



301 East Main Street  
Lowell, Michigan 49331  
Phone (616) 897-8457  
Fax (616) 897-4085

CITY OF LOWELL  
DOWNTOWN DEVELOPMENT AUTHORITY  
REGULAR MEETING  
THURSDAY, JULY 7, 2022  
12 NOON

1. CALL TO ORDER; ROLL CALL
2. APPROVAL OF THE AGENDA
3. APPROVAL MINUTES OF PREVIOUS MEETING(S)
  - a) May 12, 2022
4. TREASURER'S REPORT
5. PUBLIC COMMENTS FOR ITEMS NOT ON THE AGENDA
6. OLD BUSINESS
7. NEW BUSINESS
  - a) Construction Engineering for Valley Vista
  - b) Handicap Accessibility Improvement Project
8. REPORTS AND MEMBER COMMENTS
9. ADJOURNMENT

**OFFICIAL PROCEEDINGS  
OF THE  
DOWNTOWN DEVELOPMENT AUTHORITY  
OF THE  
CITY OF LOWELL  
MEETING  
THURSDAY, MAY 12, 2022**

1. **CALL TO ORDER; ROLL CALL.**

The Meeting was called to order at 12:00 p.m. by Chair Reagan.

Present: Board members Rita Reister, Rick Seese, Brian Doyle, Eric Wakeman, Martha Davis, Nicole Lintemuth, Laurie Chambers and Chair Reagan.

Absent: Board members Mike DeVore.

Also Present: City Manager Michael Burns, Clerk Susan Ullery, DPW Director Dan Czarnecki and Liz Baker.

2. **EXCUSE OF ABSENCES.**

IT WAS MOVED BY SEES and seconded by WAKEMAN to excuse the absences of Board member DeVore.

YES: 8.                      NO: 0.                      ABSENT: 1.                      MOTION CARRIED.

3. **APPROVAL OF THE AGENDA.**

IT WAS MOVED BY WAKEMAN and seconded by CHAMBERS to approve the agenda as written.

YES: 8.                      NO: 0.                      ABSENT: 1.                      MOTION CARRIED.

4. **APPROVAL OF THE MINUTES.**

IT WAS MOVED BY CHAMBERS and seconded by WAKEMAN to approve the minutes of April 14, 2022 as written.

YES: 8.                      NO: 0.                      ABSENT: 1.                      MOTION CARRIED.

5. TREASURER'S REPORT.

**DOWNTOWN DEVELOPMENT AUTHORITY FUND**

May 10, 2022

Beginning Balance		\$	403,248.64
Revenue			
	TIFA Revenue	\$	786,226.38
	Interest	\$	-
Total Revenues		\$	1,189,475.02
Expenditures			
	Capital Outlay	\$	156,115.19
	Salaries	\$	40,454.52
	Maintenance Supplies	\$	38,618.13
	Utilities	\$	13,346.84
	Marketing and Community Promotions	\$	13,582.00
	Accrued Wages	\$	4,718.00
	Administration	\$	42,290.77
	Accrued Payables	\$	2,065.63
	Transfer to Equipment	\$	-
	Transfer to General Fund	\$	293,518.76
	Debt service to Light & Power	\$	34,752.54
Total Expenditures		\$	639,462.38
<b>Ending Balance</b>		<b>\$</b>	<b>550,012.64</b>

IT WAS MOVED BY REISTER and seconded by DAVIS to accept the Treasurer's Report as presented.

YES: 8.

NO: 0.

ABSENT: 1.

MOTION CARRIED.

6. PUBLIC COMMENTS FOR ITEMS NOT ON THE AGENDA.

There were none.

7. **OLD BUSINESS**

City Manager Michael Burns stated we have made about \$170. in revenue on the charging stations so far.

8. **NEW BUSINESS.**

a.) 2022 Street Improvements Project Valley Vista Construction.

