replacements should be consistent with the existing transom windows.
 - iii. Like display windows, transom windows should not be covered up or filled in.
 - iv. Removing the transom window and filling it in with masonry material, block glass or other material is not appropriate.
- b. Bulkhead Bases:** The bulkhead base supports the storefront window display. Bulkhead bases are made from a variety of materials, including wood, glass, brick and stone. Bulkhead bases are solid intact and occasionally a decorative molding or concrete design is attached thereto.
 - i. Bulkhead bases should be preserved. If practical, a bulkhead base (including any decorative features) should be repaired rather than replaced.
 - ii. From an aesthetic sense, bulkhead base replacements should be replicated after its original; thereby, matching the original design elements and materials (as similar as possible).
 - iii. The following materials are inappropriate and inefficient for bulkhead bases (because of the fast deteriorating aspect that requires constant maintenance and frequent replacement): plywood, rough-sawn wood paneling, aluminum, vinyl, imitation brick, and imitation stone.
- c. Parapets:** A parapet is a low protective wall that extends above the roof of a building.
 - i. Existing parapets should be preserved, repaired and/or restored.
 - ii. From an esthetic sense, when replacing a parapet, the only elements that are lost or deteriorated beyond repair should be replaced; thereby, matching the original design elements and materials (as similar as possible).
 - iii. If repairing a parapet is not practical, an entire replacement of a parapet should be considered only when the cost to repair the damaged portion(s) is significantly higher than the entire new parapet cost. The parapet replacement materials and design elements should match the original parapet as closely as possible.
 - iv. Proper maintenance is important to ensure the integrity of the parapet and to prevent any deterioration.
 - v. Water damage is the primary cause of parapet deterioration; thus, it is imperative to keep the coping and flashing in good repair by

sealing any openings, painting the wood and/or metal elements and to correct any deterioration to prevent additional costly repairs.

- d. **Exterior Lighting:** The overall goal of exterior artificial lighting is to provide the minimum amount of street lighting as necessary to provide pedestrians and building security with proper lighting in a manner that confines the artificial light to the site or building, preventing glare and sky glowing, and minimizes artificial light beams yet creating a low visibility of the building from distant vantage points.

2. WINDOWS

- a. **Display Windows:** A display window is an essential element that defines a storefront, which usually consists of one pane of glass. Existing display windows should be preserved, if practical, by repair rather than replacement, including the character defining elements (dressing, trim, and reveals) and design materials.
 - i. Storefront display windows should contain clear glass to allow for visual access of the interior space, which is especially important for retail buildings. Thus, tinted and mirror glass should be avoided.
 - ii. Storefront security measures should be as unobtrusive as possible. Placing bars and solid rolling (garage-type) doors on storefronts is strongly discouraged. The use of an open mesh-type rolling grate mounted on the inside of the storefront window is a more preferred option.
 - iii. As an alternative to security grates, businesses are encouraged to use laminated glass (designed to break in place and is practically impervious) in storefronts.
 - iv. When replacing the display window, the replacement display window should match the original display window (in terms of size, material, material, and configuration) or provide more glass dimension than the original.
 - v. Storefront windows should be illuminated at night time, which will provide visibility of the interior to promote merchandise.
 - vi. Storefront display windows shall not be filled with or concealed by opaque materials to allow natural light to flow within the interior space.
- b. **Upper-Level Windows:** Unlike a display window of a ground level storefront, upper level windows are usually fitted with a frame that supports one or more operable sash containing panes of glass. Special consideration should be given to historic buildings. While there are few historic buildings along the corridor, the functional decorative features of the windows that help define historic buildings' character (include: frames, sash, muntins, glazing, sills, heads, hoodmolds, paneled or decorated jambs and moldings) should be retained and preserved. Existing upper-level windows should be repaired rather than replaced, to retain the elements and design aspects.
 - i. Original upper-level window openings should be restored and re-glazed, if practical. The proportions of the restored window and

rhythm of the window opening should be as identical to the original design as possible.

- ii. Instead of replacing original glass with double-glazing, if practical, repair thermally inadequate or damaged weather stripping and caulking.
- iii. Replacing multi-sashed windows with a single pane of glass is not appropriate.
- iv. The use of mirrored glass is not appropriate and is to be avoided.
- v. If decorative elements are missing, those elements should not be recreated unless a strong pictorial, historical or physical documentation exists.
- vi. All existing upper-level windows on historic buildings should be preserved, with original defining elements repaired rather than replaced.
- vii. Often windows throughout the corridor on historic buildings are wood, if replacement is necessary, the replacement windows should be constructed of wood, if possible.

