



**VILLAGE OF SPRING LAKE  
COMMERCIAL FACILITIES  
EXEMPTION TAX INCENTIVE  
APPLICATION**

PROJECT NAME: \_\_\_\_\_

Date of Application: \_\_\_\_\_

The Village of Spring Lake Commercial Facilities Exemption (CFE) Tax Incentive Policy has been created for businesses located within the established CFE District in the Village of Spring Lake. All properties located within the CFE District may be eligible for the tax incentives allowed by the policy approved by the Village of Spring Lake on March 18, 2019. Applications will be accepted and reviewed by the Spring Lake Downtown Development Authority Board (DDA). The applicant may be required to give an oral presentation to the DDA at one of their scheduled Board meetings. Typically, the DDA meets on the second Tuesday of each month at 7:30 a.m. in the Spring Lake Village Hall.

An approved tax exemption may be approved for a minimum of one year to a maximum of twelve years as determined by the Spring Lake Village Council. The CFE Policy adopted by Resolution 2019-08 on March 18, 2019 restates the CFE policy, the criteria for a tax abatement, the application and monitoring procedures and the ranking criteria for each application. The policy is required reading for all applicants. It is attached to this application as attachment A.

**VILLAGE OF SPRING LAKE  
COMMERCIAL FACILITIES  
EXEMPTION GRANT PROGRAM**

**PROJECT NAME:**

\_\_\_\_\_

**A. APPLICANT**

1. Name:

\_\_\_\_\_

2. Address:

\_\_\_\_\_

3. Telephone:

Home: \_\_\_\_\_

Work: \_\_\_\_\_

Taxable value at time of application:

\_\_\_\_\_

Estimated project cost:

\_\_\_\_\_

Expected jobs retained/added:

\_\_\_\_\_

**B. PROJECT INFORMATION**

1. Property address: \_\_\_\_\_

2. Parcel ID of the property: \_\_\_\_\_

3. If leased, name & address of building owner(s):

\_\_\_\_\_

\_\_\_\_\_

**C. PROJECT DESCRIPTION:**

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

- Attach revitalization plans (schematics, construction drawings, etc.) Designs must include materials to be used and color choices. See Spring Lake Village Zoning Ordinance for guidance.
- Applicant must appear before the Village Council to get approval prior to starting the project and after the project is complete.

Project Schedule: Proposed Start Date: \_\_\_\_\_ Expected End Date: \_\_\_\_\_

**D. PROJECT DETAILS (SCORING):**

**1. Job Retention**

How many full-time equivalent (FTE) jobs will be **RETAINED** by this project? Add the weekly hours of part-time jobs to arrive at a forty-hour position.

Number of FTE jobs to be retained - \_\_\_\_\_ **FTE Jobs**

Scoring (completed by Village Staff)

- 1-5 jobs = 5 points
- 6-10 jobs = 10 points
- 11+ jobs = 15 points

SCORE -

**2. New Jobs Created**

How many full-time equivalent (FTE) jobs will be **CREATED** by this project (within two years)? Add the weekly hours of part-time jobs to arrive at a forty-hour position.

Number of FTE jobs to be created - \_\_\_\_\_ **FTE Jobs**

Scoring (completed by Village Staff)

- 5 points per FTE job added

SCORE -

**3. Project Value (eligible costs based on Policy)**

All construction work on the restoration shall be completed within two years after the approval of the certificate (unless a shorter time frame is set by the Village Council). What is the cost of the project (minus property acquisition)?

\$ \_\_\_\_\_

Scoring (completed by Village staff):

- \$50,000 - \$74,999 15 Points \_\_\_\_\_
- \$75,000 - \$99,999 25 Points \_\_\_\_\_
- \$100,000 - \$149,000 35 Points \_\_\_\_\_
- \$150,000 + 45 Points \_\_\_\_\_

SCORE -

**4. Innovative Energy and Design Techniques**

Submit documentation to indicate one of the LEED certification levels (Certified, Silver, Gold, Platinum) achieved by the rehabilitation project:

LEED Level \_\_\_\_\_

Scoring (completed by Village staff):

- LEED Certified level = 5 Points
- LEED Silver level = 10 Points

LEED Gold level = 15 Points  
LEED Platinum level = 20 Points

SCORE -

**5. Bonus Provision at the Discretion of the Downtown Development Authority (DDA) (Completed by Village staff):**

Based on renderings submitted by the applicant at the time of the original application, the DDA may add an additional 1-10 points based on how closely the exterior design of the proposed redevelopment project follows the Downtown Design Manual. At the discretion of the DDA, other initiatives may be considered.

SCORE -

**6. Bonus Provisions at the Discretion of the Village Council**

See Policy for direction on this item (completed by Village staff)

SCORE -

**E. SIGNATURE:**

Applicant, by virtue of signature on this application document agrees to the terms and requirements of the Spring Lake Village Commercial Facilities Exemption Tax Incentive Program.