DPW Director Dan Czarnecki read his memo stating for the upcoming season, the City of Lowell will be replacing the street surfaces on the following streets: Roberta Jayne Dr. from Sibley St. to Faith Dr. (approx. 770-ft), Faith Dr. entire street from end to end (approx. 630-ft), Valley Vista Dr. from W. Main to Bowes Rd. (approx. 725 ft.) and Heffron Dr. from Donna to approximately 150 ft. east. The street section on Valley Vista Dr. to be resurfaced falls within the DDA and funding for this portion is being requested through the DDA. The construction work will consist of the removal and replacement of the existing asphalt. If necessary, the gravel base may also be replaced. Any broken, settled, or missing curb and gutter will be replaced. The sidewalk ramps will also be addressed, as needed. The City opened bids for the construction on April 26, 2022, receiving 6 bid proposals. The bids ranged from \$341,818.50 to a high of \$499,956. The engineers estimate for the project was \$461,000. The engineers estimate for the construction work on Valley Vista is \$138,000.

City Manager Michael Burns stated that the street pricing came in low and we are looking at doing another street or two. Possibly in the DDA District. We are currently working on that.

IT WAS MOVED BY WAKEMAN and seconded by DOYLE that the Downtown Development Authority approve the construction project bid for Valley Vista Dr. portion of the 2022 Street Improvements, as proposed by Youngstrom Contracting Inc., Ionia, Michigan, for an estimated cost of \$105,000.

YES: Board members Reister, Doyle, Seese, Wakeman, Chambers, Lintemuth, Davis and Chair Reagan.

NO: None.

ABSENT: Board member DeVore

MOTION CARRIED.

b.) Social District.

City Manager Michael Burns stated he has been asked by Martha Davis to look at adding some items.

Martha then asked about making the social district look more significant like more decorative lighting and picnic tables and lighting and bike racks. Also suggested maybe some of the businesses and restaurants have games like corn hole and sponsor them.

Burns said there are picnic tables behind Main Street and we have some bike racks but could look at adding more. Restrooms will be open from 9:00am to 9:00pm, still waiting on timer. Music speakers are being installed. New "Social District" signs are up.

Liz Baker said she is talking with Lowell Light & Power about low level lighting.

9. REPORTS AND MEMBER COMMENTS.

Board member Chambers mentioned that the Rotary Auction was amazing and they raised a lot of money.

Chair Reagan stated he took a trip down to Savannah, Georgia and it was a really neat historic town, if you go to any towns this summer and see something you like, please share things you like. Reagan also explained to new board members that there is a specific boundary that the DDA can spend \$\$ on.

IT WAS MOVED BY DOYLE and seconded by WAKEMAN to adjourn at 12:21.

Date:

APPROVED:

\_\_\_\_\_  
James E. Reagan, Chair

\_\_\_\_\_  
Susan Ullery, Lowell City Clerk

# DOWNTOWN DEVELOPMENT AUTHORITY FUND

July 7, 2022

Beginning Balance		\$	514,731.59
Revenue			
	TIFA Revenue		
	Interest	\$	-
Total Revenues		\$	514,731.59
Expenditures			
	Capital Outlay		
	Salaries	\$	4,001.06
	Maintenance Supplies		
	Utilities		
	Marketing and Community Promotions		
	Accrued Wages		
	Administration	\$	3,023.15
	Accrued Payables		
	Transfer to Equipment	\$	-
	Transfer to General Fund		
	Debt service to Light & Power		
Total Expenditures		\$	7,024.21
Ending Balance		\$	507,707.38