3. DOORS, ENTRYWAYS AND SECURITY FEATURES

- a. **Entrances:** Typically, entrances of buildings along Van Dyke are either flush with the building façade or recessed (in an alcove used to accentuate the entry to a building or store). In wide storefronts, entrances are usually located in the center of the façade; in narrower buildings, the entrances are usually offset to the left or right.
 - i. The features of a building's entrance, including pilasters, columns and above door articulation, should be identified, preserved and repaired rather than replaced.
 - ii. Radically altering a building's entrance should be avoided.
 - iii. The style and character of the door and its hardware should be compatible with the design of the storefront and the scale of the building. Doors should also include glass panels to maximize visual access to the interior of the building.
 - iv. Using stock residential doors is prohibited.
 - v. On historic structures, replacement doors should match the building's original opening and configuration.
 - vi. Recessed entryways are encouraged with some made of tile flooring.

4. SIGNAGE

- a. **General:** Signs provide businesses with advertising, image, and identity. Overall, signs that are properly designed as to scale, placement, and appearance and that meet the business owner's needs, will also enhance the image of the commercial district. Sign materials should reflect the quality of the building and the business. All signs should be professionally designed. When contracting out for sign design, seek good craftsmanship and the use of quality materials. New signs should conform to local codes and sign ordinances, but variances are possible if the sign helps enhance the area's pedestrian appeal by contribution to its richness and detail. Signage can incorporate letters, graphics, numbers, and symbols for the

purpose of identifying a business and or product. Understanding the location of signage on a façade is a key consideration. Each building should be limited to one primary and one secondary sign. The purpose of this guideline is to minimize the possibility of visual clutter. The primary sign should be placed above the height of the doorway. Secondary signage can be placed at the pedestrian level in windows. Signs in windows, though, should not obscure more than 25% of the display area.

- i. Wall-mounted signs illuminated with directional lighting are encouraged. Box-type, backlit signs are discouraged. These sign types have been shown to give a negative perception to areas.
 - ii. Signs applied directly to masonry or stucco should only be done if the surface is already painted. Other use some type of sign backing material and attach the sign to the building.
 - iii. Signs placed on the glass should be limited in size and not obscure views into the business. Only a professional should do lettering applied directly to the glass. Colors should be complementary to the façade colors.
 - iv. Temporary signs, either free standing or hung from the building façade, are discouraged. This includes sandwich board signs that sit on the sidewalk.
 - v. Professional, hand-painted signs applied to the masonry side walls (non-storefront walls) are permissible only if the masonry is a non-decorative type of masonry (i.e. cinder block, non-decorative brick, etc.).
- b. Content:** Effective signs convey simple information and contribute to the greater character of the commercial area. Simple signs are attractive and communicate more effectively than a sign that is too “busy”.
- i. The text of signs should be limited to business name, company logo, and/or street address. Product names should not be promoted on the awning. Promotion of products should be accomplished by strong window displays.
 - ii. Hand-painted window signs on the storefront windows or glass door of the building should only be done by professional sign painters. Hand-painted window signs can be used to provide business hours, business address, and types of services. These are usually applied to the business door or directly above on the door’s transom. Fade-resistant vinyl letters that replicate the look of a hand-painted window sign are also acceptable.
 - iii. Hand-painted signs on the side of the building should be done professionally and limited to the business, logo, and a business slogan. Listing the phone number is discouraged. Signs that list products sold, services offered, etc. are not acceptable.
 - iv. Neon signs that proclaim “open” are discouraged. It should be obvious from the appearance of window displays and the activity within the building that the business is open.

- v. Sign colors should be reflected in awning color and exterior façade color. Sign colors should generally try to be harmonious and complimentary to the primary and secondary colors found in the building materials and storefronts.
- vi. When multiple tenants occupy a single building, all tenant signage and storefront designs should be coordinated to create a consistent appearance in color, awning selection, and signage.
- vii. Address signs should be placed above or next to the business entry. Addresses should not be applied to the awnings.