\_\_\_\_\_  
Building Owner

\_\_\_\_\_  
Date

\_\_\_\_\_  
Building Tenant

\_\_\_\_\_  
Date

Received by Village of Spring Lake - \_\_\_\_\_

**TOTAL POINTS** (at time of application) -

**FINAL POINTS AWARDED** -

**TOTAL YEARS OF COMMERCIAL FACILITIES EXEMPTION TAX ABATEMENT:** \_\_\_\_\_

**ATTACHMENT A:**

Village of Spring Lake Commercial Facilities Exemption District  
Policy Guideline for Applicants

Adopted by the Village Council on March 18, 2019  
VILLAGE OF SPRING LAKE, MICHIGAN  
COMMERCIAL FACILITIES EXEMPTION  
POLICY GUIDELINE FOR APPLICANTS

IN CONFORMANCE WITH  
PUBLIC ACT NO. 255 of 1978

Adopted March 18, 2019

## 1.0 STRATEGIC PLANNING PROCESS

The Spring Lake Village Council adopted Resolution 2019 - 08 to create the Commercial Facilities Exemption (CFE) District. This policy has been developed to ensure the redevelopment that takes place is appropriate for the continued economic development within the Village of Spring Lake.

## 2.0 PURPOSE

The Spring Lake Village Council is a strong advocate of economic development activities, programs, and structures designed to create and promote employment opportunities and expand the local tax base. The State of Michigan, through the use of Public Act 255, creates incentives that can be used on a local level to spark business development and building rehabilitation. The purpose of this policy is to provide a beneficial public purpose through the stimulation of business growth and improved commercial areas of the Village, by freezing property taxes at their present value for a specified period of time. The Village Council believes that it should be an active participant and a leader where appropriate in the economic development of the Village.

The Village of Spring Lake supports the establishment of policies, programs, and facilities, permitted by law, which will carry out this policy. For the Village to accomplish these purposes in an orderly fashion, it must be assured that the use of tax incentives for commercial rehabilitation is judicious, fair, and responsibly accomplished. The Village adopts this policy, not only to encourage the use of tax incentives for commercial rehabilitation, but also to articulate the reasonable expectations of performance by those directly benefiting from the policy.

## 3.0 POLICY

- A. It is the policy of the Village of Spring Lake to provide commercial tax incentives to qualifying applicants under certain State laws. The policy will increase the tax base of the community, increase the number of residents in the community, attract new business and industry or will result in the expansion of businesses.
- B. Multiple certificates by the same applicant are permitted, if authorized by State law, based upon previous performance and compliance with projections and conditions of previous applications. Specific monitoring techniques will be employed which analyze the results of the rehabilitation certificate program overall and specifically of each applicant on an annual basis. An annual performance report will be prepared for review by the Village Council to determine the need for amendment to this policy.
- C. It is the intent of the Village of Spring Lake that each application be reviewed against this policy, procedures and the annual reports to determine on a case-by-case basis that the application meets the goals and objectives of the Village.

### 3.1 Commercial Facilities Exemption District Tax Incentive Criteria

The criteria to be considered by the Village Council in approval of applications, including applications for the establishment of districts, as well as the issuance of certificates, are the following:

- A. Compliance with the CFE District Policy as adopted by the Village Council.
- B. The commencement of the rehabilitation project did not occur prior to the establishment of the CFE District.
- C. The proposed redevelopment meets the definition of a qualified facility under P.A. 255 of 1978, and is located within an established CFE District in the Village of Spring Lake.
- D. Completion of the rehabilitation project can be reasonably expected to increase commercial activity, create employment, retain employment, prevent a loss of employment, revitalize urban areas, or increase the number of residents in the community in which the facility is situated.
- E. Will increase the tax base.
- F. Compliance of the petitioner in meeting previous CFE District requirements, and employment goals and investment projections (if relevant).
- G. The impacts on public rights of way and general circulation patterns.
- H. General site improvements such as paving, parking areas, increases in landscaping and ground vegetation with emphasis on Michigan Native plantings when applicable, and signage improvements.
- I. The history of the applicant in payment of taxes, water bills, or any other obligations to the Village. "Applicant," for this purpose, shall include any entity controlled by the principal officers or owners of the entity signing the present application. The Village shall not issue a certificate or approve a district in cases where the "applicant" as here defined, is delinquent in any tax, water bill, or obligation to the Village. A district or certificate shall not be approved if the applicant has pending litigation against the Village including appeals to the Michigan Tax Tribunal.
- J. The applicant must state, in writing, that the rehabilitation of the facility would not be financially possible without the applicant's receipt of the exemption certificate.
- K. The value of the rehabilitation must include improvements aggregating 10 % or more of the true cash value of the property at the commencement of the rehabilitation of property.
- L. The impact on property values in the general area of the project.
- M. The consistency of the project with adopted codes, ordinances and plans.
- N. Other considerations considered unique or of benefit to the community.