CHECK DISBURSEMENT REPORT FOR CITY OF LOWELL  
 CHECK DATE FROM 05/11/2022 - 07/01/2022

Check Date	Bank	Check #	Payee	Description	Account	Dept	Amount
Fund: 248 DOWNTOWN DEVELOPMENT AUTHORITY							
05/12/2022	GEN	77088	BERNARDS ACE HARDWARE	ACCOUNT STATEMENT	740.000	463	28.99
05/12/2022	GEN	77099	FASTENAL COMPANY	DDA SUPPLIES	740.000	463	154.29
05/12/2022	GEN	77111	KERKSTRA PORTABLE, INC.	PORTABLE RESTROOM DDA	880.000	463	500.00
05/12/2022	GEN	77115	LOWELL LIGHT & POWER	ELECTRIC STATEMENTS 3/26 - 4/25	920.000	463	471.77
05/12/2022	GEN	77133	THORNAPPLE RIVER NURSERY, INC.	PREMIUM WOOD CHIPS	740.000	463	108.50
05/12/2022	GEN	77136	TRUGREEN	LAWN CARE - CHAMBER	802.000	463	40.95
05/27/2022	GEN	77171	TRUGREEN	LAWN CARE CHAMBER	802.000	463	40.95
06/03/2022	GEN	77182	CASCADE HILLS SERVICES LLC	SPRINKLER SYSTEM R & M	930.000	463	515.00
06/03/2022	GEN	77200	KERKSTRA PORTABLE, INC.	SPRINKLER SYSTEM R & M	930.000	463	1,901.50
				CHECK GEN 77182 TOTAL FOR FUND 248:			<u>2,416.50</u>
06/03/2022	GEN	77202	LOWELL AREA FIRE AUTHORITY	PORTABLE RESTROOM DDA	880.000	463	500.00
06/03/2022	GEN	77202	LOWELL AREA FIRE AUTHORITY	SOCIAL DISTRICT HOURS	880.000	463	589.50
06/03/2022	GEN	77204	LOWELL LIGHT & POWER	ELECTRICT STATEMENTS	920.000	463	462.27
06/03/2022	GEN	77211	SITONE LANDSCAPE SUPPLY LLC	LIBRARY & DDA SUPPLIES	740.000	463	214.16
				FLOWER BOX IRRIGATION	930.000	463	130.06
				CHECK GEN 77211 TOTAL FOR FUND 248:			<u>344.22</u>
06/17/2022	GEN	77221	BERNARDS ACE HARDWARE	ACCOUNT STATEMENT	740.000	463	33.98
				ACCOUNT STATEMENT	930.000	463	47.11
				CHECK GEN 77221 TOTAL FOR FUND 248:			<u>81.09</u>

CHECK DISBURSEMENT REPORT FOR CITY OF LOWELL  
 CHECK DATE FROM 05/11/2022 - 07/01/2022

Check Date	Bank	Check #	Payee	Description	Account	Dept	Amount
Fund: 248 DOWNTOWN DEVELOPMENT AUTHORITY							
06/17/2022	GEN	77257#	SITEONE LANDSCAPE SUPPLY LLC	DDA SUPPLIES	801.000	450	253.91
				LAWN SPRINKLING SUPPLIES	740.000	463	9.29
				CHECK GEN 77257 TOTAL FOR FUND 248:			<u>263.20</u>
06/17/2022	GEN	77260	TRACTOR SUPPLY CREDIT PLAN	ACCOUNT STATEMENT	740.000	463	43.12
06/17/2022	GEN	77262	ULINE	DPW & STREET SUPPLIES	740.000	463	178.59
06/30/2022	GEN	77270	ADCCRC LLC	BOUNDARY SURVEY 115 RIVERSIDE	740.000	463	850.00
06/30/2022	GEN	77278	BOUWHUIS SUPPLY, INC.	TOWELS/TISSUE	740.000	463	182.58
06/30/2022	GEN	77283	CUSTOM & DESIGN SHEET METAL INC	WELDING RIVERWALK RAILING	930.000	463	225.00
06/30/2022	GEN	77297	HOOPER PRINTING, LLC	SIGNAGE	740.000	463	137.85
06/30/2022	GEN	77303	KERKSTRA PORTABLE, INC.	PORTABLE RESTROOM - DDA	802.000	463	500.00
06/30/2022	GEN	77310	MAG PLUMBING SERVICE LLC	BACKFLOW TESTING	930.000	463	198.16
06/30/2022	GEN	77314	O'LEARY PAINT	WHITE & YELLOW TRAFFIC PAINT	740.000	463	451.40
06/30/2022	GEN	77318	SITEONE LANDSCAPE SUPPLY LLC	DDA LANDSCAPING	740.000	463	15.04
06/30/2022	GEN	77322	THORNAPPLE RIVER NURSERY, INC.	WOOD CHIPS - DDA	930.000	463	108.50
06/30/2022	GEN	77323	TRUGREEN	CHAMBER LAWN SERVICE	802.000	463	40.95
				CITY HALL LAWN CARE	802.000	463	44.10
				CHECK GEN 77323 TOTAL FOR FUND 248:			<u>85.05</u>
06/30/2022	GEN	77324	ULINE	CEMETERY & DDA BATHROOM SUPPLIES	740.000	463	190.42
06/30/2022	GEN	77333	ROTH, NANCY	DDA FLOWER REIMBURSEMENT	740.000	463	29.64
Total for fund 248 DOWNTOWN DEVELOPMENT AUTHORITY							9,197.58