5. AWNINGS AND CANOPIES: Awnings and canopies are simple but highly effective devices for focusing attention on a storefront. They introduce color and interest to the storefront and can be used to unify a grouping of buildings. The design features and style of the awning, though, are crucial to the image of the corridor environment. Therefore the following apply:

- i. Awnings should not be used as signs.
- ii. Awnings should be shed-type.
- iii. Awning colors should complement the colors of the building façade.
- iv. Internally lit awnings are inappropriate and are discouraged.
- v. Awnings should be segmented when used on a wide storefront. The segmentation should correspond to the articulation of the building's windows and doors.
- vi. Barrel vault or "bubble" type awnings are not allowed under the program. These awnings are typically of low material and aesthetic quality.
- vii. Awnings should be attached directly to the building façade rather than requiring poles for support.

6. COLORS & MATERIALS

a. General: The color of individual façade elements (signs, awnings, trim, windows, etc.) should be part of a coordinated color scheme for the building. Colors selected should be harmonious with the color of existing building materials, including brick, limestone or porcelain enamel panels. In general, consider the following points:

- i. Materials such as brick or limestone that have not been previously painted should remain unpainted.
- ii. Colors should be selected to enhance the business image and convey a sense of quality. In general, subdued color schemes are encouraged.
- iii. While the primary building colors should be generally maintained and respected, one new major trim color, perhaps a darker color that compliments or contrasts with the existing building colors, could accentuate doors, windows, and other storefront parts. A somewhat lighter minor trim color could also be used to highlight smaller building details.
- iv. A vibrant color palette may sometimes be appropriate, but harsh or garish colors should be avoided.

- b. Traditional/Historic Buildings:** Traditionally, elements such as windows, doors and other non-masonry elements were the only parts of buildings to be painted. Bright colors were rarely used and most color schemes were designed in earth tones that complimented the natural colors of masonry. Unless the color remains the same, the repainting of any building must first receive committee approval before work commences. Proposals must include a definition of preparation methods as well as proposed color schemes. The following general guidelines will be applied:

 - i. When cleaning or removing paint, the gentlest means possible shall be used.
 - ii. Unpainted masonry should remain so.
 - iii. The building's period, style, and character should be taken into consideration in defining a painting strategy. As a means of determining the building's original paint color(s), samples can be taken from the building and analyzed. This technique is useful if the goal is to repaint the building in its original historic colors.
 - iv. The neighboring building should also be considered in developing an appropriate color scheme.
 - v. Bright colors should be avoided on historic buildings unless there is historic evidence (photos) to suggest otherwise.
 - c. Materials:** Much of the character of older buildings on the corridor derives from the use of traditional materials and construction techniques. Although new materials and methods can be successfully used in rehabilitation and infill development, every effort should be made to preserve the original character of the buildings where appropriate. This means preserving, repairing, and maintaining the original materials where possible, and when replacement is necessary, selecting appropriate new materials that are compatible in quality, texture, and color. Common building materials are wood, glass, and various types of masonry, including brick, limestone, and terra cotta. Some of the older masonry walls were painted, but typically, painting was limited to wooden window frames and sashes, doors and other non-masonry building elements.

 - i. Preserve existing window openings. Windows should account for a large portion of the total façade area. Avoid "bricking up" existing openings.
 - ii. Preserve or restore historic building features when present. Avoid covering or removing historically significant elements like ornate brickwork. If there are missing elements, such as missing transoms, they should be replaced.
- 7. PARKING LOTS:** Work project applications relating to parking lots must be paired with an eligible property improvement activity identified under TIFA Property Improvement Guidelines. Otherwise, work project applications relating only to improving parking lots alone will not be accepted. All parking lot proposals are to be reviewed on a case-by-case basis by the TIFA Director.
- 8. LANDSCAPING:** All landscaping proposals are to be reviewed on a case-by-case basis by the TIFA Director.

EXAMPLE
PROPERTY IMPROVEMENT PROGRAM DEVELOPMENT AGREEMENT

This Property Improvement Program Development Agreement (“Agreement”) for the development of _____ is made this _____ day of _____, 2016 between the City of Warren Tax Increment Finance Authority (“TIFA”), whose address is One City Square, Warren, Michigan 48093 and _____ (“Developer”), a _____, whose address is _____.