### 3.2 Administration & Monitoring Procedures

- A. The Village of Spring Lake Downtown Development Authority Board (DDA) shall be the administrator of the application process on Commercial Facilities Exemption Act award certificates. Prior to presenting an application to the Village Council for approval the DDA, in conjunction with any other appropriate Village departments, shall review all applications for compliance with this policy. The DDA shall provide the Village Council with a recommendation on the application.
- B. For each approved application, the property owner receiving the CFE certificate shall submit annual monitoring reports. These reports will include the following information:
  - New jobs created
  - Workforce breakdown (by race and gender)
  - Capital investment expended
  - Status of any other requirements set forth by the Village Council
- C. The Village of Spring Lake shall provide the report forms to the owner in the month of November for year-end calculations.
- D. The certificate holder (owner) shall submit the completed report form including status of the rehabilitation project and employment level (# of FTEs) to Village staff on or before January 20<sup>th</sup> of each year for the term of the certificate.
- E. The DDA shall provide an annual report on the status of active CFE certificates and a recommendation on the status of the certificate to the Village Council in February of the following year (i.e. 2019 annual report shall be submitted in February of 2020).
- F. The Village Council may revoke or reduce the exemption certificate if the applicant has not complied with this policy, is not current on utility or tax payments or has not remained in compliance with the ranking criteria as determined by the scoring system described in Section 3.6 (Application Ranking Criteria) of this policy.
- G. In the event that the applicant ceases operation, so that it is no longer employing people and producing goods and no successor entity has taken over the operation of the business, the Village Council may revoke the certificate.

### 3.3 Application Procedures

The following procedures are intended to implement the foregoing policy and provide complete applications upon which to base a decision for approval or denial. It is intended that the administration of this procedure and the application process be efficient and flexible so as to meet the applicant's needs while complying with the policy as adopted:

- A. Applications
  - 1. Application forms provided by the Village shall be filled out completely and additional required documents shall be attached when submitted to the Village Clerk.
  - 2. All fees shall be paid with the application. The Clerk will not process any application without the payment of all required fees.

- B. Processing of Applications; Schedule. The application will be processed on the following schedule:
1. Properly completed application for CFE certificates will be submitted to the Village Clerk. Copies will be forwarded to the DDA and other appropriate departments as necessary. The Clerk will also provide notification of the application in writing to the Village Assessor and the legislative body of each taxing unit that levies ad valorem property taxes in the Village of Spring Lake.
  2. Meeting scheduled with applicant to go over application, missing items, etc.
  3. A public hearing will be scheduled and resolution drafted to approve a district and certificate.
  4. A public hearing notice prepared by the DDA staff for publication and forwarded to the Village Clerk for publication in the Grand Haven Tribune. Public notice of the hearing shall not be less than 10 days or more than 30 days before the date of the hearing.
  5. Mailing to property owners (Certified Mail to create a district; regular mail to act on an application for a certificate) and taxing authorities with notification of application and public hearing date prepared and executed (if applicable). Notice will be given to all of the following:
    - Property Owner
    - Business Owner (if other than property owner)
    - Spring Lake School District
    - Ottawa Intermediate School District
    - Spring Lake Township Assessor's Office
    - County of Ottawa
    - Harbor Transit Multi-Modal Transportation System
    - Spring Lake District Library
  6. Time requirements set forth in any applicable statute or regulation shall be observed. This includes 60 days for the Village Council to approve or disapprove a resolution of approval, after the completed application is received by the Village Clerk, and 60 days for the State Tax Commission ("commission") to approve or disapprove the resolution, after the Village Council adopts a resolution to approve the application and issue the certificate.
  7. After approval by Village Council, the Village Clerk will review the application and attachments for completeness, then sign the application and send copies to the appropriate persons. A copy of the completed application will be forwarded to the property owner and the original application to the Village Council. The resolution and certificate is not effective unless approved by the Village Council.

### 3.4 Establishing Districts & Approving Certificates

The Village Council, on its own initiative, may choose to establish CFE Districts. The Village Council may establish one or more districts that may consist of one or more parcels or tracts of land or a portion of a parcel or tract of land. It is also possible for the Village Council to establish a district if a written request is filed by the owner or owners of property comprising at least 75% of all taxable value of the property located within a proposed commercial rehabilitation district. The written request must be filed with the Village Clerk. The resolution creating the Commercial Facilities Exemption District will note all terms and conditions to be met by both the applicant and the community, if any. The District shall be approved by resolution of the Village Council to include the boundaries of the district. A Certificate for a CFE Tax Incentive shall be approved only after the creation of the District. The Certificate shall be approved by resolution of the Village

Council to include the boundaries of the CFE District, the length of the abatement (1-12 years), and any conditions the Village Council deems appropriate for the issuance of the Certificate.