07/01/2022 02:21 PM

User: SUE  
DB: Lowell

CHECK DISBURSEMENT REPORT FOR CITY OF LOWELL  
CHECK DATE FROM 05/11/2022 - 07/01/2022

Check Date	Bank	Check #	Payee	Description	Account	Dept	Amount
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'#'-INDICATES CHECK DISTRIBUTED TO MORE THAN ONE DEPARTMENT

# Memorandum



**PUBLIC WORKS**

**DATE:** June 28, 2022

**TO:** Michael Burns, City Manager

**FROM:** Daniel Czarnecki, Public Works Director

**RE:** 2022 Lowell Street Improvement Project  
Valley Vista Dr. Portion of  
Construction Engineering Services

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The 2022 Lowell Street Improvement Project will need engineering oversight during construction. There are portions of seven streets within the project that will be reconstructed with new base gravel and new asphalt. Our engineers, Williams & Works, have provided us with a scope of services for this work. Their services will include contract documentation, construction staking, construction observation of the proposed work, construction engineering as required to address and resolve issues as they arise, documentation of construction activities and pay item quantities, and coordinate material testing. Williams & Works will also handle all the contract administration including execution of contract documents, arrange and attend pre-construction and progress meetings, review request for construction payments, and finalize paperwork at the end of the project.

Williams & Works has indicated they can do all the construction engineering, administration, and materials testing work for a cost not exceed \$43,800. Material testing work such as compaction testing, asphalt sampling and testing, concrete testing, etc., will be performed by a subcontractor and will be coordinated through Williams & Works.

Because the work on Valley Vista Dr. is within the Downtown Development Authority, the DDA is asked to pay \$9,400 towards this total amount. The Local Streets fund will pay the remaining \$34,400.

It is my recommendation: **That the Lowell Downtown Development Authority approves the Valley Vista Dr. portion of the 2022 Lowell Street Improvement Project Construction Engineering Services with Williams & Works, as outlined in their scope of services, dated June 28, 2022, for the amount of \$9,400 of the total amount of \$43,800.**

# williams&works

engineers | surveyors | planners

June 28, 2022

Mr. Dan Czarnecki, Public Works Director  
City of Lowell  
301 E. Main Street  
Lowell, MI 49331-1798

RE: 2022 Lowell Street Improvement Project  
Construction Engineering Services

Dear Mr. Czarnecki:

Following is our proposed Scope of Services and budget for the construction phase of the **2022 Lowell Street Improvement** project.