RECITALS

WHEREAS, on _____ the Developer applied for Property Improvement Program (PIP) Funds, which TIFA approved on _____, relating to Developer’s commercial property identified as:

Lot 1 of 1 Lot:

Legal Description:

Property Id. No.:

Commonly Known As:

(“Subject Property”)

WHEREAS, the Subject Property is located within the City of Warren (“City”) TIFA District. The TIFA District involves a Tax Increment Financing Plan, which was established to make possible the financing of the public improvements (necessary or desirable) for the development of the City and the Warren Van Dyke Corridor Development Area, which will contribute to, and encourage economic growth, and the halting of deterioration of property values.

WHEREAS, it is the intent of the parties to enter into this Agreement to promote compliance with all applicable Warren Code of Ordinance provisions that regulate the project development of the realty described herein by encouraging creative and unified development of the above identified Subject Property within the approval process of the TIFA District Authority.

NOW THEREFORE, TIFA and DEVELOPER agree as follows:

ARTICLE I. PROPERTY IMPROVEMENT PROGRAM DEVELOPMENT

- 1.1. Development of the Property.** The parties acknowledge that Developer submitted and TIFA approved a Property Improvement Development Plan regarding the construction project to improve the Subject Property. The Subject Property shall be developed in accordance with the terms and conditions of the TIFA approved project construction plan, and all applicable City of Warren Code of Ordinances substantive and procedural requirements, the construction project development shall be completed within ____ (__) months from the date of TIFA board approval.
- 1.2. Modifications.** In the event modifications to an approved Site Plan, or this Agreement become necessary during any phase of development, due to unforeseen circumstances, or to satisfy the requirements of other governmental and regulatory entities having jurisdiction over the construction project Development, such modifications shall be submitted to TIFA for TIFA Board approval.
- 1.3. Site Plan Approval.** Developer shall exhibit due diligence by obtaining Site Plan approval, if applicable, from the City of Warren via Planning Commission within forty-five (45) days from the date of TIFA board approval.

- 1.4. **Site Plan Bond Condition.** As a condition of Site Plan approval, Developer shall be required to post a bond with the City, which will be further addressed by the City of Warren Planning Director.
- 1.5. **Construction Project Development Buildout.** Developer shall comply with the conditions set by the City of Warren Zoning Board of Appeals and the Site Plan approval by the Warren Planning Commission related to the development of the Property, and in accordance with the Code of Ordinances of the City of Warren. Developer shall be required to apply for and obtain all necessary permits for the construction and site improvements to the Property, including Certificate of Occupancy.
- 1.6. **Developer Agrees to Maintain Subject Property.** To receive the Property Improvement Program funding, the Developer must agree to maintain the Subject Property's improvements or the construction project funded for the rehabilitation project for a period of at least three (3) years when the Property Improvement Program funds awarded totals between five hundred dollars (\$500.00) up to five thousand dollars (\$5,000.00), and a period of at least five (5) years when the Property Improvement funds awarded totals over five thousand dollars (\$5,000.00).
- 1.7. **Developer Agrees to Pay Subject Property's Property Taxes.** Developer agrees to maintain the Subject Property by timely paying any and all property taxes, during the maintaining time frame outlined in paragraph 1.6 (above) of this Agreement.
- 1.8. **Good Faith.** The parties and their respective successors and assigns shall treat and cooperate with one another in good faith. The parties shall take all actions and/or execute any and all documents and/or enter into such additional agreements as are necessary or convenient to carry out the spirit or intent of this Agreement.
- 1.9. **Amendment.** The terms of this Agreement may be amended, changed, or modified by written agreement executed by TIFA and Developer or its successors and assigns.
- 1.10. **Authority to Execute.** By the execution of this Agreement, Developer and TIFA each warrants to the other that they have the authority to execute this Agreement and bind their respective entities to its terms and conditions.
- 1.11. **Effect of Agreement.** This Agreement is binding upon and shall inure to the benefit of the parties hereto, their respective heirs, personal representatives, successors, successors-in-interest and assigns.
- 1.12. **Notices.** All notices shall be given in writing by either certified or first class mail at the respective addresses of the parties as set forth or as designated hereafter in writing. Notice by mail shall be deemed given on the date of mailing, postage prepaid.

NOTICE FOR TIFA:
TIFA Director
One City Square, Suite 215
Warren, Michigan 48093

NOTICE FOR DEVELOPER:

- 1.13. **Time is of the Essence.** Both parties acknowledge that time is of the essence of this Agreement.
- 1.14. **Recording.** Upon execution, this Agreement shall be recorded with the Macomb County Register of Deeds. Upon recording, a recorded original shall be mailed to Developer within a timely manner.