### 3.5 Filing and Compliance Monitoring Fee

The applicant shall pay the filing and monitoring fee at the time the application is made. No applications shall be submitted to Village Council for approval prior to the payment of this fee. The fee will be equal to 2% of the abated taxes (based on the amount of investment on the first full year of service) or a maximum of \$1,000.

### 3.6 Application Ranking Criteria

The following criteria are intended to provide direction for determining the length of all CFE tax incentives as well as other potential components of a tax incentives such as employment generation/retention and site/facility requirements. If, in the opinion of the Village Council, the application complies with Section 3.1 (CFE District Tax Incentive Criteria) of this policy, the following criteria will be utilized to determine the term of the proposed CFE tax incentive certificate.

#### **A. Job Retention**

|           |           |     |
|-----------|-----------|-----|
| 1-5 Jobs  | 5 points  | ___ |
| 6-10 Jobs | 10 points | ___ |
| 11+ Jobs  | 15 points | ___ |

#### **B. New Jobs Created**

Five (5) points per new full-time job created as a result of the commercial redevelopment activity. No maximum limit on the total number of points for this category, since it is considered a major incentive for new full-time job creation.

Full-time jobs are defined as forty (40) hours per week. New jobs in the less than forty (40) hour per week range may be added together to create full-time equivalent (FTE) jobs.

All new jobs promised at the time of application must be filled within two years and must be maintained over the life of the abatement. In the event the employment is not maintained over the life of the abatement, the Village reserves the right to decrease the abatement by the number of years that were given for that employment.

New Jobs Points \_\_\_\_\_

#### **C. Project Value (eligible costs based on Policy)**

All construction work on the restoration shall be completed within two years after the approval of the certificate (unless a shorter time frame is set by the Village Council).

|                       |           |       |
|-----------------------|-----------|-------|
| \$50,000 - \$74,999   | 15 Points | _____ |
| \$75,000 - \$99,999   | 25 Points | _____ |
| \$100,000 - \$149,000 | 35 Points | _____ |
| \$150,000 +           | 45 Points | _____ |

**D. Innovative Energy and Design Techniques**

Applicant to submit documentation of one of the following LEED certification levels achieved by the Rehabilitation project:

|                      |           |       |
|----------------------|-----------|-------|
| LEED Certified level | 5 Points  | _____ |
| LEED Silver level    | 10 Points | _____ |
| LEED Gold level      | 15 Points | _____ |
| LEED Platinum level  | 20 Points | _____ |

**E. Bonus Provision at the Discretion of the Downtown Development Authority (DDA)**

Based on renderings submitted by the applicant at the time of the original application, the DDA may add an additional 1-10 points based on how closely the exterior design of the proposed redevelopment project follows the Downtown Design Manual. At the discretion of the DDA, other initiatives may be considered.

Bonus Points \_\_\_\_\_

**F. Bonus Provisions at the Discretion of the Village Council**

Based on information submitted by the applicant at the time of the original application, the Village Council may add an additional 1-25 points based on the relationship of the proposed rehabilitation project to the public policy initiatives identified below. At the discretion of the Village Council, other public policy initiatives may be considered.

1. Project has significant **regional** economic impact. The project has the magnitude to have a substantial positive effect on the health, safety or welfare of citizens in the region that will affect more than the Village of Spring Lake.
2. Project emphasizes emerging business and/or technology.
3. Project offers unique positive environmental impacts.
4. Project has jobs with health care benefits to employees.
5. Project provides affordable (missing middle) workforce housing
6. Project provides density housing (e.g.; 2<sup>nd</sup> story residential)

Bonus Points \_\_\_\_\_

**TOTAL POINTS** \_\_\_\_\_

### 3.7 Scoring System Total and Years of Proposed Abatement

|                         |          |
|-------------------------|----------|
| < 25 Total Points:      | 1 Year   |
| 25 – 29 Total Points:   | 2 Years  |
| 30 – 34 Total Points:   | 3 Years  |
| 35 – 49 Total Points:   | 4 Years  |
| 50 – 59 Total Points:   | 5 Years  |
| 60 – 69 Total Points:   | 6 Years  |
| 70 – 79 Total Points:   | 7 Years  |
| 80 – 89 Total Points:   | 8 Years  |
| 90 – 99 Total Points:   | 9 Years  |
| 100 - 109 Total Points: | 10 Years |
| 110 – 119 Total Points: | 11 Years |
| 120 + Total Points:     | 12 Years |

**TOTAL YEARS OF COMMERCIAL FACILITIES EXEMPTION TAX ABATEMENT: \_\_\_\_\_**