## Schedule

- For the purpose of budgeting, we are basing our service on an assumed construction time frame of 60 calendar days. Currently, the Contractor is expecting to begin this work in late July.
- For on-site construction observation, we have assumed a total 224 on-site hours. This is based on an average of 24 hours per week for 6 weeks and 40 hours per week for 2 weeks, plus final inspections. *Our efforts and fees will be adjusted with the Contractor's actual completion time.*

## Services

- **Contract Document Preparation** – Collect and review Contractor bonds, insurances and assemble Contract Documents for review and signature by all parties.
- **Preconstruction Meeting** – Participate in CDBG preconstruction meeting. Prepare agenda, conduct meeting and issue minutes.
- **Public Notices & Information Meeting** – Provide the City with written notices for the City to issue to impacted residents & businesses. Arrange and conduct public information meeting prior to construction if desired by the City.
- **Construction Staking** – Staking will be provided as necessary to establish grade of new curb and sidewalk ramps.
- **On-Site Field Observation** – Provide periodic, part time field observation services.
  - Provide pre-construction video and photographs of entire project area.

- Confirm the work limits with the Contractor and the City including intersections, driveway approaches, curb, castings, etc.
- Once the existing material has been removed, we will observe the existing base and recommend areas that may need improvement before paving.
- Check grades and forms at sidewalk ramp, curbs and drive approaches before concrete work is completed. Observe finished concrete work.
- Provide on-site observation during all paving activities.
- Conduct on-site progress meetings as required.
- Interact with and inform impacted property owners during construction.
- Conduct post completion walk thru with City and Contractor to develop punch list.
- Record as-constructed information and prepare as-constructed drawings for submittal to the City.
- **Materials Testing** – We will subcontract with an independent testing facility for concrete and density testing. Our budget includes an allowance of \$6,000 for these contracted services.
- **Administration** – Provide as-needed construction administration services.
  - Prepare any necessary field orders and change orders.
  - Review all requests for payment by the Contractor and recommend payment to the City Council. Provide breakdown of project costs by department for submittal to City Treasurer.
  - Attend on-site progress meetings as necessary.
  - Provide project update updates at City Council meetings as needed.

**Proposed Budget** – Based on the above services, we recommend the City budget a total of \$43,800 as follows:

Construction Engineering -	\$ 29,400
<u>Materials Testing Allowance -</u>	<u>\$ 5,000</u>
Total	\$ 34,400

Valley Vista Construction Engineering -	\$ 8,400
<u>Valley Vista Materials Testing Allowance -</u>	<u>\$ 1,000</u>
Total	\$ 9,400

Dan Czarnecki – City of Lowell  
June 28, 2022  
Page 3 of 3

After you have had an opportunity to review this proposed budget, we'd be happy to meet with you to discuss any questions you may have.

Sincerely,

Williams & Works



Katie Mendez, E.I.T.

## HANDICAPPED ACCESS IMPROVEMENT GUIDELINES

### I. PROGRAM OVERVIEW

1. The Handicapped Access Improvement Program (HAIP) of the Lowell Downtown Development Authority (DDA) provides partial reimbursement for eligible handicapped access improvements for buildings located within the Downtown Development District. The intent of the Handicapped Access Improvement Program is to strengthen the economic viability of downtown Lowell by providing financial incentives for improving handicapped accessibility to existing buildings. The program promotes this intent by focusing on this reimbursement program as a business recruitment and retention tool.
2. All design plans for handicapped accessibility improvements shall be reviewed and approved by the DDA Board of Directors. Projects will be considered by the DDA on a first-come first-served basis.
3. Site plans for the improvements must first receive approval from the Professional Code Inspections (PCI), the city's Building Officials before being considered for reimbursement funding.
4. HAIP funding is subject to annual budget appropriations. Applicants will receive disbursement of approved HAIP funds after the project is completed and given final approval by the DDA.

### II. ELIGIBLE AMOUNTS

1. A proposed façade improvement plan must have a minimum total "out-of-pocket" project cost of \$2,500 to be eligible for HAIP funding.
2. If the applicant is proposing "out-of-pocket" project costs between \$2,500 and \$50,000 in eligible improvements, the DDA may reimburse up to 50% of the total façade improvement cost, not to exceed \$10,000, upon approval by the DDA.
3. These maximum amounts will be reviewed annually and may be adjusted according to funds available for the program.
4. The applicant may obtain the private match portion of the financing from any source however, the applicant must pay all contractors in full prior to reimbursement from the Handicapped Accessibility Improvement Program and the applicant may not pay for project costs by bartering goods and services or self-work.

### III. ELIGIBLE APPLICANTS

1. Eligible applicants include owners and tenants of structures located in the following areas of the Downtown Development Authority District.
  - a. Commercial buildings with façades facing Main Street between Alden Nash and Division St.
  - b. Commercial buildings with façades facing Bowes Road between Main Street and the west entrance to Key Heights Mobile Home Community
  - c. Commercial buildings with façades located on the Bowes Road between Valley Vista and West St.
  - d. Commercial buildings with façades facing Foreman between Gee Drive and Beech Street.
2. If a tenant is an applicant, the building owner must consent to the application and agree to be bound by the terms of the applicant's agreement with the DDA.

IV. ELIGIBLE BUILDINGS

1. Any existing building located in the area identified in section III is eligible for HAIP funds.
2. To be eligible for HAIP funds, the building must be in compliance with all City of Lowell codes and ordinances. The applicant also shall not be in default to the City.
3. Property tax for building must be captured by the Downtown Development Authority.

V. ELIGIBLE IMPROVEMENTS

1. Expenses for materials and labor, as well as architectural, engineering and design services for the following types of publicly visible improvements to the front, rear or sides of buildings, are eligible for funds.
  - a. Handicapped ramp
  - b. Railings
  - c. Any required landings
2. Other similar improvements may be eligible for HAIP as determined by the DDA in its discretion.

VI. INELIGIBLE IMPROVEMENTS

1. Ineligible expenses include but are not limited to the following:
  - a. Façade improvements
  - b. interior improvements
  - c. interior decorator or interior design fees
  - d. personal property (e.g., furnishings and trade fixtures)
  - e. appraisers and attorney fees
  - f. building permit or sign permit fees
  - g. property acquisitions
  - h. loan fees, mortgage or land contract financing
  - i. any expense paid in goods and services
  - j. work that is determined by the DDA to be scheduled maintenance repairs
  - k. expenses incurred prior to DDA Board of Director approval
  - l. site improvements in conjunction with a city Special Assessment District
  - m. labor costs for work performed by the applicant or relatives of the applicant.
  - n. any improvement covered by insurance

VII. TIMETABLE

1. Applicants of approved projects shall sign an "Agreement to Comply with the Commencement and Completion Timetable" as a condition of approval for any HAIP funding.
2. The commencement and completion dates will be based upon reasonable estimates that are mutually acceptable to the applicant and the DDA Board of Directors.
3. If funding for a project is approved, work shall commence within 60 calendar days of the DDA funding commitment date.
4. If funding for a project is approved, work shall be completed within one (1) year of the DDA funding commitment date.

5. The funding commitment date is the date on which the DDA Board of Directors approves the façade improvement project.
6. In the event that actual physical construction on a project has not commenced within 60 calendar days of the DDA funding commitment date, or if a project has not been completed and has not been granted a Certificate of Completion within one year from the DDA funding commitment date, the DDA Board of Directors will re-evaluate the status of the project, and at its sole discretion, may cancel or extend the commitment.
7. Factors the DDA may consider when deciding whether to extend the commitment include, but are not limited to, unusual weather or labor issues, shortage of building materials, changes in design that bring the project into greater compliance with the Downtown Master Plan and Design Guidelines.

#### VIII. OTHER PROGRAM GUIDELINES

1. All property owners or lessees must seek and obtain project approval from the DDA Board of Directors prior to beginning work
2. All funding will be reimbursed only upon completion of the project and approval of the DDA.
3. No property owner or lessee shall be in default to the City prior to HAIP approval or at the time of HAIP reimbursement funding.
4. No property owner or lessee shall be in non-compliance with any zoning or regulatory ordinances of the City prior to approval of a HAIP grant or at the time of reimbursement.
5. If a property owner or lessee is in non-compliance with any zoning or regulatory ordinance of the City at the time of application for HAIP funding, but is considered by the City to be a lawful, pre-existing, non-conforming use, the applicant must bring the building into compliance with the current zoning and regulatory ordinances of the City to the extent possible prior to receiving approval for HAIP funds.
6. All work for an improvement project must be bid by two (2) licensed contractors. Those bids and the identification of the selected bid must be submitted to the DDA prior to approval. The DDA Executive Director and/or representatives of the DDA may interview the selected contractor prior to work beginning.
7. By signing the Handicapped Access Improvement Program application, the building owner and any tenants grant the City the right to use any and all images of the building in promotional and marketing material (e.g., "before and after" photographs).
8. At the DDA's sole discretion, an exception to any HAIP guideline may be granted in the event of special conditions or situations. Examples include an extraordinary property owner investment in a specific area the DDA seeks to improve or reconstruction after a fire or natural disaster which might not otherwise be feasible without DDA assistance.
9. Prior to reimbursement, a City building official will inspect the work to ensure compliance with the submitted plans. If the building official does not approve the work and/or the materials used as complying with the plans approved during the application process, no reimbursement will be made. The applicant may withdraw from the handicapped access improvement program or the applicant may appeal the decision of the building official.



If the applicant chooses to appeal: a. the DDA will have an architect inspect the site and determine if the completed work was as submitted in the plans.

b. the inspection will be at the applicant's expense and the applicant will escrow with the City sufficient funds as determined by the DDA to cover the cost of the architect before the appeal process begins.

c. if it is determined that the completed work matches the submitted plans, the DDA will pay the cost of the architect, shall return the applicant's escrowed funds, and will reimburse the applicant as originally contemplated.

d. if the architect determines the work does not comply with the submitted plans, the applicant will forfeit the escrowed funds and shall receive no HAIP reimbursement funds.

10. If a building is eligible for federal or state tax credits as a result of the building being listed on the National and/or Michigan Register of Historic Places, the applicant is still eligible to receive a grant from HAIP.

#### IX. APPLICATION & SUBMISSION

1. Upon request to the DDA's Executive Director, an applicant shall receive the following:
  - a. DDA Handicapped Improvement Guidelines and Application (available online);
  - b. Site Plan Review application, if required.
2. An applicant shall complete all required applications and submit them to the City of Lowell for an Administrative Site Plan determination and review. The application must be accompanied by three (3) copies of all the following:
  - a. building plans, signed and sealed if required;
  - b. building elevations;
  - c. site plans
  - d. product drawings;
  - e. official cost estimates from contractors, vendors or architects.
3. Additional specifications and installation details may be required throughout the application process.
4. An applicant shall establish an Administrative Site Plan Review Escrow Account with the City and pay all necessary fees. Escrow fees may be partially reimbursed through the program.
5. All submitted documents will be reviewed by city and appropriate consultants.
6. If preliminary approval is not granted by the city, review comments will be prepared and returned to the applicant requesting additional information and possibly a revised application to address outstanding issues.
7. Upon obtaining preliminary approval of the city, all submitted information will be reviewed and approved by the DDA Executive Director.
8. Upon approval by the DDA Executive Director, all submitted information will be presented to the DDA Board. The applicant or a representative must attend the DDA meeting to make a presentation and review the application with the board.

9. The DDA Board of Directors will review the written report, take into consideration the funds available and approve, approve with modification or reject the applicant's HAIP application.
10. Upon approval of the DDA Board of Directors, the applicant shall sign an "Agreement to Comply with the Commencement and Completion Timetable" as noted above.
11. Construction may begin upon issuance of all necessary building permits.
12. During construction, no changes to the approved scope of work shall occur without prior approval by the DDA Board of Directors. However, the DDA Executive Director may approve changes necessitated by unforeseen conditions occurring during construction that are minimal in nature and that will not materially change the approved site plan.

X. PAYMENT PROCEDURE

1. Applicants will receive reimbursement after project completion, final City inspections and approvals (including architect's approval if necessary), submittal of copies of paid invoices for approved work, submittal of Waivers of Lien, and submittal of Form W-9 to the DDA Executive Director.
2. The DDA Executive Director will review submitted invoices and notify applicant when payment is approved.
3. The applicant will receive and agrees to file a Form 1099 with the IRS for the tax year in which HAIP funds are received.

QUESTIONS?

Contact the City of Lowell  
Downtown Development Authority  
(616)897-8457

# HANDICAPPED ACCESS IMPROVEMENT APPLICATION

## City of Lowell DDA

### Handicapped Improvement Program

#### I. APPLICANT INFORMATION

Applicant's Name: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

Phone Numbers: \_\_\_\_\_

#### II. BUSINESS OWNER INFORMATION

Building's Historic or Common Name: \_\_\_\_\_

Name of Business Owner: \_\_\_\_\_

Building Address: \_\_\_\_\_

Phone Number: \_\_\_\_\_

#### III. BUILDING OWNER INFORMATION

Building Owner's Name: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

Phone Numbers: \_\_\_\_\_

#### IV. PROPERTY/BUILDING INFORMATION

Property Identification (Sidwell) No: \_\_\_\_\_

Date Building was originally constructed: \_\_\_\_\_

Date(s) of known past building improvements/modifications: \_\_\_\_\_

Current Use: \_\_\_\_\_

Proposed Use: \_\_\_\_\_

**V. ARCHITECT/CONSULTANT INFORMATION**

Name of Architect/Consultant: \_\_\_\_\_

Firm: \_\_\_\_\_

Specialty: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

Phone Numbers: \_\_\_\_\_

**VI. PROJECT INFORMATION**

Total Project Cost: \_\_\_\_\_

Proposed Start Date: \_\_\_\_\_

Proposed Completion Date: \_\_\_\_\_

Project Financing: \_\_\_\_\_

Bank Name: \_\_\_\_\_

What is your project budget (Please Circle)

Less than \$10,000

\$10,000-\$20,000

\$20,000-\$50,000

\$50,000-\$100,000

Over \$100,000

Is your project funding in place to implement the work?

YES

NO

VII. REQUIRED SUPPLEMENTAL INFORMATION

*Note: This application must be completed and approved prior to project commencement. Read eligibility information attached:*

The Applicant is required to submit with this form the following:

- Official quotes, including the cost breakdowns by major categories (i.e., architectural fees, engineering fees, repair, carpentry, materials, etc.)
- Current and proposed photos
- Three (3) copies of building plans, building elevation, site plans, product drawings, specifications and installation details as required by the DDA Board of Directors; 3 of these copies must be submitted as signed and sealed plans.
- Three (3) copies of photographs of existing building depicting the areas of proposed improvement.
- If Applicant is Lessee, attach a copy of Lease.
- Prior to reimbursement by the DDA, the intended recipient must provide a W-9 form to the City of Lowell before reimbursement occurs. **(This does not need to be supplied until the project is approved by the Downtown Development Authority)**

**I, the applicant, have read and understand the DDA HANDICAPPED ACCESS IMPROVEMENT GUIDELINES and hereby submit the application and required attachment to the City of Lowell Downtown Development Authority.**

Applicant Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Owner Signature, if different: \_\_\_\_\_

Date: \_\_\_\_\_

Submit Application with attachments to:

**Downtown Development Authority City of Lowell 301 E. Main Street Lowell, MI 49331**